

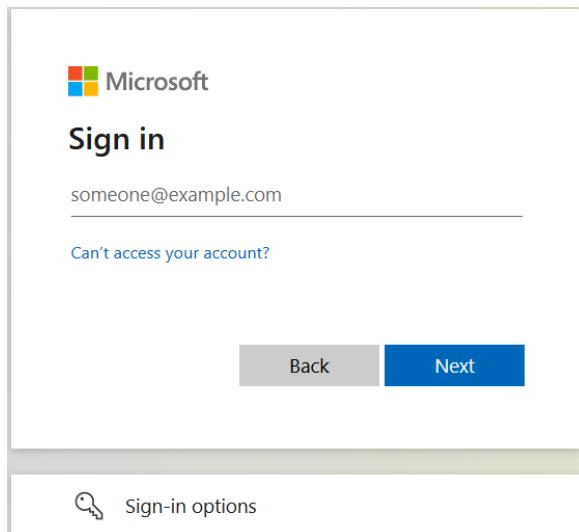
Volunteer Notetaker Tutorial

Volunteer Sign Up Instructions

Step 1: Log into the SAS portal by visiting

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

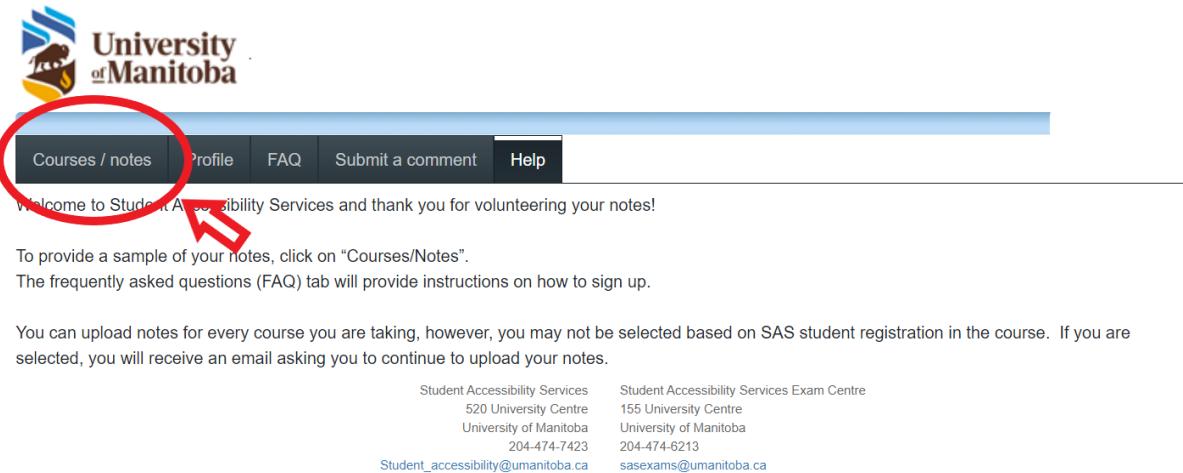
Use your UofM student email account to sign in through Microsoft. If you are already signed in to a UofM account on your browser it might skip the Microsoft sign in.



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

Step 2:

Select the Courses/notes option in the top left corner



Welcome to Student Accessibility Services and thank you for volunteering your notes!

To provide a sample of your notes, click on "Courses/Notes".
The frequently asked questions (FAQ) tab will provide instructions on how to sign up.

You can upload notes for every course you are taking, however, you may not be selected based on SAS student registration in the course. If you are selected, you will receive an email asking you to continue to upload your notes.

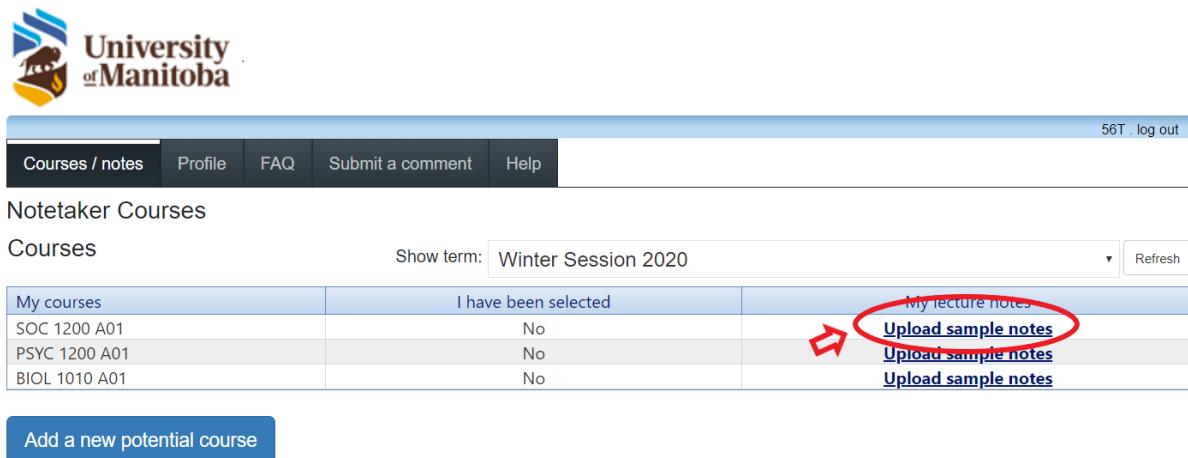
Student Accessibility Services 520 University Centre University of Manitoba 204-474-7423 Student_accessibility@umanitoba.ca	Student Accessibility Services Exam Centre 155 University Centre University of Manitoba 204-474-6213 sasexams@umanitoba.ca
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Step 3:

You may be required to fill in some personal info, but this should auto-fill with information from Aurora.
You may also be prompted to confirm the confidentiality statement.

Step 4:

For each class that you would like to volunteer, upload sample notes.



Notetaker Courses

Courses	Show term:	Winter Session 2020	Refresh
SOC 1200 A01	I have been selected	No	Upload sample notes
PSYC 1200 A01		No	Upload sample notes
BIOL 1010 A01		No	Upload sample notes

Add a new potential course

Step 5:

Select the date that the notes are from (1), then upload the files (2), and submit (3). Up to three samples notes can be uploaded for viewing per course by the SAS student.



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Courses / notes Profile FAQ Submit a comment Help 56T . log out

Sample notes for SOC 1200 section A01

Sample notes are listed below; click on the lecture date in the first column to view the file. Use the 'Submit notes' button to add a file to the list.

[Submit sample notes](#)

Please submit one or more files below:

Lecture date	Lecture notes file
<input type="text" value="M/d/yyyy"/> 	<input type="text" value="Select file..."/> 
<input type="text" value="M/d/yyyy"/> 	<input type="text" value="Select file..."/> 
<input type="text" value="M/d/yyyy"/> 	<input type="text" value="Select file..."/> 

Step 6:

You can now view the notes you've uploaded.

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Sample notes for SOC 1200 section A01

Sample notes are listed below; click on the lecture date in the first column to view the file. Use the 'Submit notes' button to add a file to the list.

[Submit sample notes](#)

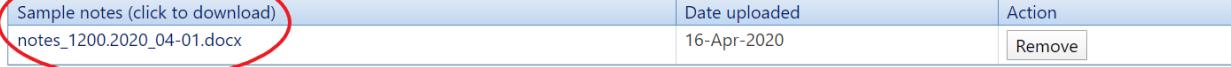
Your note(s) were uploaded successfully and should appear in the list below. ×

Please submit one or more files below:

Lecture date	Lecture notes file
<input type="text" value="M/d/yyyy"/> 	<input type="text" value="Select file..."/> Browse ...
<input type="text" value="M/d/yyyy"/> 	<input type="text" value="Select file..."/> Browse ...

[Submit notes](#) [Back to courses](#)

Sample notes (click to download)	Date uploaded	Action
notes_1200.2020_04-01.docx	16-Apr-2020	Remove



Step 7:

If you are selected to be a volunteer notetaker, you will receive an automatic email notification from our office. When you log into the SAS portal, you will see that you have been selected! Continue to upload all of your notes in the same way, the only difference now is that the link says to “Upload lectures notes” and not to “Upload samples notes”.



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Notetaker Courses

Courses Show term: Winter Session 2020 Refresh

My courses	I have been selected	My lecture notes
SOC 1200 A01	Yes	Upload lecture notes
PSYC 1200 A01	No	Upload sample notes
BIOL 1010 A01	No	Upload sample notes

Co-Curricular Record

You will automatically receive recognition on your Co-Curricular Record (CCR) if you upload notes, and are then selected as a notetaker. The CCR is an official record of University-approved and facilitated activities that support student development in venues that are not for academic credit. The CCR is a clear statement of involvement that support inclusive student development.