

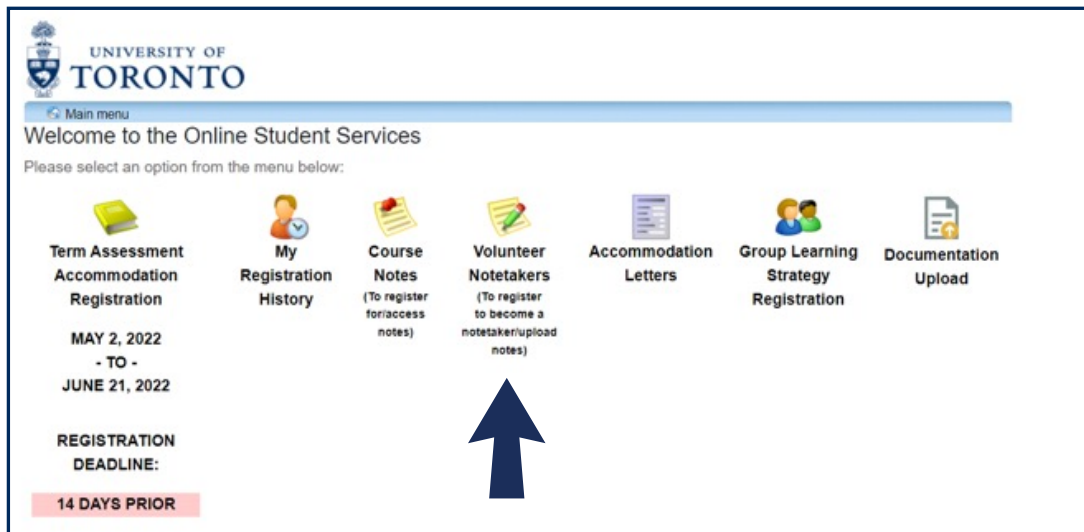
NOTETAKING PROGRAM

VOLUNTEERS' NOTETAKING PORTAL GUIDE

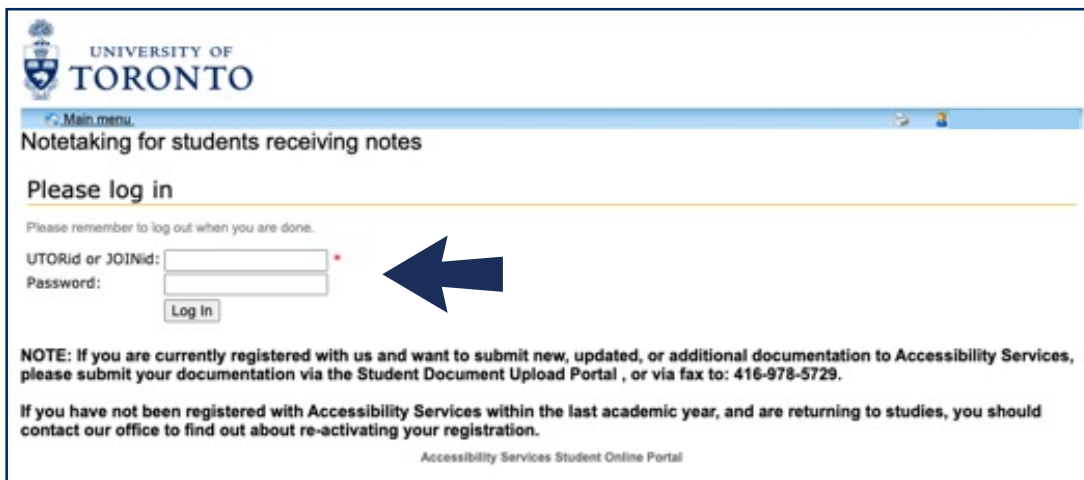
Access the volunteer notetaking portal by using this [link](#)

For any inquiries, please contact: as.notetaking@utoronto.ca

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



2. Log into ClockWork using your UTORid and password



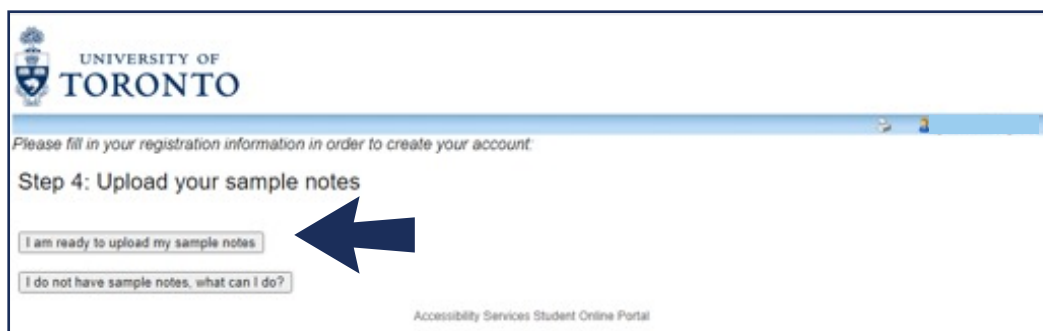
3. Register by completing the 'Profile' page
4. Once you have completed the 'Profile' page, click 'Next'

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'

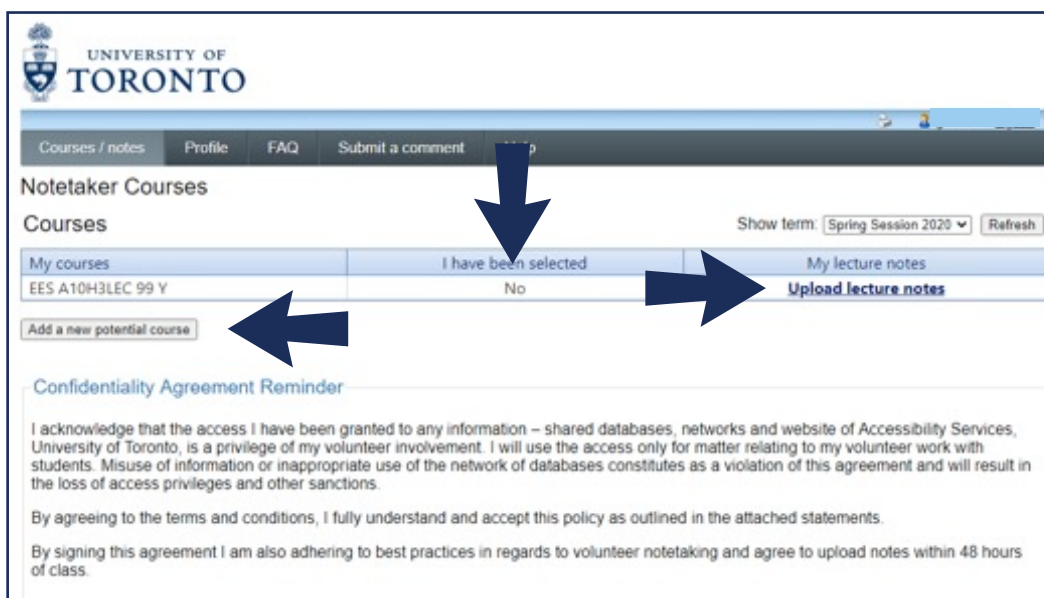
8. OPTIONAL: Select “I am ready to upload my sample notes”

- 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.



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



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 Submit a comment Help

Lecture notes for EES A10H3 section Y LEC 99 (20205) 3

Lecture notes are listed below, click on the lecture date in the first column to view the file. Use the 'Submit notes' button to add a file to the list.

[Submit lecture notes](#)

Please submit one or more files below:

Lecture date:

Lecture date:

Lecture date:

Lecture notes (click to download)	Date uploaded	Action
No records to display.		

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

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Lecture notes for EES A10H3 section Y LEC 99 (20205) 3

Lecture notes are listed below, click on the lecture date in the first column to view the file. Use the 'Submit notes' button to add a file to the list.

[Submit lecture notes](#)

File successfully uploaded.

Please submit one or more files below:

Lecture date:

Lecture date:

Lecture date:

Lecture notes (click to download)	Date uploaded	Action
notes_A10H3.2020_05-01.docx	2020-05-28	<input type="button" value="Remove"/>

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