



STUDENT ACCESSIBILITY SERVICE (SAS)

Guide to Accessing your Notes on Learn


Step One

Access Learn through the UC main page (Logins are in the top right-hand corner) OR go directly to the Learn website at <http://learn.canterbury.ac.nz/>

A screenshot of the University of Canterbury website. The top navigation bar includes links for Library, UC Online, News, Events, Maps, Staff, Work at UC, 150 Years, and a search icon. On the right of the navigation bar is an 'Apply Now' button. Below the navigation bar is a secondary menu with links for Study, Enrol, Research, Life, Support services, Engage, About, and Logins. The 'Logins' menu is expanded, showing a list of services: LEARN (circled in red), OneDrive, Zoom, UC CareerHub, Student email, UC Services Portal, Staff email, Password Reset, myUC, UCGO, My Timetable, ourUC, Canterbury Card Account, Staff logins, and My Library Account, More logins. On the left side of the page, there is a blue sidebar with the text 'Welcome Te Wh' and a search box labeled 'Search UC'.

Step Two

Log on to LEARN page using your student login ID (e.g., abc123) and password:

UC  AKO | LEARN

UC Student / Staff Login

[I'm from UC, log me in!](#)

Username

abc123

Password

.....

[Log in](#)

[Lost password?](#)

[Other Tuakiri member insitution](#) [Login in here](#)

English (en) ▾ | [Cookies notice](#)

Step Three

Learn will open a home page. Click *SAS Notes Support 2023* (here *SAS Notes Support 2022* is shown for example).

UCU AKO | LEARN News Dashboard My courses Support Hub Need to talk?

My courses

Course overview

All Search Sort by course name Card

College of Science - Health & Safety Induction Faculty of Science 0% complete

SAS Notes Support 2022 Student Accessibility Service

SAS Notes Support 2023 Student Accessibility Service **Hidden from students**

Clicking that will open SAS Notes Support 2023 page You should now be on the SAS Notes Support 2023 page.

UCU AKO | LEARN News Dashboard My courses Support Hub Need to talk?

SAS Notes Support 2023

Course Settings Participants Grades Reports More

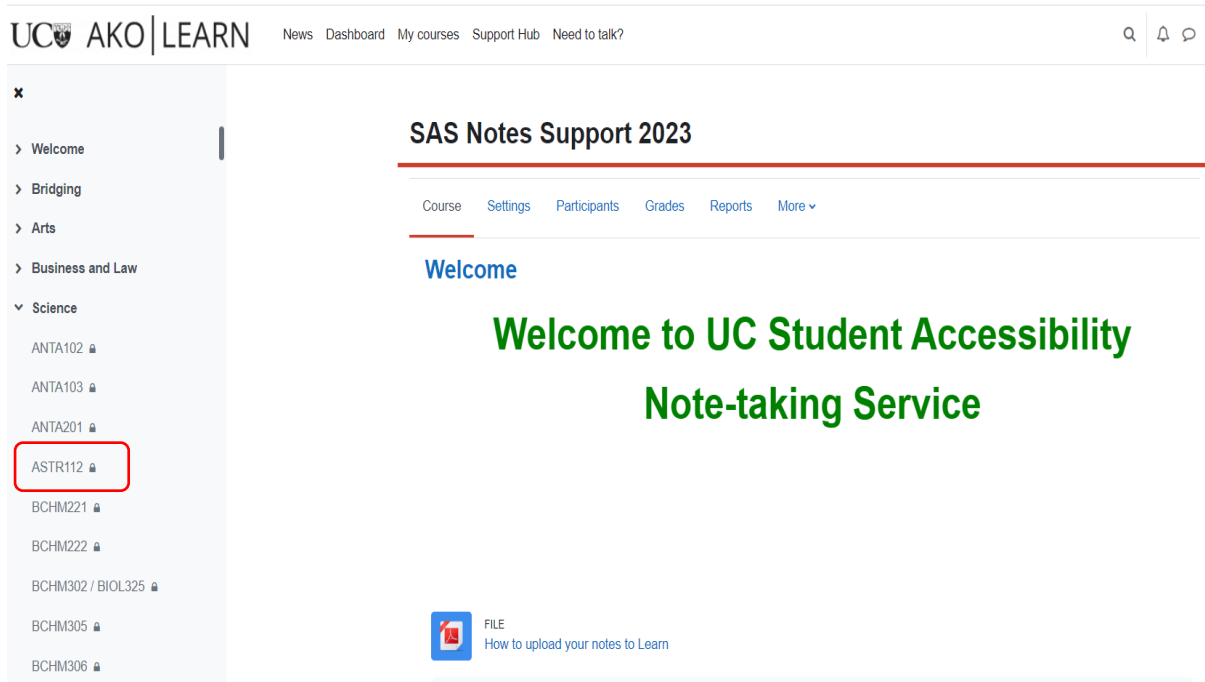
Welcome

Welcome to UC Student Accessibility Note-taking Service

FILE How to upload your notes to Learn

Step Four

On the left-hand side screen, you will see the colleges and click on the appropriate college for your notes:



The screenshot shows the UC AKO LEARN interface. The top navigation bar includes "UC AKO LEARN", "News", "Dashboard", "My courses", "Support Hub", and "Need to talk?". The left sidebar lists various courses, with "ASTR112" highlighted in a red box. The main content area displays the "SAS Notes Support 2023" course page. The page includes a "Welcome" message and a "Welcome to UC Student Accessibility Note-taking Service" heading. Below the heading, there is a "FILE" button with a document icon and a link to "How to upload your notes to Learn".

This is the page where all the courses you have access to notes will be displayed. The course folder will be hyperlinked.

Step Five

Click on one of the courses to open the folder where notes are loaded.

The screenshot shows the UCO AKO LEARN interface. The top navigation bar includes 'News', 'Dashboard', 'My courses', 'Support Hub', and 'Need to talk?'. A search bar and notification icons are on the right. A sidebar on the left lists various courses under 'Science', with 'ASTR112' highlighted in blue. The main content area displays the 'ASTR112' folder, labeled 'Astrophysics'. It includes an 'Edit' button, a 'Download folder' button, and a subfolder named '2022 S1 Notes'. Navigation arrows for 'ANTA201' and 'BCHM221' are visible at the bottom of the main area.

Click on the subfolder (if present) to view notes.

For example, ASTR112 (2022 S1 Notes) might look like this:

This screenshot shows the UCO AKO LEARN interface with the 'ASTR112' folder expanded to show its contents. The sidebar on the left remains the same, with 'ASTR112' selected. The main content area shows the '2022 S1 Notes' subfolder containing five document files:

- 01. ASTR112 22.02.22.docx
- 02. ASTR112 23.02.22.docx
- 03. ASTR112 25.02.22.docx
- 04. ASTR112 01.03.22.docx
- 05. ASTR112 02.03.22.docx

The 'Edit' and 'Download folder' buttons are still present above the list of files.

You can then download the notes on your computer by clicking the notes:

The screenshot displays the UC AKO LEARN interface for the course ASTR112. On the left, a navigation menu lists various courses, with ASTR112 selected and highlighted in blue. The main content area shows the course title 'ASTR112' and the subject 'Astrophysics'. Below this, there is an 'Edit' button and a folder icon representing '2022 S1 Notes'. Inside this folder, a list of 12 document files is displayed, each with a document icon and a filename. The first file, '01. ASTR112 22.02.22.docx', is highlighted with a red box. Below the list, a preview of the selected file is shown, also highlighted with a red box.

Be aware that the order of notes may change depending on the file name.

Learn will order notes according to underscores, hyphens or spaces used in the file name and ignore the date sequence.