HOW TO UPLOAD NOTES TO THE AS VOLUNTEER NOTE TAKING PORTAL:
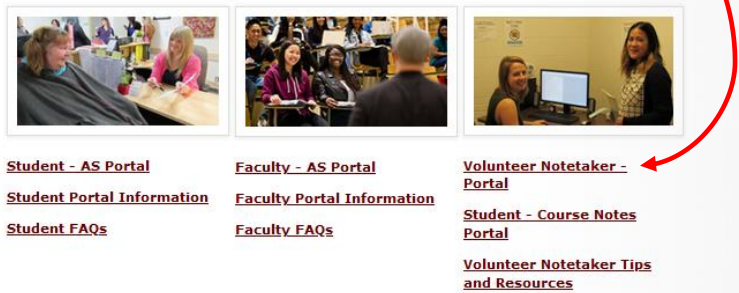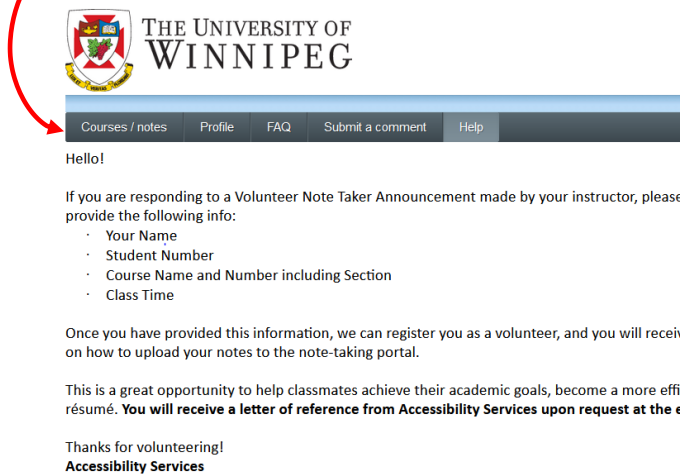
1. Click on this link:
    https://clockworkweb.uwinnipeg.ca/ClockWork/user/notetakingnotetakers/default.aspx

    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.
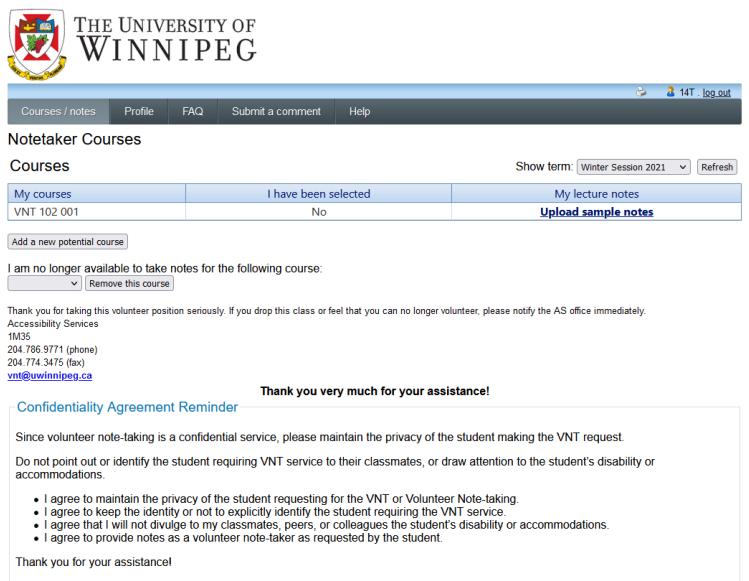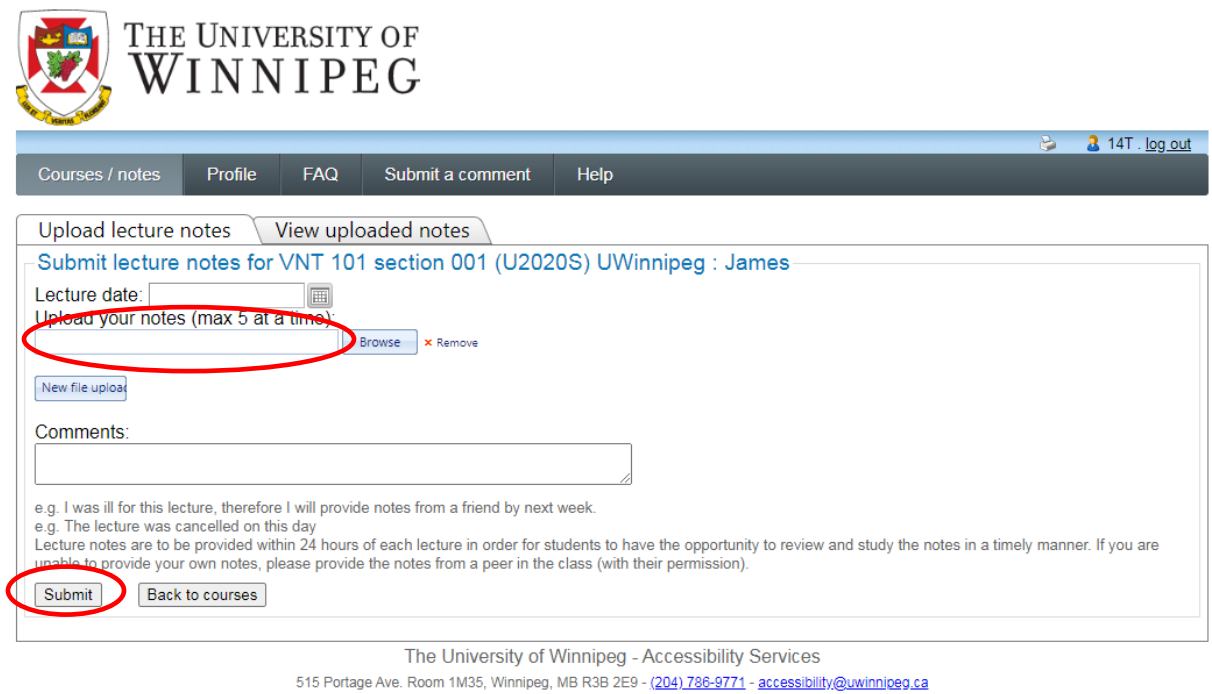

5. To upload sample notes, click 'Upload Sample Notes'. Under the 'I have been selected' column, the 'No' will change to 'Yes' if the student views your notes and decides to select you (see step 9).
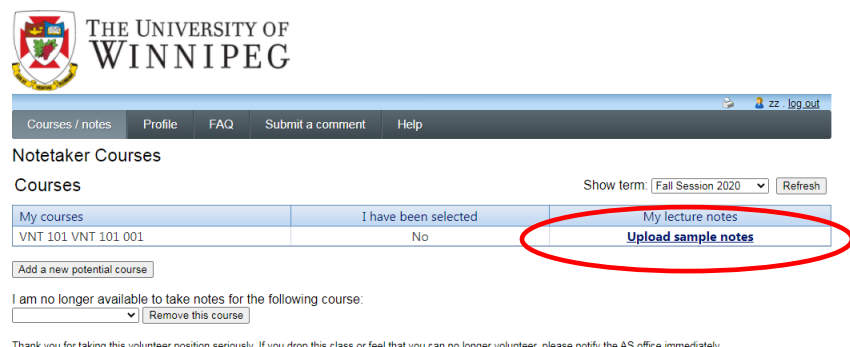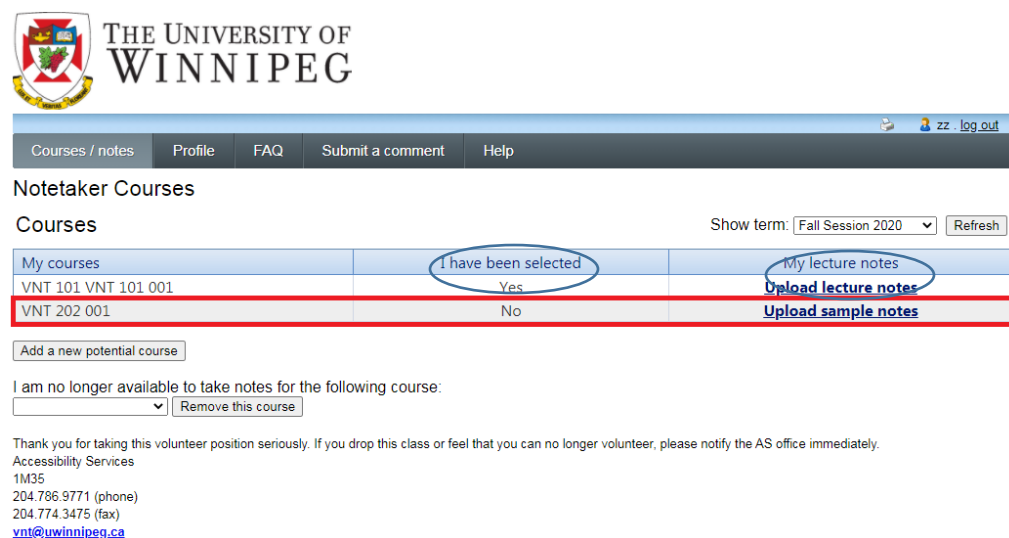

7.   Always select the Lecture date of your notes before uploading your notes files.
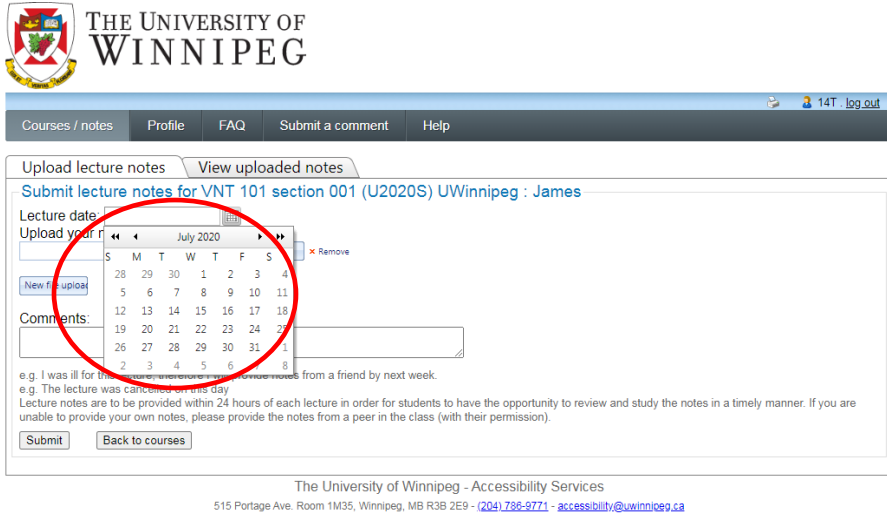
8.   Click 'Browse' to choose your file and click 'Submit' to upload your sample note(s).

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 vnt@uwinnipeg.ca to let the Volunteer Note Taker Coordinator know.