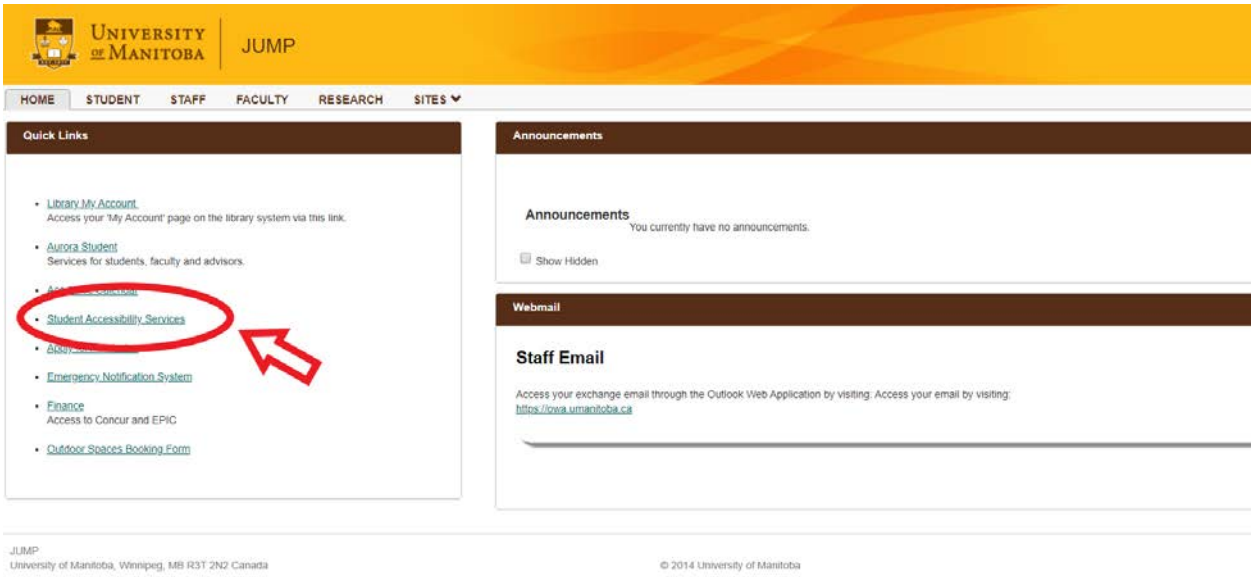
Volunteer Notetaker Tutorial

Volunteer Sign Up Instructions

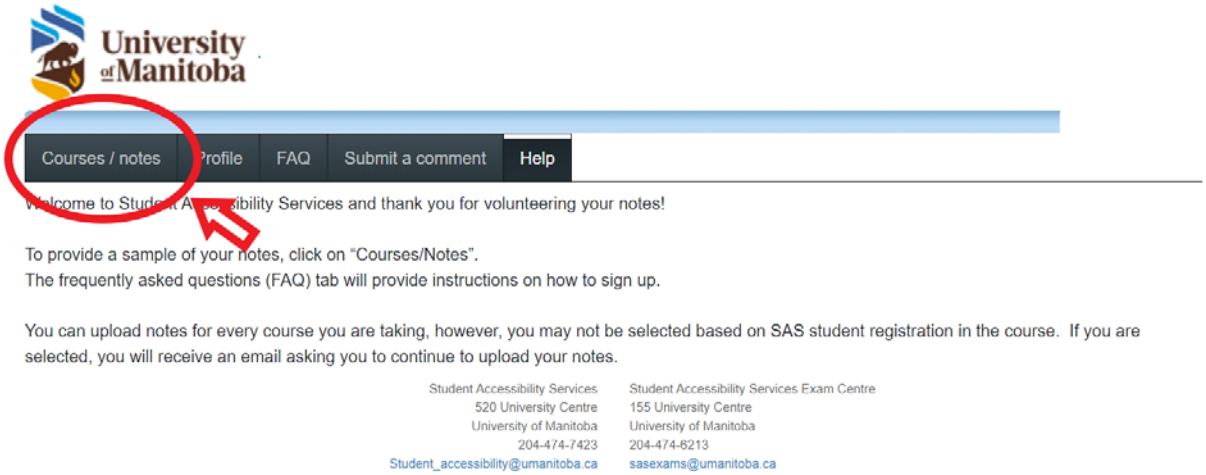
Step 1:

Log into the SAS portal in JUMP



Step 2:

Select the Courses/notes option in the top left corner

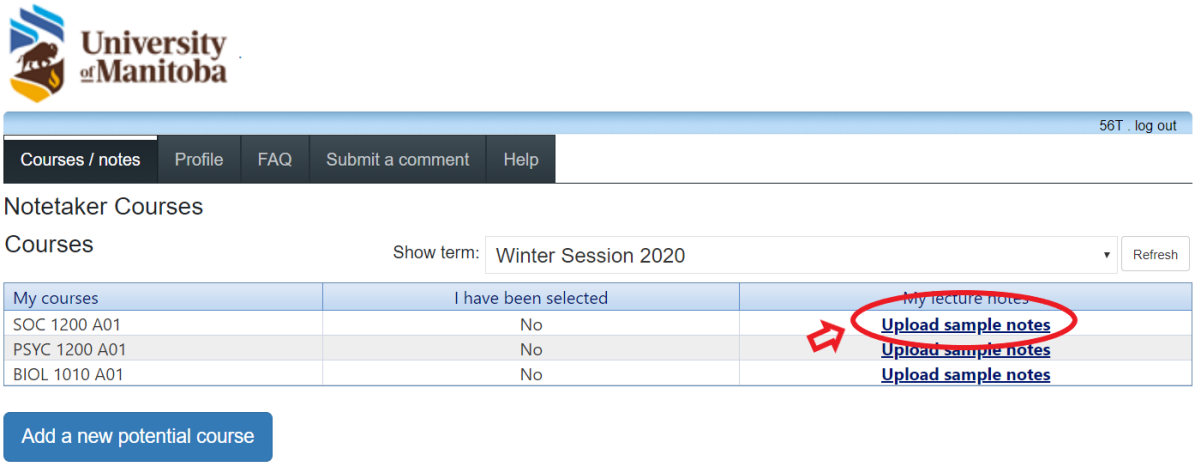


Step 3:

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.

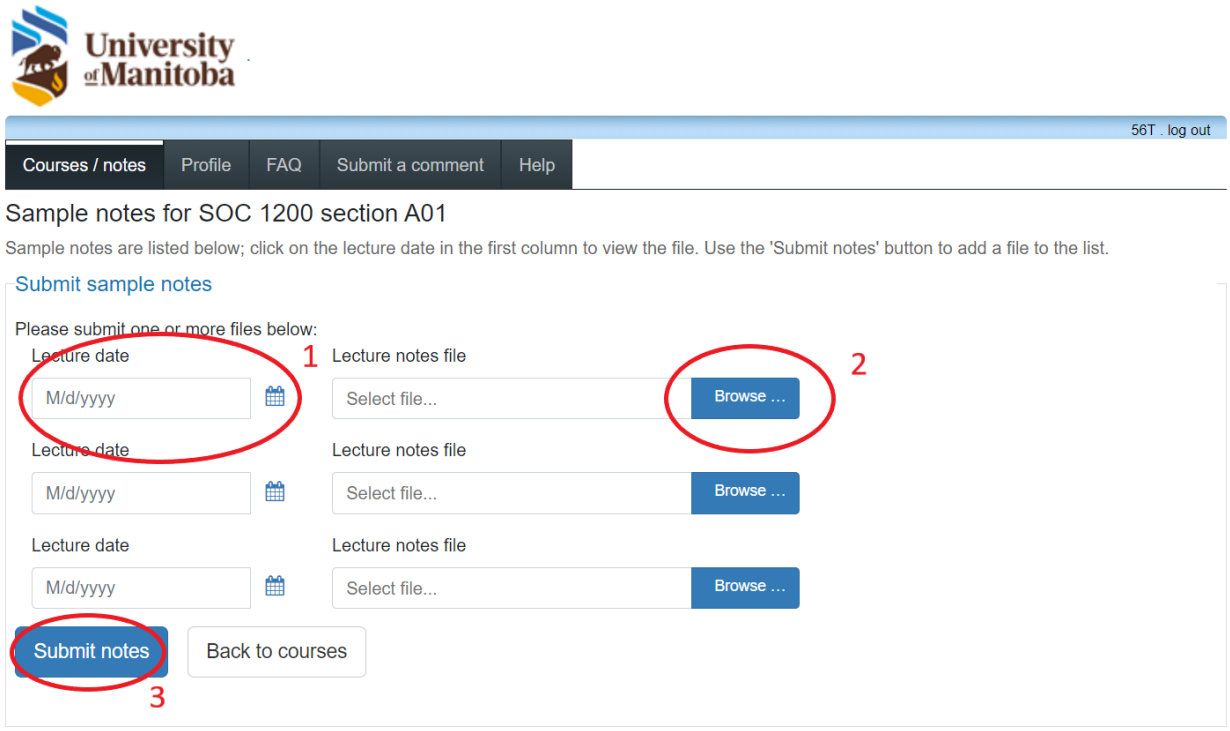
Step 4:

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



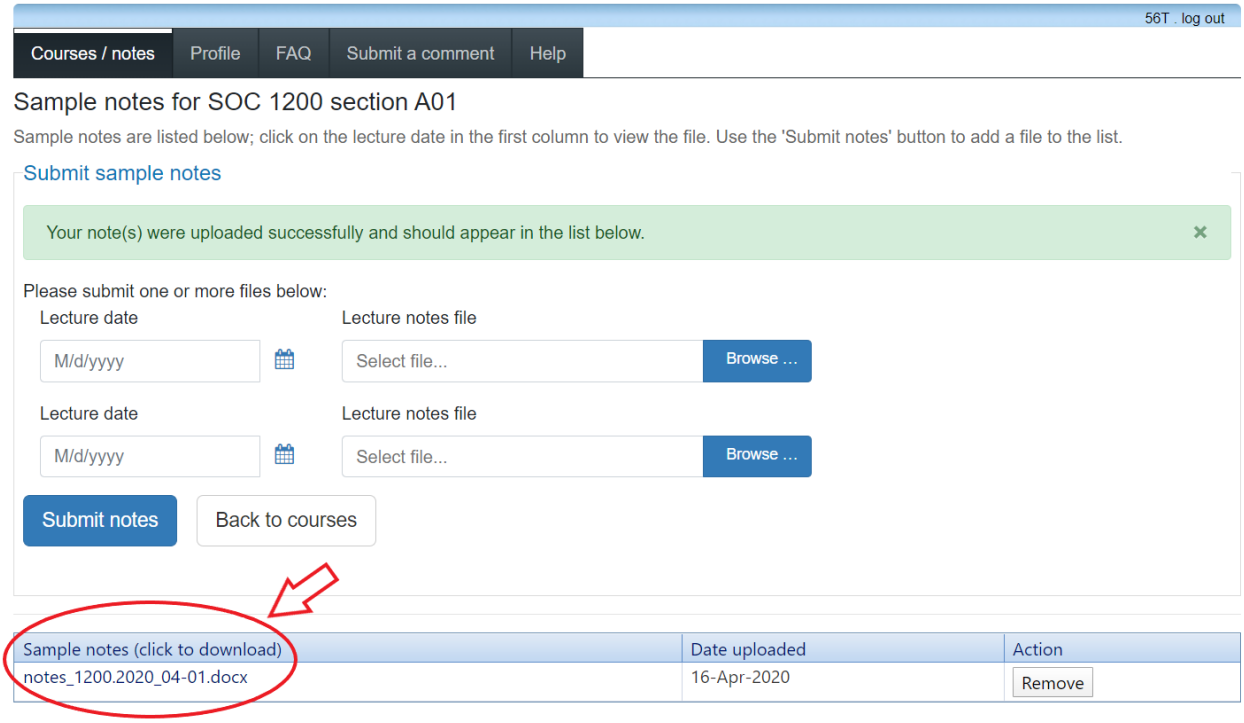
Step 5:

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.



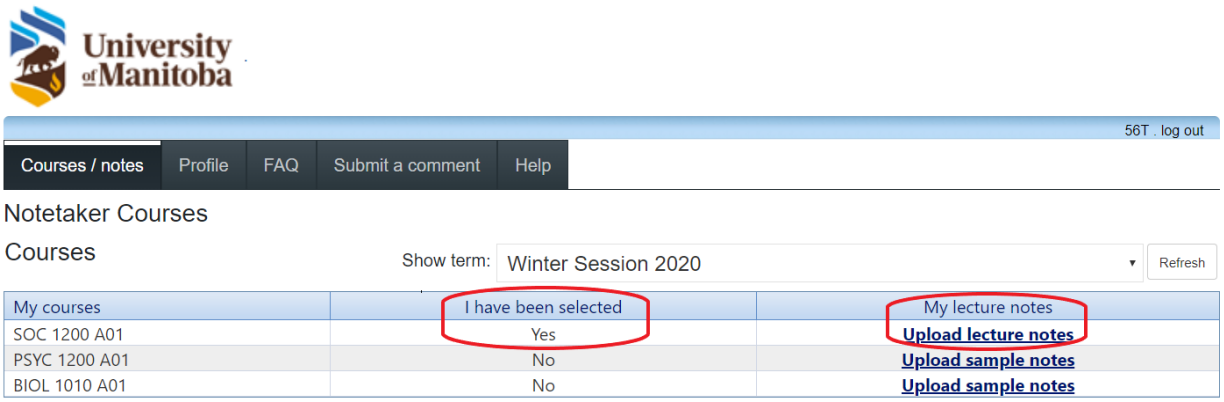
Step 6:

You can now view the notes you've uploaded.



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”.



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.