The Student Access and Accommodation System (SAAS)

Notetaker Application

Notetaker Procedures

Notetaker Application 1.0

01/22/2016
1. This document is created for CSUN students who have been recruited to be a notetaker for a student who is registered with Disability Resources and Educational Services (DRES).

2. You must be enrolled in the same class as the student requiring a notetaker and you must receive a notetaker recruitment email to be eligible.

3. Notetakers who perform their role successfully for the entire semester (Fall/Spring) can receive early registration for a semester, and students who are notetakers during the summer/winter terms will receive a gift certificate.

4. There are two ways you can be recruited as a notetaker in a specific class:

   a. *(Preferred Method)* A student registered with the DRES office contacts you and requests for you to be their notetaker for the semester. If you agree to be a notetaker, you will provide your CSUN email address to your classmate so that he or she can send you a formal request to be a notetaker. If you are interested in becoming a notetaker, you will be directed to a specific webpage to begin the notetaker process.

   *(OR)*

   b. *(Second Option)* A student registered with the DRES office sends out a group email to the entire class, requesting a notetaker. Members of the class who are interesting in becoming a notetaker will be directed to a specific webpage to begin the notetaker process.

5. To participate in the notetaker process, you will login to the Notetaker Application.

6. You will be guided through each step of the notetaker process via a series of emails, so it is important that you monitor your CSUN email account closely.

7. Notetaker Application screens and forms offer prompts and explanations for each step in the process.
DESCRIPTION OF THE NOTETAKER PROCESS

1. Student registered with DRES sends out an individual invitation email to one classmate to act as a notetaker in a specific class for the semester (OR) the student registered with DRES sends out a group email to all classmates requesting a notetaker.

2. Once the potential notetakers receive the recruitment email, the potential notetaker logs into a (https://notes.studentaffairs.csun.edu), reads a statement and acknowledges interest in becoming a notetaker, acknowledges the site Terms of Service, and participates in an online training (information on website).

3. While logged into the Notetaker Application, the Notetaker will specify in which the class he or she wishes to act as a notetaker.

4. The student registered with DRES will receive an email notification that there is an available notetaker for the class.

5. The student registered with DRES will log in to the Notetaker Application to send a formal request to their interested notetaker.

6. The notetaker will receive an email notifying him or her about the formal request to be a notetaker, and will log into the Notetaker Application to accept the request.

7. The Notetaker will partner with the DRES student to provide notetaking services during the entire semester.
NOTETAKER APPLICATION SUPPORT

- **Phone**: (818) 677-2684
- **Email**: DRES@csun.edu
- **Drop-in DRES office in Bayramian Hall, Room 110**:
  
  a. Monday to Thursday (8 am – 8 pm)
  
  b. Friday & Saturday (8 am – 5 pm)

- **DRES Website**: (http://www.csun.edu/dres)
Notetaker Procedures

STEP 1 – LOGGING IN TO THE NOTETAKER APPLICATION

1. After you receive an recruitment email, you will log in to the Notetaker Application at (https://notes.studentaffairs.csun.edu).

2. Log in to the Notetaker Application using your CSUN user name and password.

Figure 1: CSUN Login in Screen
STEP 2 – ACKNOWLEDGE THE NOTETAKER TERMS OF SERVICE

1. Read and acknowledge the notetaker Terms of Service (TOS) and acknowledge your interest in becoming a notetaker by selecting the I Accept the Terms of Service command button.

![Figure 2: Acknowledge Notetaker Terms of Service](image)
**STEP 2A – ACKNOWLEDGE THE NOTETAKER TERMS OF SERVICE**

1. Read and acknowledge the notetaker Interest form by verifying your email address, and then selecting the **Submit My Shared Notetaker Interest** command button.

![Figure 3: Acknowledge Notetaker Interest](image-url)
STEP 3 – PARTICIPATE IN NOTETAKER TRAINING

1. All notetakers must participate in a webpage training and you must acknowledge that you have participated in the required training prior to becoming a notetaker.

2. Select the Training Materials command button to open a new browser tab and view the training information and links to other notetaking resources.

   **Note:** The new tab displays the training information. You are still logged into the Notetaker Application and you may access the application by clicking your original browser tab.

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**Figure 4: Access the Notetaker Training Webpage**
STEP 4 – CERTIFY COMPLETING OF TRAINING, ACKNOWLEDGE PLACEMENT IN THE NOTETAKER DATABASE, AND ACKNOWLEDGE NOTETAKER COMMITMENT.

1. All notetakers must participate in a training and you must acknowledge and certify that you have participated in the required training prior to becoming a notetaker.

2. Select the Training Materials command button to open a new browser tab and view the training information and links to other notetaking resources.

Note: The new tab displays the training information. You are still logged into the Notetaker Application and you may access the application by clicking your original browser tab.

Figure 5: Acknowledge the completion of notetaker requirements.
STEP 5 – SHOW INTEREST IN BECOMING A NOTETAKER FOR A SPECIFIC CLASS.

1. To show that you are willing to be a notetaker in a specific class, select the **Add class to Notetaker Interest** command button located under the **Manage Interested Courses** section of the screen.

2. The Notetaker Application will move the listed class from the **Manage My Interested Courses** section of the screen to the **My Interest Courses** section of the screen.

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**Figure 6:** Acknowledge that you want to be a notetaker in a specific class
STEP 6 – NOTETAKER INTEREST IS COMPLETE

1. After you show that you are interest in becoming a shared notetaker in a specific class, the notetaker screen will appear as shown below.

2. Your classmate who is seeking a notetaker will receive an email to inform him or her that there is an available notetaker for the class. Your classmate is now able to send you a formal notetaker request via the Notetaker Application.

Figure 7: You have shown interest in being a notetaker for a specific class
STEP 7 – YOU HAVE BEEN FORMALLY INVITED TO BE A NOTETAKER

1. Once a classmate has requested that you become their notetaker for a specific class, you will receive an email prompting you to log in and accept the invite.

2. Select the **Accept Invite** command button to accept the request. Your classmate will be notified via email that you accepted the invitation for the specified class.

![Figure 8: How to accept a formal notetaker request](image)
STEP 8 – CONFIRMATION OF SELECTION AS A NOTETAKER

1. After you have accepted the invitation to be a notetaker, your screen will appear as shown below.

2. The student who has sent you the request to be a notetaker will contact you to discuss your notetaker partnership.

![Confirmation of your role as a notetaker](image)

**Figure 9: Confirmation of your role as a notetaker**