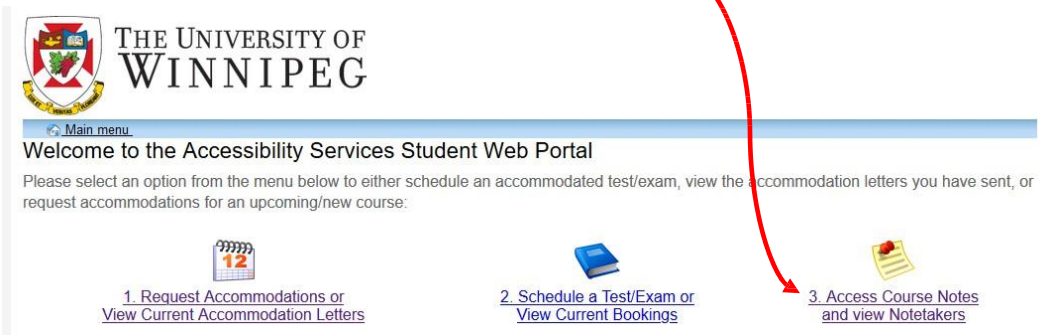
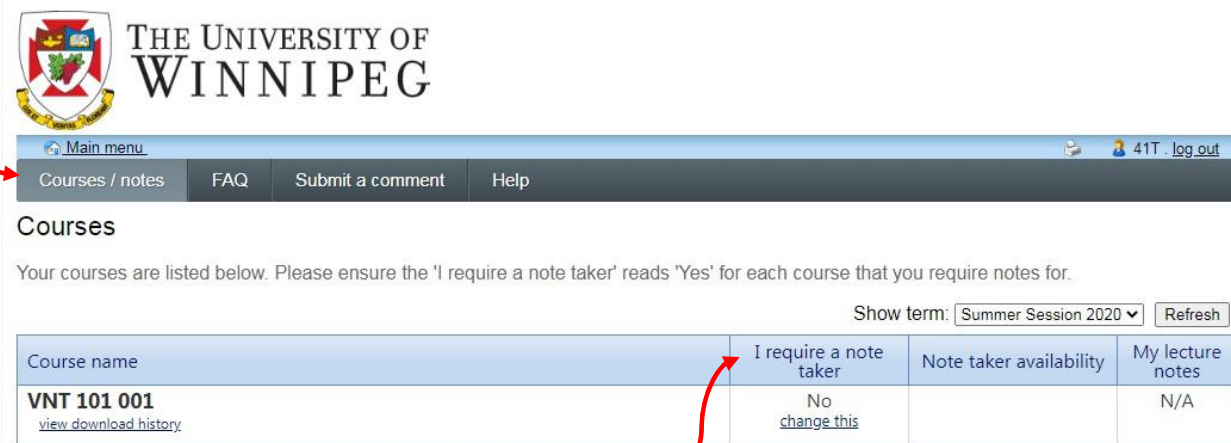


## HOW TO ACCESS CLASS NOTES FROM THE AS VOLUNTEER NOTE TAKING PORTAL:

1. Using an internet browser, go to [the student web portal](#).
2. Click '3. Access Course Notes and view Notetakers'



3. Click 'Courses/Notes' at the upper left of top gray bar. Your courses will be listed in a table.



Go to the Column titled 'I require a note taker'.

Below the title it will say 'No'. Below that, click on 'Change This' and click 'Yes'. A pop-up appears asking if you are sure you require a notetaker. Click OK.

4. Under the column heading 'Note Taker Availability', click 'Select a note taker'

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Courses

Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for.

Show term: Summer Session 2020 | Refresh

Course name	I require a note taker	Note taker availability	My lecture notes
VNT 101 001 <a href="#">view download history</a>	Yes <a href="#">change this</a>	<a href="#">select a notetaker</a>	<a href="#">Notes</a>

5. There may be one or more Notetakers listed with sample notes. You can view the sample notes by clicking "Check sample notes". Under the Column 'Action', click 'Choose this notetaker'

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Select a note taker for VNT 101 001

Notetaker	Sample notes	Action
★ Notetaker 5	<a href="#">Check sample notes</a>	<a href="#">Choose this notetaker</a>

Note: The star ★ identifies notetakers who are currently providing notes to one or more students for this course. ★ identifies notetakers who are currently providing notes to one or more students for this course.

[Cancel](#)

6. A notification will be sent to your volunteer note taker to keep uploading notes. You will receive an email notification when notes have been uploaded. Log in to the portal to view uploaded notes:

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Lecture Notes for VNT 101 001

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Lecture date	Notetaker	Comments	Download
July 28 (Tue)	Notetaker 5	notes	<a href="#">View notes</a>
July 6 (Mon)	Notetaker 5		<a href="#">View notes</a>

[Back to courses](#)