



The Student Access and Accommodation System (SAAS)

Notetaker Application

Outline for Requesting Notetakers in SAAS

Notetaker Application 1.0

01/22/2016

IMPORTANT NOTETAKER INFORMATION

1. Monitor your CSUN email account closely. SAAS generates emails to provide important information during each step in the notetaker process.
2. SAAS screens and forms offer prompts and explanations for each step in the process.

Note: All procedures in the Notetaker Application are managed in SAAS. DRES no longer uses paper-based forms to manage the notetaker process.

DESCRIPTION OF THE NOTETAKER PROCESS

1. “**Shared Notes**” accommodation for a class is approved in SAAS by DRES Counselor.
2. You will receive an email informing you of the next step.
3. Recruit a notetaker in your class:
 - a. **(Preferred Method)** Identify a student in your class who agrees to be your notetaker and make a notetaker request in SAAS for a particular course. **(This is the preferred method)**
 - b. **(Second Option)** Send an anonymous email to every member in your class to request of them to be your notetaker. **(Use this method to recruit many notetakers at one time. You may receive many responses)**
4. Your requested notetaker will log into SAAS, participate in an online training and then complete the requirements to be a notetaker.
5. You will be notified via email that there is a classmate who wishes to be your notetaker.
6. You log into SAAS and make a request to the classmate to be your notetaker for a particular course.
7. Your classmate accepts the notetaker request.

NOTE-TAKER 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 – NAVIGATING TO THE NOTETAKER APPLICATION

1. After a notes accommodation request is approved, log into SAAS (<http://www.csun.edu/saas>). (YOU WILL RECEIVE AN EMAIL WHEN THE SHARED NOTES ACCOMMODATION IS APPROVED).
2. Select the **Student** menu (Your Name) and select the **My Accommodations and Services** option, then select the **Manage Approved Shared Notes** menu option

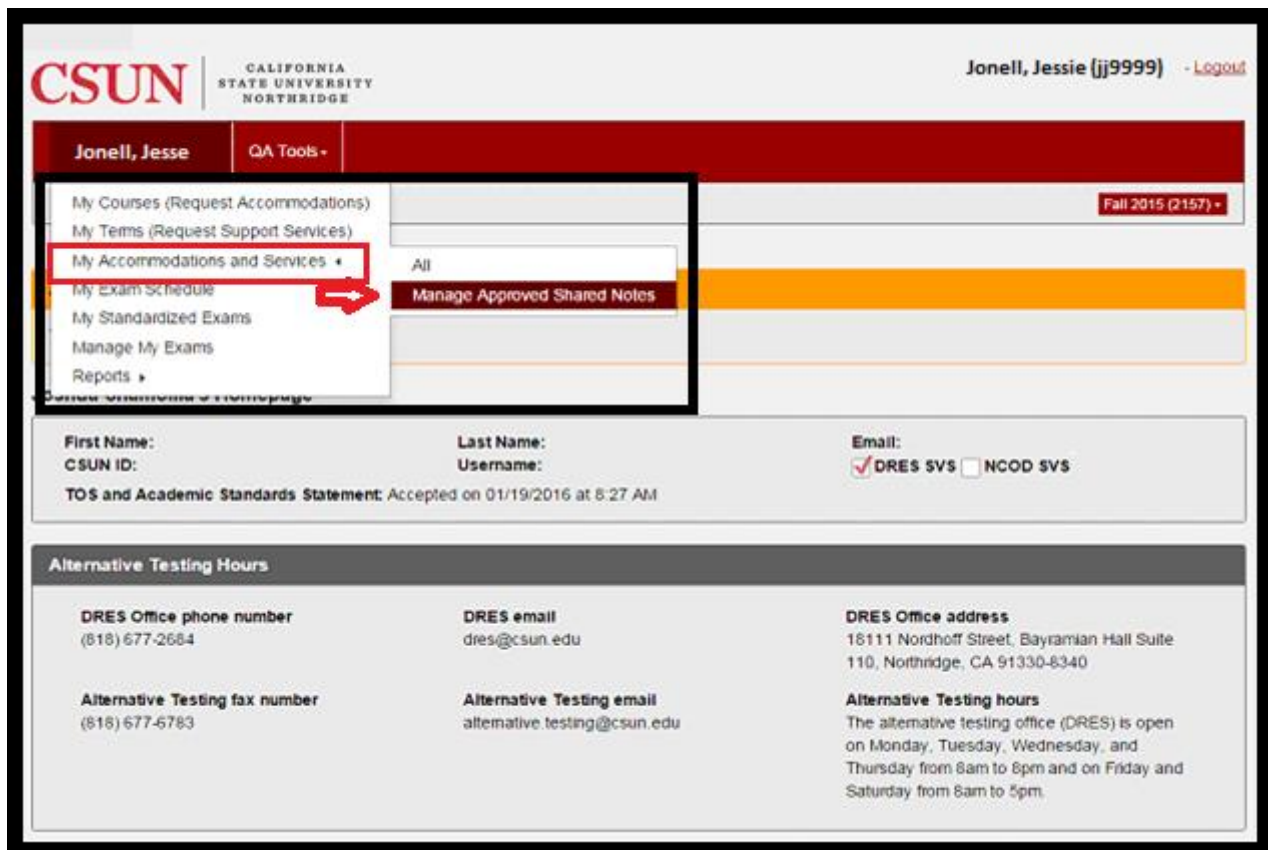
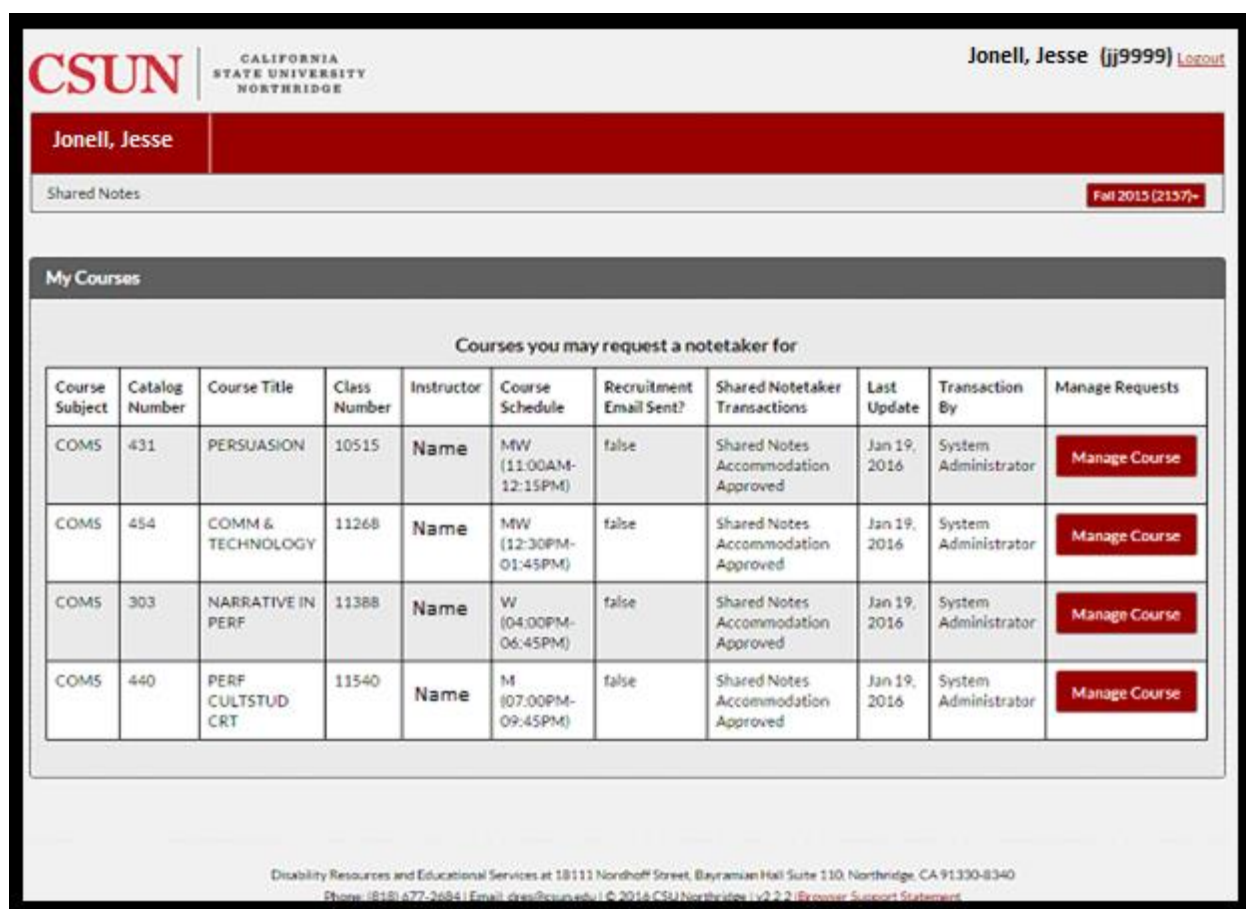


Figure 1: Navigating to the Notetaker Application in SAAS

STEP 2 – REVIEW COURSES AND START NOTETAKER PROCESS

1. Review your courses with the approved shared notes accommodation on the **My Courses** screen
2. Select the **Manage Course** command button to begin the notetaker selection process of identifying and recruiting a notetaker for each class.



The screenshot shows the CSUN (California State University Northridge) My Courses interface. At the top, the user is logged in as Jonell, Jesse (jj9999). Below the header, there is a red bar with the user's name and a 'Logout' link. A 'Shared Notes' section is visible with a 'Fall 2015 (2157)' dropdown. The main section is titled 'My Courses' and contains a table of courses. The table has columns for Course Subject, Catalog Number, Course Title, Class Number, Instructor, Course Schedule, Recruitment Email Sent?, Shared Notetaker Transactions, Last Update, Transaction By, and Manage Requests. Four courses are listed, each with a 'Manage Course' button in the 'Manage Requests' column.

Course Subject	Catalog Number	Course Title	Class Number	Instructor	Course Schedule	Recruitment Email Sent?	Shared Notetaker Transactions	Last Update	Transaction By	Manage Requests
COM5	431	PERSUASION	10515	Name	MW (11:00AM-12:15PM)	false	Shared Notes Accommodation Approved	Jan 19, 2016	System Administrator	Manage Course
COM5	454	COMM & TECHNOLOGY	11268	Name	MW (12:30PM-01:45PM)	false	Shared Notes Accommodation Approved	Jan 19, 2016	System Administrator	Manage Course
COM5	303	NARRATIVE IN PERF	11388	Name	W (04:00PM-06:45PM)	false	Shared Notes Accommodation Approved	Jan 19, 2016	System Administrator	Manage Course
COM5	440	PERF CULTSTUD CRT	11540	Name	M (07:00PM-09:45PM)	false	Shared Notes Accommodation Approved	Jan 19, 2016	System Administrator	Manage Course

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Phone: (818) 477-2684 | Email: dyes@csun.edu | © 2016 CSU Northridge | v2.2.2 | [Privacy Support Statement](#)

Figure 2: Use My Courses Screen to review courses and start the notetaker process

STEP 3 – RECRUITING A NOTETAKER

1. **(Preferred Option)** Identify one classmate in your class, enter your classmate's CSUN email address in the **Recruit a Specific Notetaker** section of the screen, then select the **Send Recruitment Email (One classmate)** command button (YOUR CLASSMATE WILL RECEIVE AN EMAIL TO INFORM HIM OR HER THAT YOU ARE SEEKING A NOTETAKER)

(Or)

2. **(Second Option)** Send an anonymous email to your classmates requesting that one of your classmates be your notetaker by selecting the **Send Recruitment Email (Entire Class)** command button. (YOUR ENTIRE CLASS WILL RECEIVE AN EMAIL NOTIFYING EACH OF THEM THAT THERE IS A PERSON IN THEIR CLASS SEEKING A NOTETAKER).

The screenshot shows the CSUN (California State University Northridge) Notetaker Recruitment interface. At the top, the CSUN logo and user information "Jonell, Jesse (jj9999) Logout" are visible. Below the header, a red bar contains the name "Jonell, Jesse". The main content area is titled "Begin the selection process for a notetaker in: COMS 431". Under the "Requests Status" section, there are four categories: "Accepted Notetaker:", "Pending notetaker requests:", "Declined notetaker requests:", and "Available notetakers:", each with a status message indicating no requests at this time. The "Recruit a Specific Notetaker" section includes a text input field for an email address and a red button labeled "Send Recruitment Email (One Classmate)". Below this, the "Recruit Class to be Notetakers" section has a red button labeled "Send Recruitment Email (Entire Class)". At the bottom, there is a red button labeled "Return to List of Classes".

Figure 3: Recruit notetakers (individual or entire class) from this screen

STEP 4 – CONFIRMATION THAT RECRUITING EMAIL WAS GENERATED

1. **(Preferred Option)** After sending a recruitment email to a designated classmate, SAAS will generate an update message similar to the one in the notice section of the screen.
2. **(Second Option)** After sending a recruitment email to your entire class, SAAS will generate an updated message similar to the one in the notice section of the screen, and will notify you that SAAS sent a recruitment email to your entire class.

The screenshot displays the SAAS user interface for a student named Jonell, Jesse. At the top, there is a header bar with the name and a 'Shared Notes' section. Below this, a 'Notice' box with an orange background and a red border contains the message: 'Your email has been sent.' The main content area is titled 'Begin the selection process for a notetaker in: COMS 431' and includes a 'Requests Status' section with four categories: 'Accepted Notetaker', 'Pending notetaker requests', 'Declined notetaker requests', and 'Available notetakers', each with a corresponding status message. Below this is a 'Recruit a Specific Notetaker' section with a text input field and a 'Send Recruitment Email (One Classmate)' button. At the bottom, there is a 'Recruit Class to be Notetakers' section with a message: 'A recruitment email has been sent to this class.' and a 'Return to List of Classes' button.

Figure 4: Verification that recruitment emails were generated

STEP 5 – HOW TO REQUEST THAT A CLASSMATE BE YOUR NOTETAKER.

1. When a classmate wants to be a notetaker for your class, you will see their name on a list in the **Requests Status** section of the screen.
2. Make a request to the notetaker by selecting the **Select Notetaker** checkbox, and then select the **Submit Notetaker Request** command button. (THE REQUESTED NOTETAKER WILL RECEIVE AN EMAIL TO INFORM HIM OR HER OF YOUR REQUEST).

The screenshot shows the CSUN (California State University Northridge) interface for requesting a notetaker. The user is logged in as Jonell, Jesse (jj9999). The page title is "Shared Notes" for the Fall 2015 (2157) semester. The main section is "Requests Status" for the course COMS 303. It displays three categories: "Accepted Notetaker:", "Pending notetaker requests:", and "Declined notetaker requests:", all indicating no requests at this time. A red box highlights the "Notetakers available for request" section, which contains a table with one entry: Ben Transomeal, with email Ben.transomeal.222@my.csun.edu, and a checked "Select Notetaker" checkbox. Below the table is a "Submit Notetaker Request" button. Below this section is a "Recruit a Specific Notetaker" section with a text input field and a "Send Recruitment Email (One Classmate)" button. At the bottom is a "Recruit Class to be Notetakers" section with a message "A recruitment email has been sent to this class." and a "Send Recruitment Email (Entire Class)" button.

Notetaker Name	Notetaker Email	Select Notetaker
Ben Transomeal	Ben.transomeal.222@my.csun.edu	<input checked="" type="checkbox"/>

Submit Notetaker Request

Figure 5: Request a specific notetaker for the semester

STEP 6 – CONFIRMATION MESSAGE OF A NOTETAKER REQUEST

1. After your request a specific notetaker for a class, you will view a confirmation screen that lists the next steps in the notetaker process.

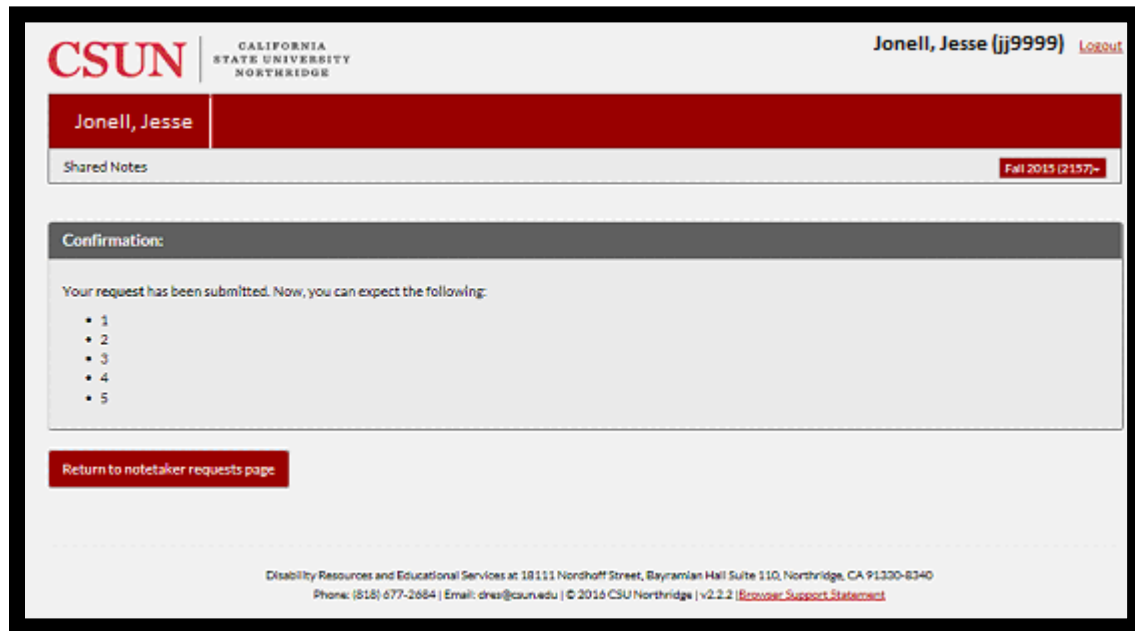


Figure 6: Confirmation message that a notetaker request was made

STEP 7 – VIEW THAT STATUS OF ALL OF YOUR NOTETAKER REQUESTS

1. You may view the accepted status by logging into SAAS, then select the **Student** menu (Your Name) and select the **My Accommodations and Services** option, then select the **Manage Approved Shared Notes** menu option
2. Review your courses and each notetaker process status on the **My Courses** screen

Jonell, Jessie ·

Shared Notes Fall 2015 (2157)-

My Courses

Courses you may request a notetaker for

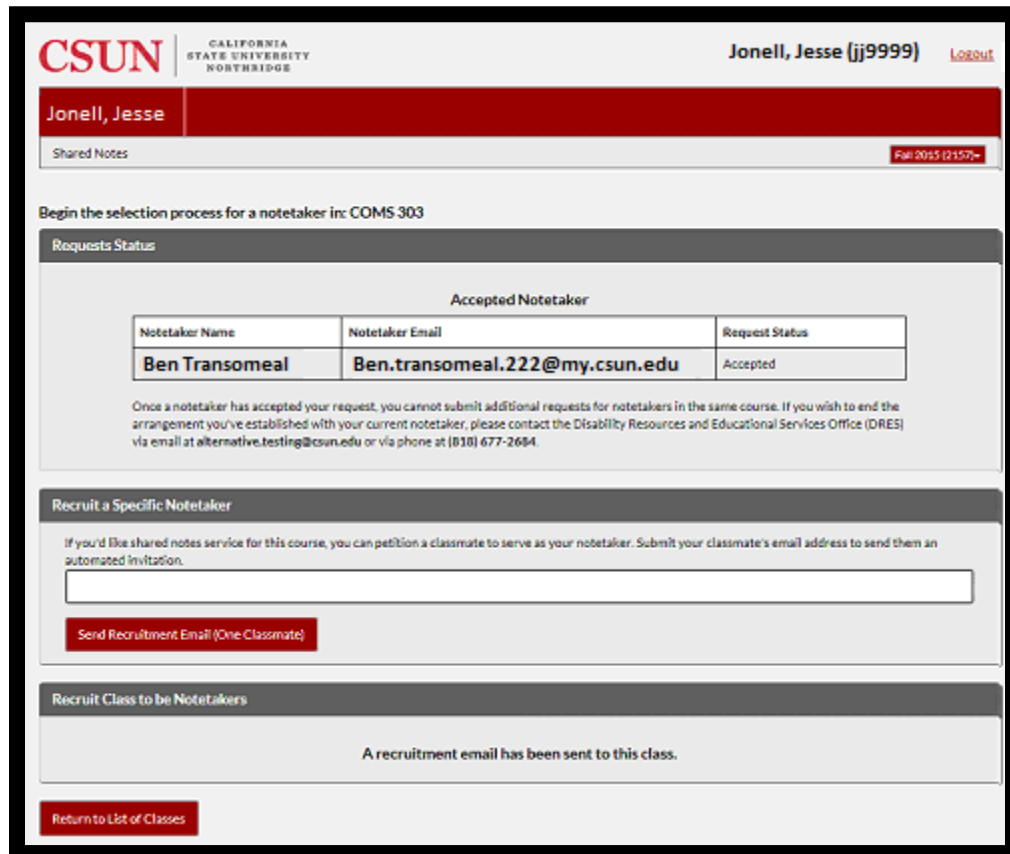
Course Subject	Catalog Number	Course Title	Class Number	Instructor	Course Schedule	Recruitment Email Sent?	Shared Notetaker Transactions	Last Update	Transaction By	Manage Requests
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COMS	303	NARRATIVE IN PERF	11388	Name	W (04:00PM-06:45PM)	false	Shared Notetaker has been assigned	Jan 19, 2016	Nicholas Guerra	Manage Course
COMS	440	PERF CULTSTUD CRT	11540	Name	M (07:00PM-09:45PM)	false	Shared Notes Accommodation Approved	Jan 19, 2016	System Administrator	Manage Course

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Figure 7: Review each notetaker process on the My Courses screen

STEP 8 – REVIEW YOUR NOTETAKER REQUESTS FOR A CLASS

1. After the requested notetaker accepts your notetaker request, you will receive an email informing you that your request has been accepted.
2. You may view the accepted status by logging into SAAS, and then select the **Student** menu (Your Name) and select the **My Accommodations and Services** option, then select the **Manage Approved Shared Notes** menu option.
3. Select the **Manage Course** command button to view the accepted notetaker request in the *Request Status* section of the screen.



CSUN CALIFORNIA STATE UNIVERSITY NORTHRIDGE

Jonell, Jesse (jj9999) [Logout](#)

Jonell, Jesse

Shared Notes [Fall 2015 \(2157\)](#)

Begin the selection process for a notetaker in: COMS 303

Requests Status

Accepted Notetaker		
Notetaker Name	Notetaker Email	Request Status
Ben Transomeal	Ben.transomeal.222@my.csun.edu	Accepted

Once a notetaker has accepted your request, you cannot submit additional requests for notetakers in the same course. If you wish to end the arrangement you've established with your current notetaker, please contact the Disability Resources and Educational Services Office (DRES) via email at alternative.testing@csun.edu or via phone at (818) 677-2684.

Recruit a Specific Notetaker

If you'd like shared notes service for this course, you can petition a classmate to serve as your notetaker. Submit your classmate's email address to send them an automated invitation.

[Send Recruitment Email \(One Classmate\)](#)

Recruit Class to be Notetakers

A recruitment email has been sent to this class.

[Return to List of Classes](#)

Figure 8: Review the status of your notetaker request for a class

STEP 9 (IF NEEDED) – NOTETAKER DECLINES NOTETAKER REQUEST

1. If the requested notetaker declines your notetaker request, you will receive an email informing you that your request was declined.
2. You may view the “**Declined**” status by logging into SAAS, and then select the **Student** menu (Your Name) and select the **My Accommodations and Services** option, then select the **Manage Approved Shared Notes** menu option.
3. Select the **Manage Course** command button to view the notetaker request status in the *Request Status* section of the screen.
4. If a notetaker declines the notetaker request, you will have the option of requesting or recruiting another notetaker in the class.

CSUN CALIFORNIA STATE UNIVERSITY NORTHIDGE Jonell, Jesse (jj9999) Logout

Jonell, Jesse Shared Notes Fall 2015 (2157)

Begin the selection process for a notetaker in: COMS 440

Requests Status

Accepted Notetaker:
You do not have an accepted notetaker request at this time.

Pending notetaker requests:
You do not have any pending notetaker requests at this time.

Declined notetaker request

Notetaker Name	Notetaker email	Request Status
Ben Transomeal	Ben.transomeal.222@my.csun.edu	Declined

Available notetakers:
There are no notetakers eligible to receive requests at this time.

Recruit a Specific Notetaker

If you'd like shared notes service for this course, you can petition a classmate to serve as your notetaker. Submit your classmate's email address to send them an automated invitation.

Send Recruitment Email (One Classmate)

Recruit Class to be Notetakers

A recruitment email has been sent to this class.

Return to List of Classes

Figure 9: If your notetaker request is declined