

OPS Notetaker Application and Assignment Procedures

To become an OPS Notetaker for Student Accessibility Services (SAS), applicants must meet certain eligibility criteria. The applicant must:

- Be a UCF graduate or undergraduate student,
- Have a declared major,
- Have at least sophomore standing (30+ credits),
- Have and maintain a minimum 3.0 cumulative **UCF*** GPA
- Have good academic standing and no violations of the UCF Code of Conduct.

*Note: It must be a UCF GPA

If you meet the eligibility criteria, follow these steps to apply:

1. Complete and submit the **OPS Notetaker Application** form online at <http://sds.sdes.ucf.edu/form-opsnotetaker>. SAS will notify you if there are open positions.
2. Eligible applicants will be notified of their enrollment in the SAS Online Notetaker Training Program in webcourses.
3. All applicants must successfully complete each of the four training modules with a score of 80% or better to receive an offer of employment to become an OPS Notetaker for SAS. Completion of this course does not guarantee an offer of employment.
4. Complete all of the hiring documents required by the UCF Human Resources Department and provide the originals to SAS so that an Electronic Personnel Action Form (ePAF) can be processed.
5. Provide the SAS Notetaking Team with your schedule of availability in order to be matched with a class where an OPS notetaker is needed.
6. Attend your assigned classes, take notes and upload the notes using the Knights Access system. Notes should be uploaded within 24 hours.
7. Submit timesheets to the SAS Notetaking Team bi-weekly and in a timely manner to allow the SAS Department to process payroll before the cut-off set by the UCF Payroll Services Department. Continually submitting incorrect time sheets may result in termination.



UCF Student Accessibility Services OPS Notetaker Agreement Form

Student Accessibility Services (SAS) employs high-achieving, responsible students to assist with delivering note taking services to students registered with SAS.

As an OPS employee of the University of Central Florida and SAS, I understand that I must comply with all policies and procedures as outlined in any training session I will be required to attend and the SAS notetaker program manual. In keeping with the core values that guide our conduct, performance, and decisions at UCF, I also understand that I must adhere to the UCF Creed.

The UCF Creed

Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions.

Integrity

I will practice and defend academic and personal honesty.

Scholarship

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

Community

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

Creativity

I will use my talents to enrich the human experience.

Excellence

I will strive toward the highest standards of performance in any endeavor I undertake.

It is essential that OPS Notetakers represent themselves and SAS in a manner that supports these values. Notetakers should be respectful and courteous to SAS staff, as well as professors, teaching assistants and fellow students in their course assignments. Please show up to your course assignments on time and conduct your behavior as you would if you were a student enrolled in that course, which includes silencing your cell phone and other electronic devices.

OPS Notetakers should show integrity in the submission of notes and timesheets. Any notes that are found to be plagiarized from another's notes or a duplicated submission of notes taken from a previous class meeting may result in the termination of that notetaker and potential administrative action that could bar that student from further employment at UCF. This also extends to timesheets. Please review your timesheets before submitting them. We understand that errors occur, and a Notetaking Assistant will always contact you if something on your timesheet is incorrect. However, intentionally falsifying information on your timesheet may result in termination and administrative action.

Notes are expected to be uploaded within 24 hours of the class meeting. In the event of a test, upload notes immediately after the class prior to the test. SAS has a two strike rule that applies to late uploading of notes. After a second late upload, you may be terminated. If there is no class, a test, or some other reason why notes do not need to be uploaded, please upload a file with an explanation written in. If you cannot attend class for any reason, it is ultimately your responsibility to find someone to fill in for you or find a way to obtain the notes. Please contact sasnotes@ucf.edu if you are unable to attend class. If you attend a class but class is cancelled unexpectedly, you may put 15 minutes of time for this on your timesheet.

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

- Attending class and taking reliable and legible notes for a student with a disability.
- Uploading notes to 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.
- Contacting SAS if I will be unable to attend a class and finding coverage for missed classes.
- Responding in a timely manner to contact from SAS.
- Complying with all SAS and UCF policies and procedures as outlined in training sessions and the notetaking accommodation handbook.
- Giving SAS 2 weeks written notice of intent to leave the position.

I, _____, acknowledge that I fully understand and will abide by the guidelines and information provided by the Student Accessibility Services training session and manual.

Signature: _____ Date: _____

SAS Signature: _____ Date: _____

OPS Notetaker Training

All prospective OPS notetakers must complete a comprehensive online training. The training consists of four modules to provide the information and skills required to be a successful notetaker for SAS. Each of the modules also includes a quiz that students must attain a score of 80% or better as a prerequisite for proceeding to the next module. A brief description of each module is as follows:

Start Here

This module includes an introduction to SAS, contact information, and a description of the training course.

SAS General Information

This module contains a PowerPoint presentation of general information regarding SAS and the services our department provides. This module also briefly touches on how students register for and receive accommodation services through SAS.

Notetaking

This module contains information on effective notetaking skills. It includes an assignment for the student to complete an external training and to confirm its completion by uploading a certificate. Prospective notetakers will also need to demonstrate their ability to effectively take notes by watching videos that are approximately five minutes in length and take notes based on an established set of learning outcomes.

Payroll Services

This module consists of information each employee needs to know regarding the UCF and SAS timekeeping processes. Notetakers must understand how to record and submit their timesheet to SAS staff for review and processing.

OPS Notetaker Hire

Although this module **does not contain any quizzes**, prospective notetakers must review the OPS Notetaker Agreement Form before receiving instructions on the next steps in the hiring process. This form will be signed as part of the OPS hire paperwork when students come in to the SAS office.

Effective August 1, 2013 all new OPS Graduate applicants must consent to and successfully complete a formal background check before receiving an offer of employment from Student Accessibility Services.

How to Upload Notes

1. Access our main page at <http://sas.sdes.ucf.edu/>. On this page, navigate to the link labeled “Knights Access.” Select this icon and log in to Knights Access using your NID and NID password.



Sign on:


NID:

Password:

By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy

- [What is my NID?](#)
- [What is my NID Password?](#)
- [What is Federated Identity?](#)

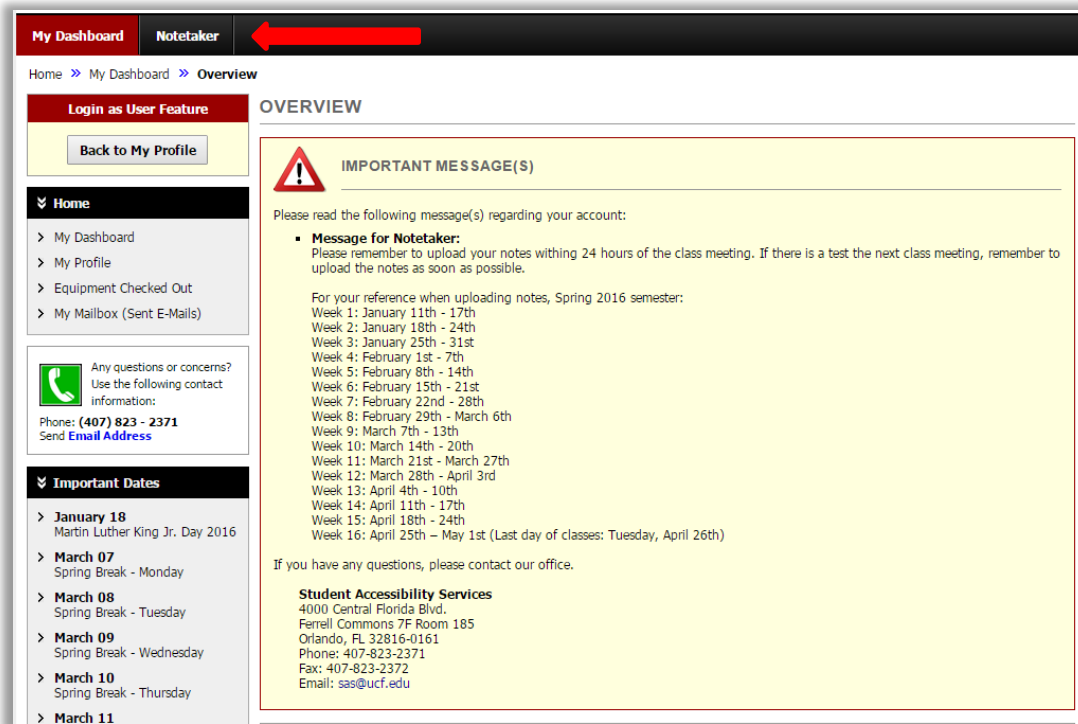
Accessible Information Management, LLC



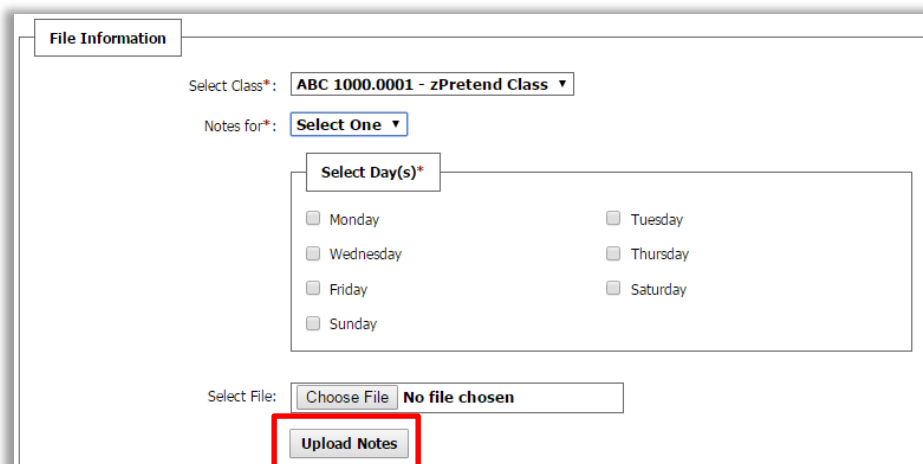
ACCESSIBLE INFORMATION MANAGEMENT
for higher education and beyond

AIM LLC provides software and support, systems implementation and integration, strategic consulting, and technology management services to help colleges and universities build, unify, and manage their disability services accommodations. Enterprise solutions for administration and recordkeeping. Portal solutions to enhance Web-based experiences and support community building Technology management services to better manage technology resources and provide metrics on demand. Bringing together people,

2. Select the Notetaker tab on the top of the screen.




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.



- 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.

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	Delete	View