

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

Welcome to the On	line Student S	ervices				
Please select an option from	m the menu below:					
>	2			2	83	F
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

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Notetaking for stud		tes		
Please log in				
Please remember to log out w UTORid or JOINid: Password: Log In		+		
			updated, or additional docume Portal , or via fax to: 416-978-57	ntation to Accessibility Services, 729.
If you have not been reg contact our office to fine			last academic year, and are retu	urning to studies, you should
		Accessibility Services St	udent Online Portal	

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

ase fill in your registration info	rmation in order to create your account:	3 1
tep 1: Update Profile lep 2: Agreement lep 3: Courses lep 4: Upload your sample tes	Profile First name: Student number: School email: Alternate 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

Courses / notes Profile FAQ	Submit a comment	÷ 1,
Notetaker Courses		
Courses		Show term: Spring Session 2020 🕶 Refres
My courses	I have been selected	My lecture notes
EES A10H3LEC 99 Y	No	Upload lecture notes
Add a new potential course Confidentiality Agreement Remin	der	
University of Toronto, is a privilege of my	y volunteer involvement. I will use the access only ropriate use of the network of databases constitut	s, networks and website of Accessibility Services, for matter relating to my volunteer work with 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.

- 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 Su	ubmit a comment Help	
ecture notes fo	or EES 0H3 sec	ction Y LEC 99 (20205) 3	
cture notes are liste	d below; on the lect	ture date in the first column to view the file. Use th	e 'Submit notes' button to add a file to the lis
Submit lecture no	otes		
lease submit one o	r more file, elow:		
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Lecture date:	a download)	Date uploa	ided Action

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

Courses / notes	Profile FAQ	Submit a comment	Help	
		section Y LEC 9		
			t column to view the file. Use the 'Submit n	otes' button to add a file to the lis
Submit lecture not		to resource date in the ins	Countin to view the file. Ose the Submit in	ones concerno add a ne to the its
File successfully uple				
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Please submit one or	more mes below.			
Lecture date:	10		Browse	
Lastin data	-		-	
Lecture date:	10		Browse	
Lecture date:			Browse	
Submit notes Back t	o courses			
	da una la sub		Date uploaded	Action
Lecture notes (click to				

- 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