

## In-Class Notetaker Application Procedures

1. Receive an **e-mail notification** requesting a notetaker for a course with a student with a disability enrolled.
  - **OR** you can sign up to be a potential notetaker for any of your courses prior to receiving an email notification that a notetaker is requested for that course by following the same steps below.
2. Access our main page at <http://sas.sdes.ucf.edu/>. On this page, navigate to the link labeled “Knights Access” (Figure 1). Select this icon and log in to Knights Access using your NID and NID password (Figure 2).



Figure 1: Knights Access icon screenshot

A screenshot of the login interface. On the left, a yellow box titled "Sign on:" contains a red-bordered area with two input fields: "NID:" with the text "NID" and "Password:" with a masked password ".....". Below these is a "Sign on" button and a link to the UCF Information Technologies and Resources Policy. On the right, a yellow box for "Accessible Information Management, LLC" features a logo, the company name, and a description of their services for higher education.

Figure 2: NID and NID password submission boxes screenshot

3. Select the **Sign Up as a Notetaker** option (Figure 3).



Figure 3: Screenshot of the Sign Up as a Notetaker tab

4. Type in your UCF (PID) under School ID. Verify that your username is also your UCFID (PID) and confirm your email is correct, then continue click continue to step 2 (Figure 4).

A screenshot of a web form titled "ONLINE NOTETAKER APPLICATION". At the top, there is a yellow box with a red warning triangle icon and the heading "ELIGIBILITY REQUIREMENTS". Below this, a section titled "Please read the following requirement to become a notetaker:" contains a bulleted list of requirements. The main form area is titled "Step 1: Specify Login Information" and contains three input fields: "School ID\*" with the value "000000" and a red arrow pointing to it, "Username:" with the value "UCFID/PID", and "Email Address:" with the value "Knights Email". A red box highlights a "Continue to Step 2" button at the bottom of the form.

Figure 4: Screenshot showing where to type in your UCFID (PID)

5. Create your notetaker profile by filling in your personal information. Make sure to fill in all the required fields (First and Last name, Gender, Phone Number, and Address). Once completed, select register as a notetaker (Figure 5).

**STEP 2: SPECIFYING PERSONAL INFORMATION**

Please confirm that your username is as follow: [REDACTED] you need to change or update your username, please use the following button to modify your entry: **Modify Your Initial Entry**

**Personal Information**

First Name\*:

Last Name\*:

Middle Name:

Student ID: UCFID/PID

Gender\*:

**Contact Information**

Specify at least one phone number:

Cell Phone Number:   
Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Land Line Phone Number:   
Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Email Address: Knights Email

**Local Address**

Address\*:

City:

State:

Zipcode:   
Hint: Enter zipcode as 97331 or 97331-0000.

**Register as a Notetaker**

Figure 5: Screenshot of page where students fill in their personal and contact information

6. Search for your courses with course subject, course number, and/or section number. Press search and verify that it is the correct course, then click select (Figure 6).
  - If you are signing up for courses you haven't received an email requesting a notetaker for, you can still search and submit your courses the same way (Steps 6 and 7).

**Important Note:** System will only search 10 classes at a time. Please enter at least course subject and number.

Accommodation Term:

Course Subject:

Course Number:

Section Number:

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Number of Records Found: **1** Show Limit:  per Page

Showing Records: **1 - 1** Navigate to Page:   [Previous](#) [Next](#)

SBJ	CRS	SEC	Class Title	Select
ABC	1000	0001	zPretend Class	<input type="button" value="Select"/>

Figure 6: Screenshot showing how to search and select your courses

7. **Or** if you know the course's 5-digit Course Registration Number (CRN) you can type it the bottom box and click "Continue to Verify Your Courses" (Figure 7).

**Request a Notetaking Assignment**

**Step 1: Choose Term**  
Term\*:

**Step 2: Enter Course Registration Numbers**

**Important Note:** If you have not signed a contract for this particular term, the system will require you to submit a notetaker contract after you click **Continue to Verify Your Classes**.

Figure 7: Screenshot of adding CRNs

- Review the Notetaker Agreement form on the next screen and sign at the bottom of the form with your digital signature which is your full name. Then submit your Notetaker Contract (Figure 8).

Required Step

Full Name\*:  x ←

**Note:** Please sign exactly as Pretend Notetaker

By completing this application, I am acknowledging that I have read the notetaker agreement and guidelines, understand them, and will follow them.

**Submit Your Notetaker Contract**

Figure 8: Screenshot of digital signature and submitting notetaker contract

- Verify your classes by checking the box in front of the course information. Also, select your compensation type (letter for volunteer hours or no reward needed). Then submit you class schedule (Figure 9).

Previous Term **Term: Spring 2016** Next Term

**Step 3: Verify Your Classes**

Please verify your class schedule, if it is correct check the box and click **Submit Your Class Schedule** to request a notetaking assignment.

	CRN	SBJ	CRS	SEC	Course Title	CMPS
<input type="checkbox"/>	00001	ABC	1000	0001	Zpretend Class	<b>Letter for Volunteer Hour</b> ▼

**Important Note:** Please make sure you **SELECT A CORRECT** compensation type for each course. Once you are assigned to the class as a notetaker, you will not be able to modify your selection without contacting our office.

**Submit Your Class Schedule** Cancel

Figure 9: Screenshot highlighting how to select compensation type and how to submit your class schedule

- If you are **selected** as the notetaker, you will receive an email notification. You must confirm the assignment via the link provided in the notification email.
- If you are **not selected** as the notetaker, you will not be notified by SAS. If the selected notetaker is unwilling or unable to continue taking notes for the semester, you may be asked if you are still interested later in the semester.

## Uploading Class Notes Using Knights Access

1. Log in to Knights Access by following step 2 in the guide above
2. Select the Notetaker tab on the top of the screen (Figure 10).

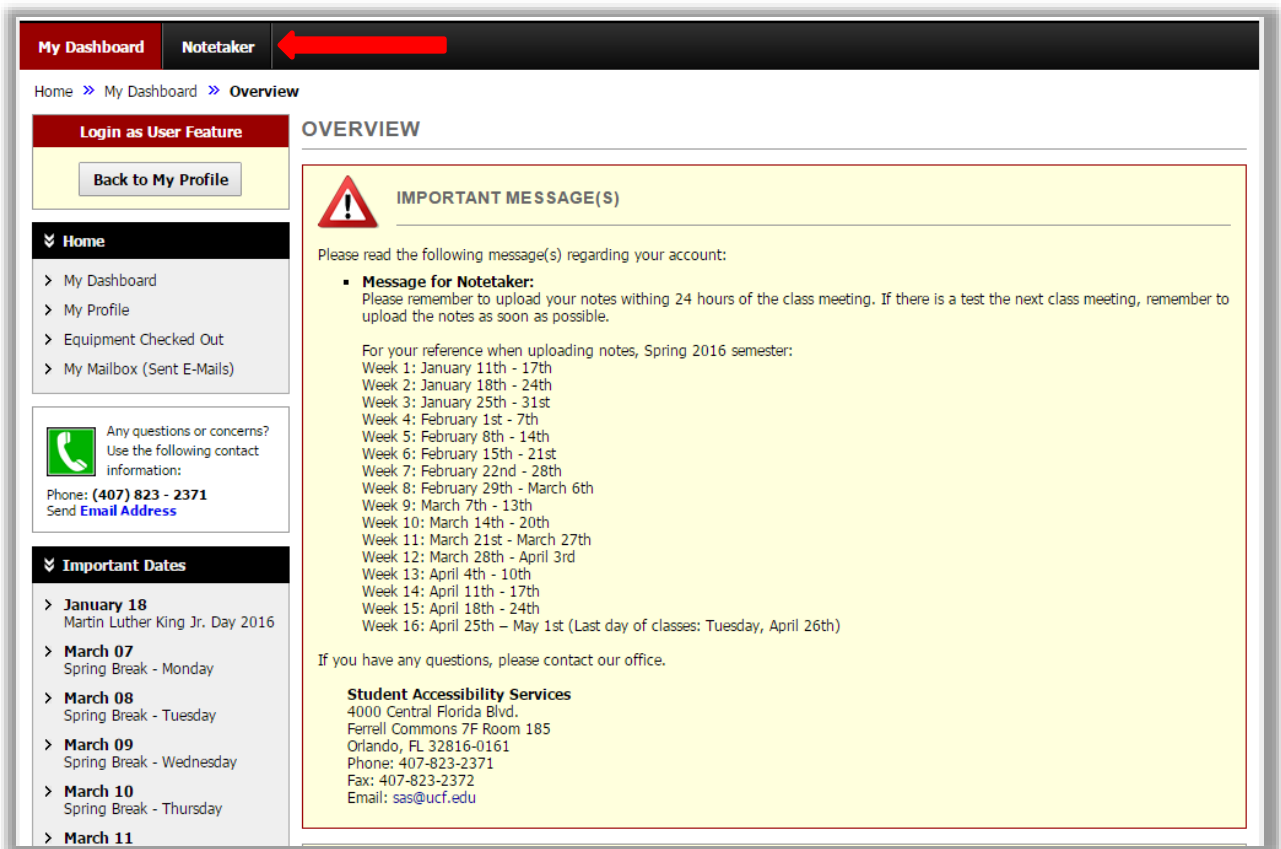
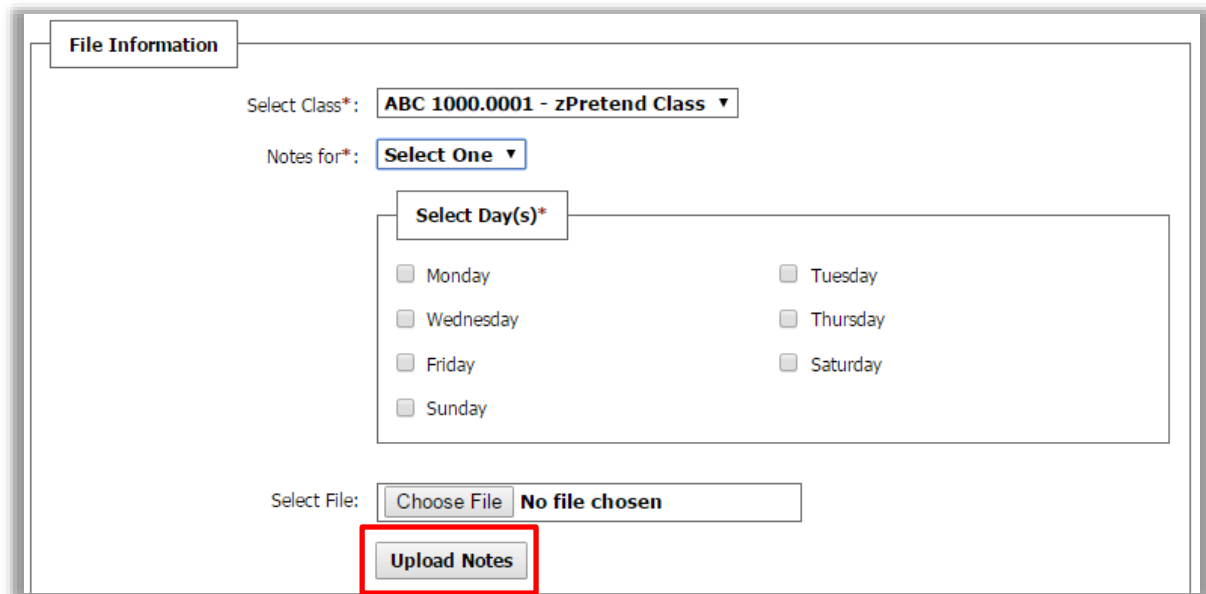


Figure 10: Screenshot highlighting the Notetaker tab

3. Scroll to the bottom of the screen and upload the lecture notes in the box labeled “File Information”. Make sure to select the correct course, week of the semester (under “My Dashboard” you can view a reference table of which lecture dates fall under each week), and day of the week. Select the corresponding lecture notes from your files, then click upload notes (Figure 11).



The screenshot shows a web form titled "File Information". It contains the following elements:

- Select Class\*:** A dropdown menu with the selected value "ABC 1000.0001 - zPretend Class".
- Notes for\*:** A dropdown menu with the selected value "Select One".
- Select Day(s)\*:** A group of seven radio buttons for selecting days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. All are currently unselected.
- Select File:** A file selection area with a "Choose File" button and the text "No file chosen".
- Upload Notes:** A button at the bottom of the form, which is highlighted with a red rectangular border.

Figure 11: Screenshot of how to upload notes

- You will see a message stating “System Update is Successful” if submission went through. You will be able to view or delete the notes if you uploaded the wrong set of notes (Figure 12).

### UPLOADING NOTES

**SYSTEM UPDATE IS SUCCESSFUL** ←

System has successfully processed your request.

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

**File Information**

Select Class\*: Select One ▼

Notes for\*: Select One ▼

**Select Day(s)\***

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Select File: Choose File No file chosen

Upload Notes

Number of Records Found: **1** Show Limit: 100 ▼ per Page Update

Showing Records: **1 - 1** Navigate to Page: 1 ▼ Go Previous Next

SBJ	CRS	SEC	Notes Title	Date Uploaded	Size	Delete	View
ABC	1000	0001	Notes for Week 1 (Monday)	01/05/2016	12 KB	<a href="#">Delete</a>	<a href="#">View</a>

Figure 12: Screenshot showing submission was successful and where to view/delete uploaded notes



## Withdrawal from In-Class Notetaking Procedures

- If you were selected to be a notetaker and are no longer able to continue providing notes please email SAS at [SASNotes@ucf.edu](mailto:SASNotes@ucf.edu) to let us know that you are no longer available.
- If you haven't been selected yet but still wish to remove yourself as a potential notetaker for the course follow these steps:
  1. Log in to Knights Access.
  2. Select the Notetaker tab on the top of the screen (Figure 13).



Figure 13: Screenshot highlighting the Notetaker tab

3. Select the “Cancel this Class” option on the bottom of the screen (Figure 14).

CRN	SBJ	CRS	SEC	Course Title	Status	View
00001	ABC	1000	0001	Zpretend Class	Not Assigned <b>Cancel This Class</b> C: Letter for Volunteer Hours Change Compensation Type	

Figure 14: Screenshot highlighting the cancel this class option



## Student Accessibility Services *Access Matters*

### Guidelines for Notetakers

Notetakers should use the following guidelines when uploading notes:

- ❖ The **course prefix, course number and section** (example: MAN 3205 0001) should be at the top of **every page** of notes.
- ❖ The **date** of the class meeting should be at the beginning of each day's notes and indicated in Knights Access. Notes should **not** be uploaded by chapter but by each class period.
- ❖ **Number pages sequentially** (1, 2, 3, ... 21, 22, 23, ...) with each submission.
- ❖ Write notes in **complete sentences** whenever possible and where appropriate. These notes may be used by students with hearing impairments to supply them with information they did not hear in class, or by students with learning disabilities to organize and complete the information they may have missed in class.
- ❖ Upload all class notes using the Knights Access Note-taker module.
- ❖ Notes also may be scanned free of charge at SAS located in Ferrell Commons Room 185 and at all UCF Regional Campus locations. Write legibly (preferably in blue or black ink) or type the notes so they are clear when scanned. Notes will then be uploaded to the Knights Access system.
- ❖ Notes should be uploaded **within 24 hours of the class**, *unless* there is a **test** scheduled for the next class in which notes should be uploaded **immediately** after class. This will give the student time to read the notes to prepare for the next class meeting.
- ❖ The notetaker must attend every class or arrange for another student to take notes if absent from class.
- ❖ SAS must be notified immediately if the notetaker drops or withdraws from the class.

## UCF Student Accessibility Services **Agreement to Provide Class Notes**

If you are assigned as a notetaker, you should provide notes for each and every class session during a semester. It is preferred that you deliver your own notes, however in the event that you cannot attend a class, you may deliver notes from another student.

SAS agrees to provide a letter outlining community service hours completed by the volunteer. The volunteer will receive up to 40 hours of community service per course, dependent upon the quality and regularity of note uploads. The volunteer will receive community service hours commensurate to the time spent as the notetaker in the event that the student receiving the notes drops the course and/or in the event that the notetaker begins part way through the semester. Mixed Mode courses may result in less community service hours given, depending on how often the class actually meets.

In the event that the notetaker drops or withdraws from a class, it is expected that the notetaker will notify Student Accessibility Services (SAS) of this action, in order for another volunteer to be selected. The notetaker may be given a letter for community service hours that is commensurate with the time spent as the notetaker. A letter will not be provided if the student drops a class and provided notes for less than a half of the semester.

I understand that the class notes become the property of SAS, and I will have no further claim to the class notes. I further understand that I will receive my community service letter the day before final exams of that semester begin.

I understand that my responsibilities include, but are not limited to:

- Attending class and taking reliable and legible notes for students registered with SAS.
- Uploading notes via Knights Access within 24 hours of a class meeting in which notes are taken.
- In the event of a test, uploading notes immediately after the class prior to the test.
- Getting notes from another student to upload if I miss class.
- Contacting SAS if I drop a course in which I agreed to provide notes.
- Responding in a timely manner to contact from SAS.