



The Student Access and Accommodation System (SAAS)

Notetaker Application

Notetaker Procedures

Notetaker Application 1.0

01/22/2016

IMPORTANT CSUN NOTETAKER INFORMATION

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.

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Alert

You need to sign in or sign up before continuing.

Login User

Please sign in

Username*

Password

Login

Disability Resources and Educational Services at 18111 Nordhoff Street, Bayramian Hall Suite 110, Northridge, CA 91330-8340
Phone: (818) 677-2684 | Email: dres@csun.edu | © 2016 CSU Northridge | v2.2.2 [Browser Support Statement](#)

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.

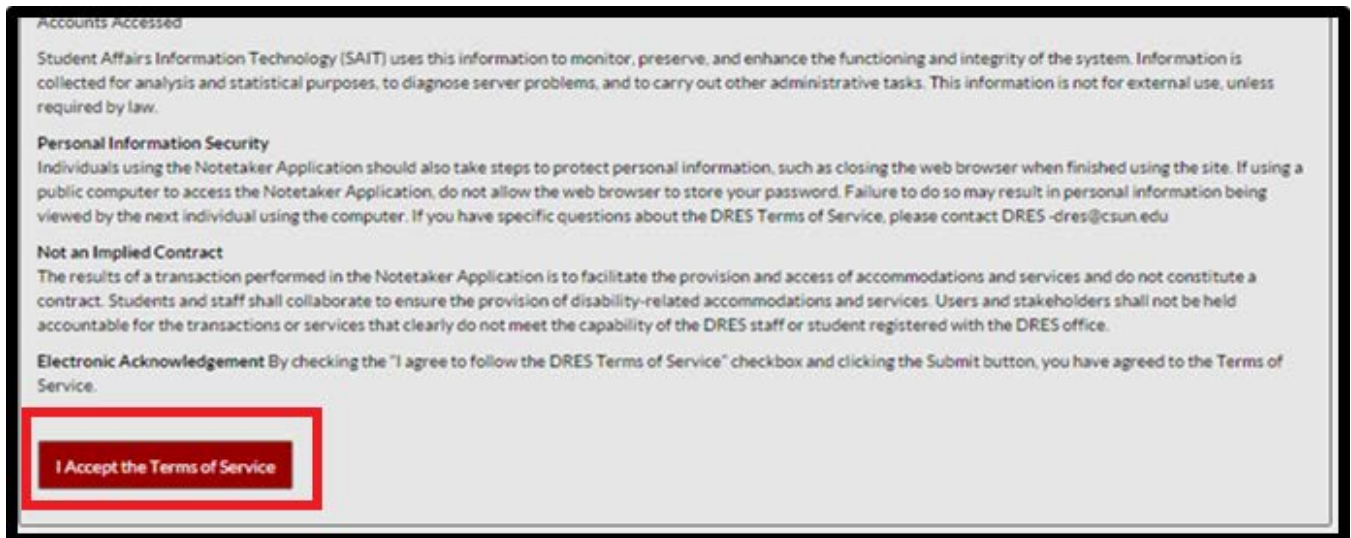


Figure 2: Acknowledge Notetaker Terms of Service

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.

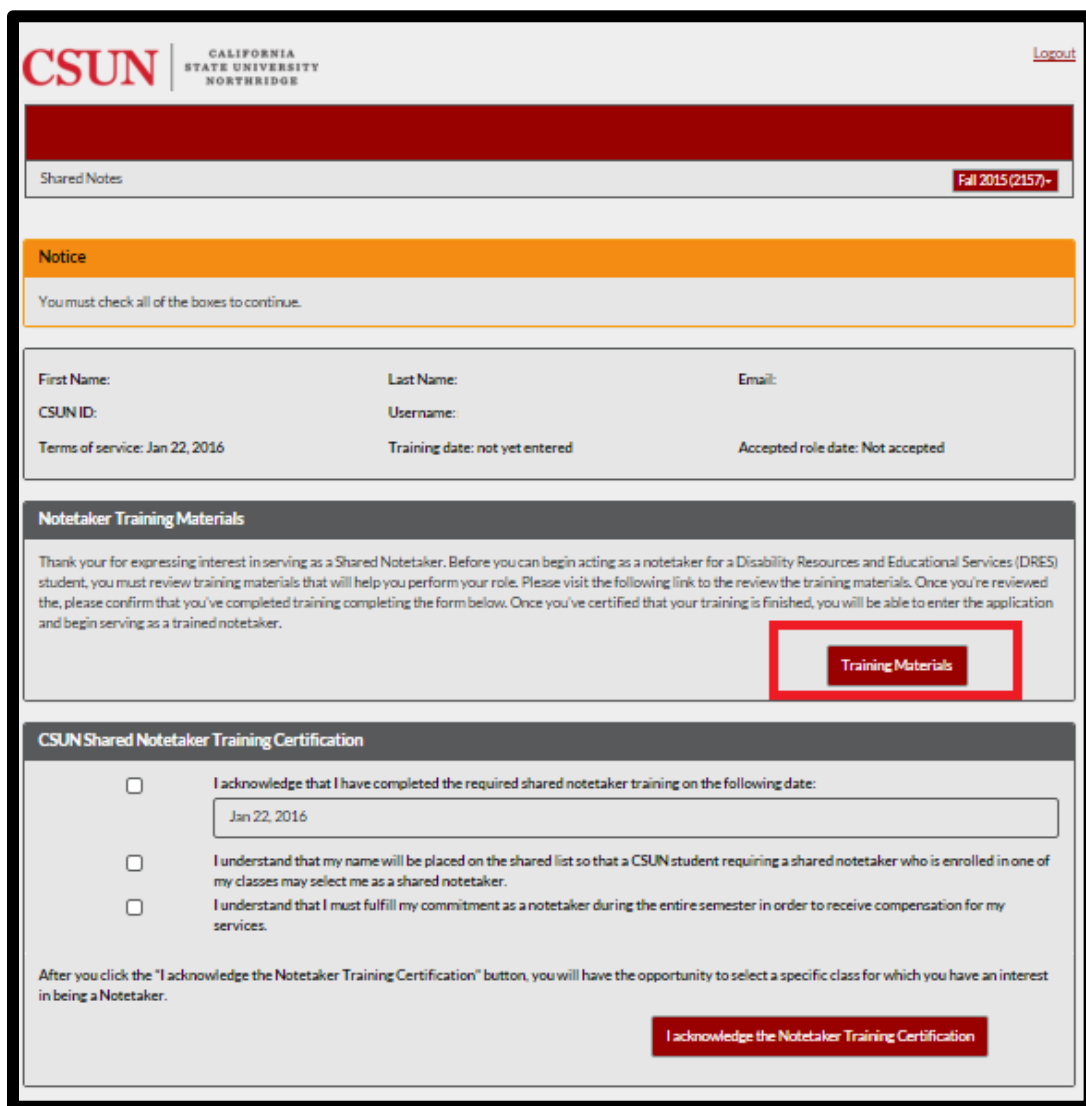
The screenshot shows a web form for acknowledging notetaker interest. At the top left is the CSUN logo (California State University Northridge). A red header bar contains the text "Shared Notes" on the left and "Fall 2015 (2157)" on the right. Below the header, a message reads: "Thank you for your interest in being a Shared Notetaker for a student served by the Disability Resources and Educational Services Student (DRES) or a student served by the National Center for Deafness (NCOD). The following are the responsibilities of a note-taker: Volunteer Note-Taker Responsibilities I will:". A bulleted list of responsibilities follows: attend class, communicate with the student, contact DRES or NCOD for problems, provide notes regularly, maintain confidentiality, and give notice if unable to attend. Below the list, a text prompt asks the user to confirm their CSUN email address. A text input field contains "Notetaker@my.csun.edu". A large red button labeled "Submit My Shared Notetaker Interest" is highlighted with a red border. At the bottom, contact information for DRES is provided: "Disability Resources and Educational Services at 18111 Nordhoff Street, Bayramian Mall Suite 110, Northridge, CA 91330-8340. Phone: (818) 677-2684 | Email: dres@csun.edu | © 2016 CSU Northridge | v2.2.2 | [Browser Support Statement](#)".

Figure 3: Acknowledge Notetaker Interest

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.



The screenshot shows the CSUN Notetaker Training Webpage. At the top left is the CSUN logo (California State University Northridge) and a "Logout" link at the top right. Below the header is a "Shared Notes" section with a "Fall 2015 (2157)" dropdown menu. A "Notice" section contains the text: "You must check all of the boxes to continue." Below this is a form with fields for: First Name, Last Name, Email, CSUN ID, Username, Terms of service (Jan 22, 2016), Training date (not yet entered), and Accepted role date (Not accepted). The "Notetaker Training Materials" section contains a paragraph of text and a red-bordered "Training Materials" button. The "CSUN Shared Notetaker Training Certification" section has three checkboxes with corresponding text: "I acknowledge that I have completed the required shared notetaker training on the following date:" (with a date field containing "Jan 22, 2016"), "I understand that my name will be placed on the shared list so that a CSUN student requiring a shared notetaker who is enrolled in one of my classes may select me as a shared notetaker.", and "I understand that I must fulfill my commitment as a notetaker during the entire semester in order to receive compensation for my services." At the bottom of this section is a red "I acknowledge the Notetaker Training Certification" button.

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.

The screenshot shows the CSUN Shared Notetaker Training Certification form. At the top, the CSUN logo and "CALIFORNIA STATE UNIVERSITY NORTHRIDGE" are visible, along with a "Logout" link. Below the header is a "Shared Notes" section with a "Fall 2015 (2157)-" dropdown. A "Notice" section states, "You must check all of the boxes to continue." Below this is a form with fields for "First Name:", "Last Name:", "Email:", "CSUN ID:", "Username:", "Terms of service: Jan 22, 2016", "Training date: not yet entered", and "Accepted role date: Not accepted". The "Notetaker Training Materials" section contains a paragraph of text and a "Training Materials" button. The "CSUN Shared Notetaker Training Certification" section is highlighted with a red border and contains three checkboxes, each with a corresponding statement. The first checkbox is checked, and the date "Jan 22, 2016" is entered in the adjacent text box. The second and third checkboxes are unchecked. Below the certification section is a paragraph of text and an "I acknowledge the Notetaker Training Certification" button.

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Logout

Shared Notes Fall 2015 (2157)-

Notice

You must check all of the boxes to continue.

First Name: Last Name: Email:
CSUN ID: Username:
Terms of service: Jan 22, 2016 Training date: not yet entered Accepted role date: Not accepted

Notetaker Training Materials

Thank you for expressing interest in serving as a Shared Notetaker. Before you can begin acting as a notetaker for a Disability Resources and Educational Services (DRES) student, you must review training materials that will help you perform your role. Please visit the following link to review the training materials. Once you've reviewed the, please confirm that you've completed training completing the form below. Once you've certified that your training is finished, you will be able to enter the application and begin serving as a trained notetaker.

Training Materials

CSUN Shared Notetaker Training Certification

I acknowledge that I have completed the required shared notetaker training on the following date:
Jan 22, 2016

I understand that my name will be placed on the shared list so that a CSUN student requiring a shared notetaker who is enrolled in one of my classes may select me as a shared notetaker.

I understand that I must fulfill my commitment as a notetaker during the entire semester in order to receive compensation for my services.

After you click the "I acknowledge the Notetaker Training Certification" button, you will have the opportunity to select a specific class for which you have an interest in being a Notetaker.

I acknowledge the Notetaker Training Certification

Figure 5: Acknowledge the completion of notetaker requirements.

STEP 5 – SHOW INTEREST IN BECOMING A NOTETAKER FOR A SPECIFIC CLASS.

1. To show that 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.



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.

The screenshot displays the CSUN Notetaker Application interface. At the top left is the CSUN logo (California State University Northridge) and a 'Logout' link at the top right. Below the header is a 'Shared Notes' section for 'Fall 2015 (2157)'. A user profile section contains the following information:

First Name:	Last Name:.	Email:
CSUN ID:	Username:	
Terms of service: Jan 19, 2016	Training date: Jan 18, 2016	Accepted role date: Not accepted

The 'Manage Requests' section shows two messages: 'You currently do not have any requests. Please check back soon.' and 'Accepted Notetaker Requests: You have not accepted any invitations.'

The 'Manage Interested Courses' section shows a message: 'You do not have any courses to add to your Interest List'.

The 'My Interested Courses List' section contains a table with the following data:

Course	Class Number	Instructor	Course Schedule	Notetaker Status	Delete Class
ART 224A	10624	Inst. Name:	MW(11:00AM-01:45PM)	Interested in taking notes for this course	Delete Interest in Class

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.

The screenshot displays the CSUN (California State University Northridge) Notetaker Management interface. At the top, the CSUN logo and "CALIFORNIA STATE UNIVERSITY NORTHRIDGE" are visible. Below the header, there is a "Shared Notes" section with a "Fall 2015 (2157)" dropdown. A user profile section includes fields for First Name, Last Name, Email, CSUN ID, Username, Terms of service (Jan 19, 2016), Training date (Jan 18, 2016), and Accepted role date (Not accepted). The main content area is titled "Manage Requests" and contains a message: "You have 1 invitation to be a shared notetaker. Notetaker requests with a status of 'Not eligible' have been accepted by another notetaker. You can reject these requests or leave them as they are. In the event that the student who submitted the request ends their current notetaker relationship, you'll be able to accept the request." Below this message is a table with columns: Course, Class Number, Course Schedule, Notetaker Status, Request Received At, Accept Invite, and Reject Invite. The table contains one row for course ART 224A, class number 10624, with a schedule of MW (11:00AM-01:45PM) and a status of "Notetaker's services have been requested". The "Request Received At" is "Jan 22, 2016 10AM". The "Accept Invite" button is highlighted with a red box. Below the table is a section titled "Accepted Notetaker Requests" with the message "You have not accepted any invitations." The next section is "Manage Interested Courses" with the message "You do not have any courses to add to your Interest List". The final section is "My Interested Courses List" with the message "My notetaker status in the classes that I have expressed an interest in being a shared notetaker". This section contains a table with columns: Course, Class Number, Instructor, Course Schedule, Notetaker Status, and Delete Class. The table contains one row for course ART 224A, class number 10624, with an instructor name "Name", a schedule of MW (11:00AM-01:45PM), and a status of "Notetaker's services have been requested". A "Delete Interest in Class" button is visible in the "Delete Class" column.

Course	Class Number	Course Schedule	Notetaker Status	Request Received At	Accept Invite	Reject Invite
ART 224A	10624	MW (11:00AM-01:45PM)	Notetaker's services have been requested	Jan 22, 2016 10AM	Accept Invite	Reject Invite

Course	Class Number	Instructor	Course Schedule	Notetaker Status	Delete Class
ART 224A	10624	Name	MW (11:00AM-01:45PM)	Notetaker's services have been requested	Delete Interest in Class

Figure 8: How to accept a formal notetaker request

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.

The screenshot displays the CSUN Notetaker interface. At the top left is the CSUN logo (California State University Northridge). A red bar at the top right contains a 'Logout' link. Below this is a 'Shared Notes' section with a dropdown menu set to 'Spring 2016 (2163)'. A user profile section shows: First Name: Brenda, Last Name: (blank), Email: (blank), CSUN ID: (blank), Username: (blank), Terms of service: Jan 22, 2016, Training date: Jan 22, 2016, and Accepted role date: Jan 22, 2016.

The 'Manage Requests' section contains a message: 'You currently do not have any requests. Please check back soon.' Below this is the 'Accepted Notetaker Requests' section, which states 'I am a Shared Notetaker in the following course' and contains a table:

Course	Class Number	Course Schedule	Instructor	Shared Notetaker for Student	Notetaker Status
BIOL 495C	17425	S (08:00AM-10:45AM)	Name	notetaker@my.csun.edu	Notetaker has accepted the request for this course

The 'Notetaker Status' cell in the table is highlighted with a red box.

The 'Manage Interested Courses' section contains a message: 'You do not have any courses to add to your Interest List'. Below this is the 'My Interested Courses List' section, which states 'My notetaker status in the classes that I have expressed an interest in being a shared notetaker' and contains a table:

Course	Class Number	Instructor	Course Schedule	Notetaker Status	Delete Class
BIOL 495C	17425	Name	S (08:00AM-10:45AM)	notetaker@my.csun.edu	Delete Interest in Class

Figure 9: Confirmation of your role as a notetaker