

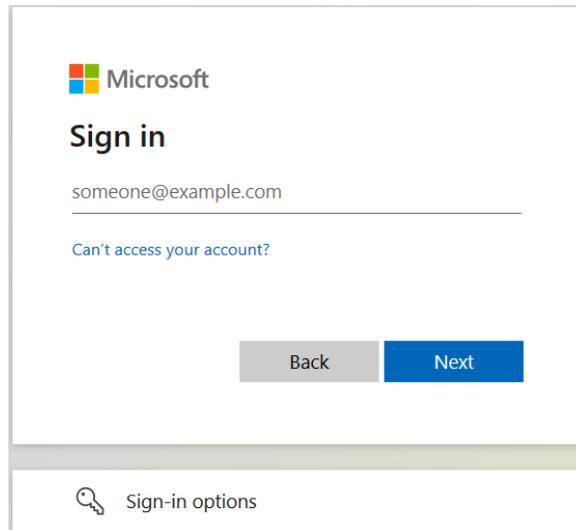
Requesting a Volunteer Notetaker

How a registered SAS student can request a volunteer notetaker

Step 1: Log into the SAS portal by visiting

<https://saslockwork.cc.umanitoba.ca/ClockWork/custom/misc/home.aspx>

Use your UofM student email account to sign in through Microsoft. If you are already signed in to a UofM account on your browser it might skip the Microsoft sign in.



The screenshot shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field containing the email address "someone@example.com". Below the input field is a link that says "Can't access your account?". At the bottom of the sign-in area, there are two buttons: a grey "Back" button and a blue "Next" button. Below the sign-in area, there is a section titled "Sign-in options" with a key icon.



Please sign in with your University e-mail address and password to access the application.

Step 2: Select “Course Notes”



Main menu

Welcome to the Online Student Services

Please select an option from the menu below:

- Schedule a test or exam
- My calendar
- Accommodation Letters
- Schedule an appointment
- Course Notes**
- Note-takers
- Alternate textbooks
- Instructor Portal

Student Accessibility Services
520 University Centre
University of Manitoba
204-474-7423
Student_accessibility@umanitoba.ca

Student Accessibility Services Exam Centre
155 University Centre
University of Manitoba
204-474-6213
sasexams@umanitoba.ca

Step 3: Select “Courses/notes” in the top left corner



Main menu

- Courses / notes**
- FAQ
- Submit a comment
- Help

Welcome to the SAS note-taker portal. We are excited about the new system as you can select a note-taker that best suits your needs.

To access potential notes, click on, “Courses/Notes”.

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Step 4: You must confirm that you require a volunteer notetaker (VNT) for each course by clicking the “change this” link

Courses

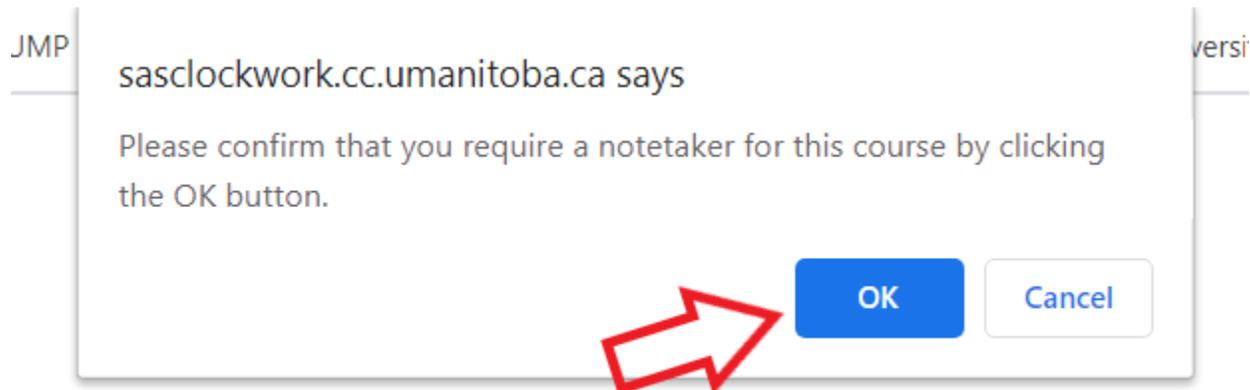
Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for. Please be aware that your notes will only be available to you until the last day of classes. Make sure you download any notes you will need by that time.

Show term: Refresh

Course name	I require a note taker	Note taker availability	My lecture notes
Test 9000 T01 <small>view download history</small>	No change this		N/A
Test 9050 T01 <small>view download history</small>	No change this		N/A

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Step 5: Click ok to the pop up. This will allow you to view potential notes that are available in your classes



Step 6: You will be able to browse any samples notes that have been submitted by potential note takers under "Note taker availability". Once you select a volunteer, the volunteer will receive an automated email from our office to begin uploading all of their notes for this specific class.

If it says "None are available at this time", it means that no one has volunteered their notes and you will need to talk to your Accessibility Coordinator about requesting another announcement to be made in your class.

Successfully marked 'require notetaker'.

Courses

Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for. Please be aware that your notes will only be available to you until the last day of classes. Make sure you download any notes you will need by that time.

Show term:

Course name	I require a note taker	Note taker availability	My lecture notes
Test 9000 T01 view download history	Yes change this	None are available at this time	N/A
Test 9050 T01 view download history	No change this		N/A

Step 7: Once a classmate has uploaded sample notes, and the SAS student has selected this volunteer, you will be able to view the notes on the same page. You will be able to view all lectures notes for this particular class under “My lectures notes”

Courses

Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for. Please be aware that your notes will only be available to you until the last day of classes. Make sure you download any notes you will need by that time.

Show term:

Course name	I require a note taker	Note taker availability	My lecture notes
Test 9000 T01 view download history	Yes change this	Selected	<input type="button" value="Notes"/>
Test 9050 T01 view download history	No change this		N/A

Step 8: You will see a listing of the notes uploaded and you can select which notes you'd like to download by clicking “View notes”. You may also see any additional comments the volunteer notetaker may have made under the “Comments” column.



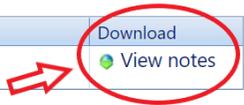
Main menu

[Courses / notes](#) [FAQ](#) [Submit a comment](#) [Help](#)

Lecture Notes for Test 9000 T01

[view download history](#)

Lecture date	Note taker	Comments	Download
January 7 (Tue)	Notetaker 3373		View notes



[Back to courses](#)

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