HOW TO UPLOAD NOTES TO THE AS VOLUNTEER NOTE TAKING PORTAL:

1. Click on this link:

https://clockworkweb.uwinnipeg.ca/ClockWork/user/notetakingnotetakers/default.aspx

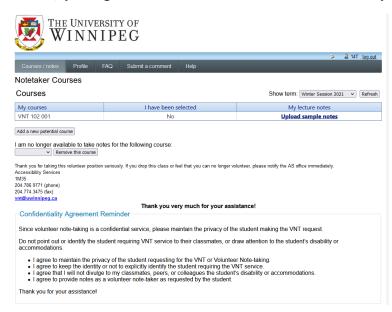
Or, go to UW Accessibility Services Home Page, https://www.uwinnipeg.ca/accessibility-services/. Scroll down and click 'Volunteer Notetaker - Portal'



2. Click on 'Course/Notes' on the upper left button.



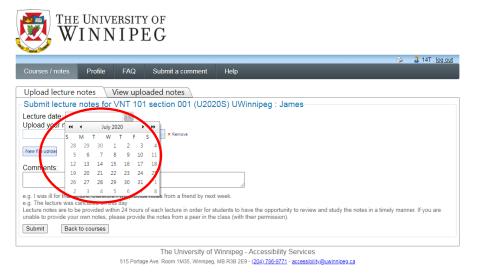
- 3. Log in with your WebAdvisor username and password.
- 4. Once you have logged in, you will see a list of your courses in which a volunteer note taker is required. There is also a Confidentiality Agreement; by registering as a Volunteer Note Taker, you agree to the terms of the Confidentiality Agreement.



5. To upload sample notes, click 'Upload Sample Notes'. Under the 'I have been selected' column, the 'No' will change to 'Yes' if the student views your notes and decides to select you (see step 9).



7. Always select the Lecture date of your notes before uploading your notes files.



8. Click 'Browse' to choose your file and click 'Submit' to upload your sample note(s).

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	14T . <u>log out</u>		
Courses / notes Profile FAQ Submit a comment Help			
Upload lecture notes View uploaded notes			
Submit lecture notes for VNT 101 section 001 (U2020S) UWinnipeg : James			
Lecture date:			
Upload your notes (max 5 at a time): Browse × Remove			
New file upload			
Comments:			
e.g. I was ill for this lecture, therefore I will provide notes from a friend by next week.			
e.g. The lecture was cancelled on this day Lecture notes are to be provided within 24 hours of each lecture in order for students to have the opportunity to review and study the notes in a timely manner.	If you are		
upable to provide your own notes, please provide the notes from a peer in the class (with their permission).			
Submit Back to courses			
The University of Winnipeg - Accessibility Services			

515 Portage Ave. Room 1M35, Winnipeg, MB R3B 2E9 - (204) 786-9771 - accessibility@uwinnipeg.ca

- 9. Once you are selected by the student, you will receive an email notification advising you to keep uploading notes. When you log in and repeat the above steps, you will see that the column, 'I have been selected' has changed to 'Yes', and you will be able to upload more notes by clicking 'Upload lecture notes' in the far right column.
- 10. If you happen to be enrolled in any other courses with students requiring volunteer note takers, those courses will show up in your list as well as indicated by the red box in the image below. You are welcome to volunteer and upload notes for those courses, but try and remember to email <u>vnt@uwinnipeg.ca</u> to let the Volunteer Note Taker Coordinator know.

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Courses / notes Profile FAQ Su	omit a comment Help	
Notetaker Courses		
Courses		Show term: Fall Session 2020 V Refresh
My courses	I have been selected	My lecture notes
VNT 101 VNT 101 001	Yes	Upload lecture notes
VNT 202 001	No	<u>Upload sample notes</u>
Add a new potential course I am no longer available to take notes for the fol Remove this course Thank you for taking this volunteer position seriously. If you Accessibility Services 1M35 204.776.9771 (phone) 204.774.3475 (fax) vrtt@uwinnipeg.ca	-	please notify the AS office immediately.