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/](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).

![Knights Access icon screenshot](attachment:image.jpg)

![NID and NID password submission boxes screenshot](attachment:image.jpg)
3. Select the **Sign Up as a Notetaker** option (Figure 3).

![Sign Up as a Notetaker](image)

**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).

![ONLINE NOTETAKER APPLICATION](image)

**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).

![Figure 5: Screenshot of page where students fill in their personal and contact information](image-url)
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).

   ![Figure 6: Screenshot showing how to search and select your courses](image)

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).

   ![Figure 7: Screenshot of adding CRNs](image)
8. 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).

![Figure 8: Screenshot of digital signature and submitting notetaker contract](image)

9. 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).

![Figure 9: Screenshot highlighting how to select compensation type and how to submit your class schedule](image)

10. 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.

11. 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).

Figure 11: Screenshot of how to upload notes
4. 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).

![Screenshot showing submission was successful and where to view/delete uploaded notes](image)

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

![Figure 13: Screenshot highlighting the Notetaker tab](image)

![Figure 14: Screenshot highlighting the cancel this class option](image)
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.