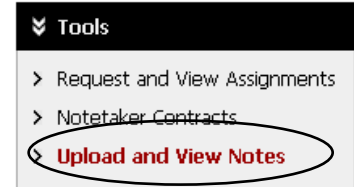


Uploading Instructor Verification Form (IVF) to STARS

STEP ONE: Log-in to your account at

<https://york.accessiblelearning.com/Akron>

- On the left-hand side of the page under ‘Tools’ select ‘Upload and View Notes.’



STEP TWO: Fill out the ‘File Information’

- Select the class and day for which you will be uploading.
- Select ‘Verification’ under ‘Notes for.’
- Browse your computer or flash drive for the IVF you are uploading.

File Information

Select Class *: TEST 100.001 - Test Class for OA [CRN: 70000]

Notes for *: Verification

Select Day(s) *

Monday Tuesday

Wednesday Thursday

Friday Saturday

Sunday

Select File: Choose File No file chosen

Upload Notes

STEP THREE: Select ‘Upload Notes’

- You will get a message that your form was uploaded properly.



- Below is what you will see; you can also access the IVF once it is uploaded. If you posted the incorrect IVF you can delete and re-load the correct one. All materials you upload for the semester will be listed.

Number of Records Found: **2**

Show Limit: 100 per Page Update

Showing Records: **1 - 2**

SBJ	CRS	SEC	Notes Title	Date Uploaded	Size	Delete	View
TEST	100	001	Notes for Week 1 (Wednesday)	12/12/2023	302 KB	Delete	View
TEST	100	001	Notes for Verification (Monday)	12/08/2023	25 KB	Delete	View

- If there are issues uploading notes, you will get an error message stating what the problem is and how to resolve it.

Uploading Instructions: Please scan your document at **150 dpi as the scanner resolution**. The maximum allowable file size is **1 MB** per upload.



INCOMPLETE FIELDS

There was a problem processing your request, please make sure you check the following field(s):

- Your file size is larger than **1 MB**. Please resize your document or scan with lower resolution before submitting your file.
- System is unable to process your file because it does not meet the criteria on file type, see guideline on file submission requirement.