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In-Class Notetaker Application Procedures

1. Receive an **e-mail notification** requesting a notetaker for a course with a student with a disability enrolled.

2. Sign on **myUCF** ([my.ucf.edu](http://my.ucf.edu)) (Figure 1) and enter your PID and password (Figure 2).

Figure 1: myUCF “Sign On” button screenshot

Figure 2: myUCF PID and password submission boxes screenshot
3. Select **Student Self Service** under the myUCF Menu.

4. Under the **Student Center** where ‘other academic’ is referenced, click the arrow for the drop-down menu. (Figure 3)

![Figure 3: Screenshot highlighting “other academic” drop-down menu](image1)

5. Select the **Clockworks Disability** option and click the double-arrow (>>). (Figure 4)

![Figure 4: Screenshot highlighting “Clockworks Disability” selected in the drop-down menu](image2)
6. Place a check ☑ in the box to acknowledge the statement, “I would like to be a notetaker.” Remember to hit Save. (Figure 5)

![Screenshot of “I would like to be a notetaker” box checked](image)

Figure 5: Screenshot of “I would like to be a notetaker” box checked

**IMPORTANT**: The SAS database is updated **three times on regular business days**; The update runs at 7:15 AM, 2:15 PM, and 7:15 PM. After you have completed step 6, you will need to wait until after the database has been updated to see the change and move on to step 7. If you had applied to be a notetaker for SAS in a previous semester, you will still need to opt-in for your current courses to be sent to our database.

7. After the database has been updated, click the **Knights Access Login** under the myUCF Menu. (Figure 6)

![Screenshot of Knights Access Login link](image)

Figure 6: Screenshot of Knights Access Login link
8. Select the **Note-takers** module. (Figure 7)

![Welcome to the Online Student Services](image)

Figure 7: Screenshot highlighting the Note-takers icon

9. Select the **Courses / Notes** option on the navigation menu. (Figure 8)

![Course/Notes link screenshot](image)

Figure 8: Course/Notes link screenshot

10. Complete the **profile** information (You must reference your Knights E-Mail). This should be filled in automatically but if you need to change information you have the option to. (Figure 9)
11. Place a check ☑ in the box to acknowledge the Confidentiality Statement. (Figure 10)

12. Select the enrolled course that you have received notification from SAS to request a notetaker (You may preemptively upload notes for your other enrolled courses in the event a student with a disability requests notes). (Figure 11)
13. **Upload** a sample of your class notes from the same class (If notes from a different class are used, please include a statement in the header). (Figure 12)

![Screenshot of link to upload sample notes](image)

Figure 12: Screenshot of link to upload sample notes

14. If you are **selected** as the notetaker, you will receive an email notification. You must complete the following form in order to be paid for the class notes:
   - Agreement to Provide Class Notes – this can be found at [sas.sdes.ucf.edu/form-inclassnotetaker](http://sas.sdes.ucf.edu/form-inclassnotetaker). Be sure to email [SASNotes@ucf.edu](mailto:SASNotes@ucf.edu) your syllabi for classes in which you have been selected at the notetaker.

15. 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, your sample notes will be available for registered students to make a new selection.
Uploading Class Notes Using Knights Access

1. Sign on myUCF (my.ucf.edu).

2. Click Knight Access Login under the myUCF Menu.

3. Select the Note-takers module. (Figure 13)

![Welcome to the Online Student Services](image1)

Figure 13: Screenshot highlighting the Note-takers icon

4. Select the Courses / Notes option on the navigation menu. (Figure 14)

![Course/Notes link screenshot](image2)

Figure 14: Course/Notes link screenshot
5. Select the **Upload lecture notes** link for the course in which you would like to provide notes. (Figure 15)

![Notetaker Courses](image1)

**Figure 15:** Screenshot emphasizing the link to upload lecture notes

6. Enter the **lecture dates** and any **comments** that might be helpful for the student(s) receiving the notes to know and browse your computer to attach the notes and **submit**. (Figure 16)

![Upload lecture notes](image2)

**Figure 16:** Screenshot of fields to enter the lecture date and comments, emphasizing the submit button

**IMPORTANT:** At the end of the semester, a letter will be emailed to you at your Knights email which you provided to SAS. If you have any questions, please contact our office during normal business hours. Messages left after hours will be responded to during the next business day.

For reasons of confidentiality, Student Accessibility Services (SAS) will not provide the names of students providing or receiving class notes to the provider or the recipient.
Withdrawal from In-Class Notetaking Procedures

Please use the following procedures to notify SAS if you are unable to continue providing notes:

1. Sign on myUCF ([my.ucf.edu](http://my.ucf.edu)).

2. Click the Knight Access Login under the myUCF Menu.

3. Select the Note-takers module.

4. Select the Courses / Notes option on the navigation menu.

5. Under the ‘I am no longer available to take notes for the following course’ select the appropriate course(s) and click the Remove this course button. (Figure 16)

   ![Figure 8: Screenshot of drop down menu to select a course to no longer be the notetaker](image)

6. Email SAS at [SASNotes@ucf.edu](mailto:SASNotes@ucf.edu) to let us know that you are no longer available.
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 via the myUCF portal.

- 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.

To be provided with a letter of community service, the notetaker must sign an **Agreement to Provide Class Notes** form with SAS within **3 business days** of being notified of your selection. Please do not provide notes to the student until you have signed this form.
UCF Student Accessibility Services  
Agreement to Provide Class Notes

I, _____________________________________ agree to provide my notes for

Fall / Spring / Summer Semester 20___ for the following courses:

____________________________________     ____________________________________

The intent of the agreement is to collect notes from the above named student, "volunteer", for each and every class session during a semester. It is preferred that the volunteer deliver his/her own notes, however in the event that the volunteer cannot attend a class, the volunteer 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. 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.

In the event that a volunteer drops or withdraws from a class, it is expected the volunteer will notify Student Accessibility Services (SAS) of this action, in order for another volunteer to be selected. The volunteer 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.

I, ________________________, acknowledge that I fully understand and will abide by the guidelines and information provided by Student Accessibility Services.

Signature: _____________________________ Date: ________________
Phone: (____) _________________     PID: _________________
Knights Email: ___________________________