

STUDENT Accessibility LIFE Services

NOTETAKING PROGRAM Volunteers' notetaking portal guide

Access the volunteer notetaking portal by using this link

For any inquiries, please contact: <u>as.notetaking@utoronto.ca</u>

1. Go to <u>clockwork.studentlife.utoronto.ca:8443/user/notetakingstudents/login.aspx</u> to access to Accessibility Services Online student Services

	TO					
Welcome to the On	line Student S	ervices				
Please select an option from	m the menu below:					
>	2			2	83	
Term Assessment	My	Course	Volunteer	Accommodation	Group Learning	Documentation
Accommodation	Registration	Notes	Notetakers	Letters	Strategy	Upload
Registration	History	(To register for/access	(To register to become a		Registration	
MAY 2, 2022		notes)	notetaker/upload			
- TO -			notes)			
JUNE 21, 2022						
REGISTRATION						
DEADLINE:						
14 DAYS PRIOR						

2. Log into ClockWork using your UTORid and password

Notetaking for students receiving notes	0 a
Please log in	
Please remember to log out when you are done.	
UTORid or JOINid:	
Password:	
Log In	
NOTE: If you are currently registered with us and want to submit new, updated, or additional docum please submit your documentation via the Student Document Upload Portal , or via fax to: 416-978-5	entation to Accessibility Services, i729.
If you have not been registered with Accessibility Services within the last academic year, and are ret contact our office to find out about re-activating your registration.	turning to studies, you should
Accessibility Services Student Online Portal	

- 3. Register by completing the 'Profile' page
- 4. Once you have completed the 'Profile' page, click 'Next'

ease fill in your registration info	mation in order to create your account:	3 2
tep 1: Update Profile lep 2: Agreement lep 3: Courses lep 4: Upload your sample tes	Profile First name: Student number: School email:	Last name:
	Mailing address is primary Mailing address:	Permanent address is primary Permanent address:
	Phone (Home): Phone (Alternate):	

5. After reading, click "I agree," select 'Next'



- 6. Select the course(s) that you will be able to note take for
- 7. Select 'Next'



- 8. OPTIONAL: Select "I am ready to upload my sample notes"
 - You will NOT have to upload sample notes. Sample notes were used in our previous version of the portal and will no longer be used.
 - The 'I am ready to upload my sample notes' button will redirect you to upload your lecture notes.

	3 1	
Please fill in your registration information in order to create your account:		
Step 4: Upload your sample notes		
I am ready to upload my sample notes		
I do not have sample notes, what can I do?		
Accessibility Services Student Online Portal		

- 9. Submit lecture notes by clicking "Upload lecture notes" for the course that you wish to upload lecture notes in
 - To add more courses, select "add a new potential course"
 - If your status is indicated as "no", please continue to upload course notes. You no longer need to be selected in order to upload course notes
 - If you are no longer interested in being a note taker in a course or have dropped a course in which you are a note taker in, please let us know so that we can remove you as a note taker in that course by emailing the address provided on Page 1

TORONTO		÷ 8,
Courses / notes Profile FAQ	Submit a comment	
Courses		Show term: Spring Session 2020 V Refrest
My courses	I have been selected	My lecture notes
EES A10H3LEC 99 Y	No	Upload lecture notes
Confidentiality Agreement Remin I acknowledge that the access I have be University of Toronto, is a privilege of mo	der en granted to any information – shared database	is, networks and website of Accessibility Services,
students. Misuse of information or inapp the loss of access privileges and other s	ropriate use of the network of databases constitue anctions.	tes as a violation of this agreement and will result in
By agreeing to the terms and conditions,	I fully understand and accept this policy as outlin	ned in the attached statements.
Design and the second second second	oring to bast practices in regards to volunteer pat	totaking and agree to upload notes within 40 hours

- 10. Select the lecture date for the uploaded notes in the appropriate course by clicking the calendar icon
- 11. Select the appropriate file by clicking 'browse' and submit your notes

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Courses / notes	Profile FAQ S	Submit a comment Help	
ecture notes fo	or EES 0H3 se	ction Y LEC 99 (20205) 3	
cture notes are liste	d below; on the lea	cture date in the first column to view the file. Use the	e 'Submit notes' button to add a file to the li
Submit lecture no	otes		
lease submit one o	r more file, elow:	•	
ecture date:	10	Brouse	
		Browse	
ecture date:	103		
ecture date:			
ecture date:		Browse	
ecture date:	828		
ecture date:		Browse	

12. Lecture notes successfully uploaded appear under "Lecture notes (click to download)"

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acture notes for EE	S A10H2 c	action VIEC 9	0 (20205) 2	
ecture notes for EE	S ATUNS S	ection r LEC 9	5 (20205) 5	ustas' button to add a file to the list
Submit locture notes	w, click on the l	scrute date in the first	column to view the me. Use the Submit h	iotes button to add a file to the lis
Submit lecture notes				
File successfully uploaded	1.			
Please submit one or more	files below:			
Lecture date:	100		Browne	
Lecture date:	-		Browse	
Lecture date:	111		Browse	
Submit notes Back to court	ses			

- 13. You can remove an uploaded course note by clicking on the 'Remove' button located under 'Action'
- 14. Log off once you have uploaded your notes