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
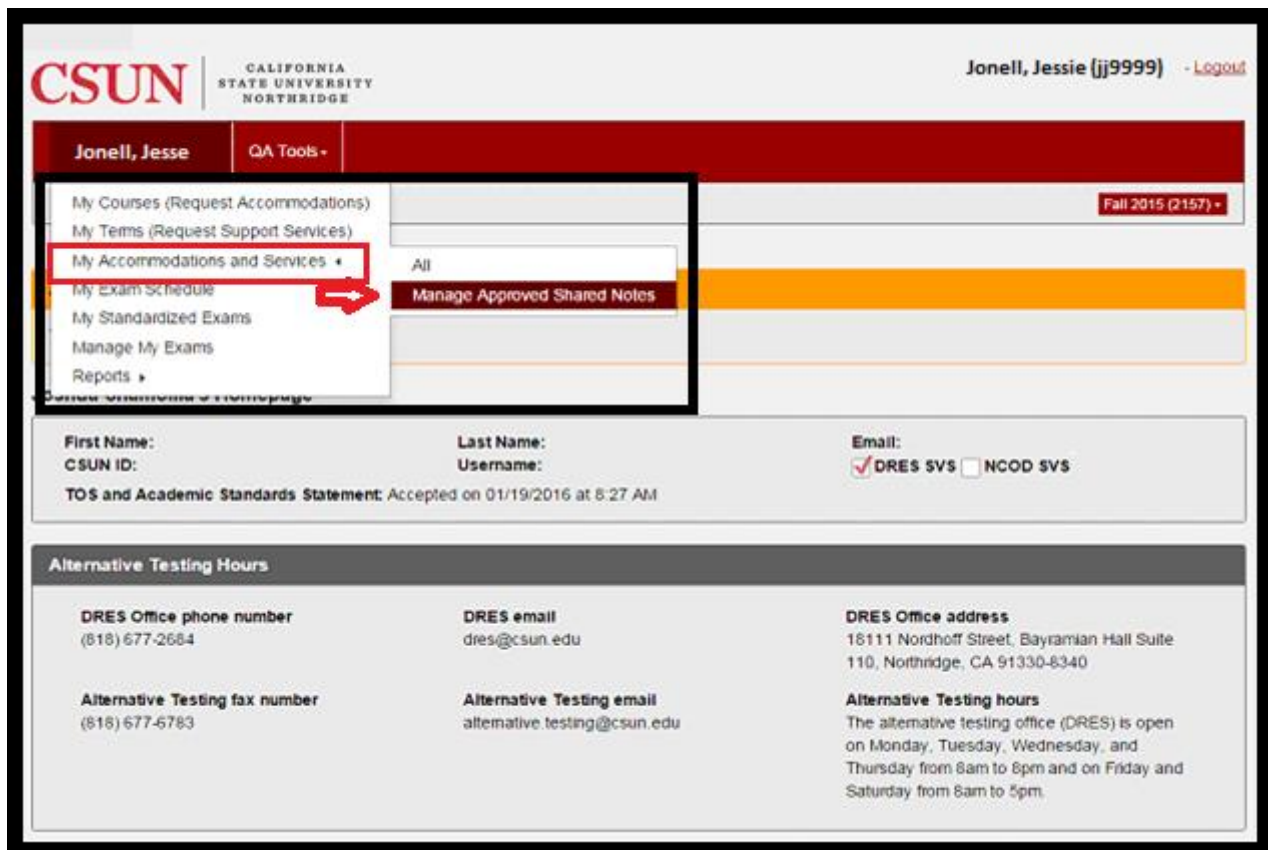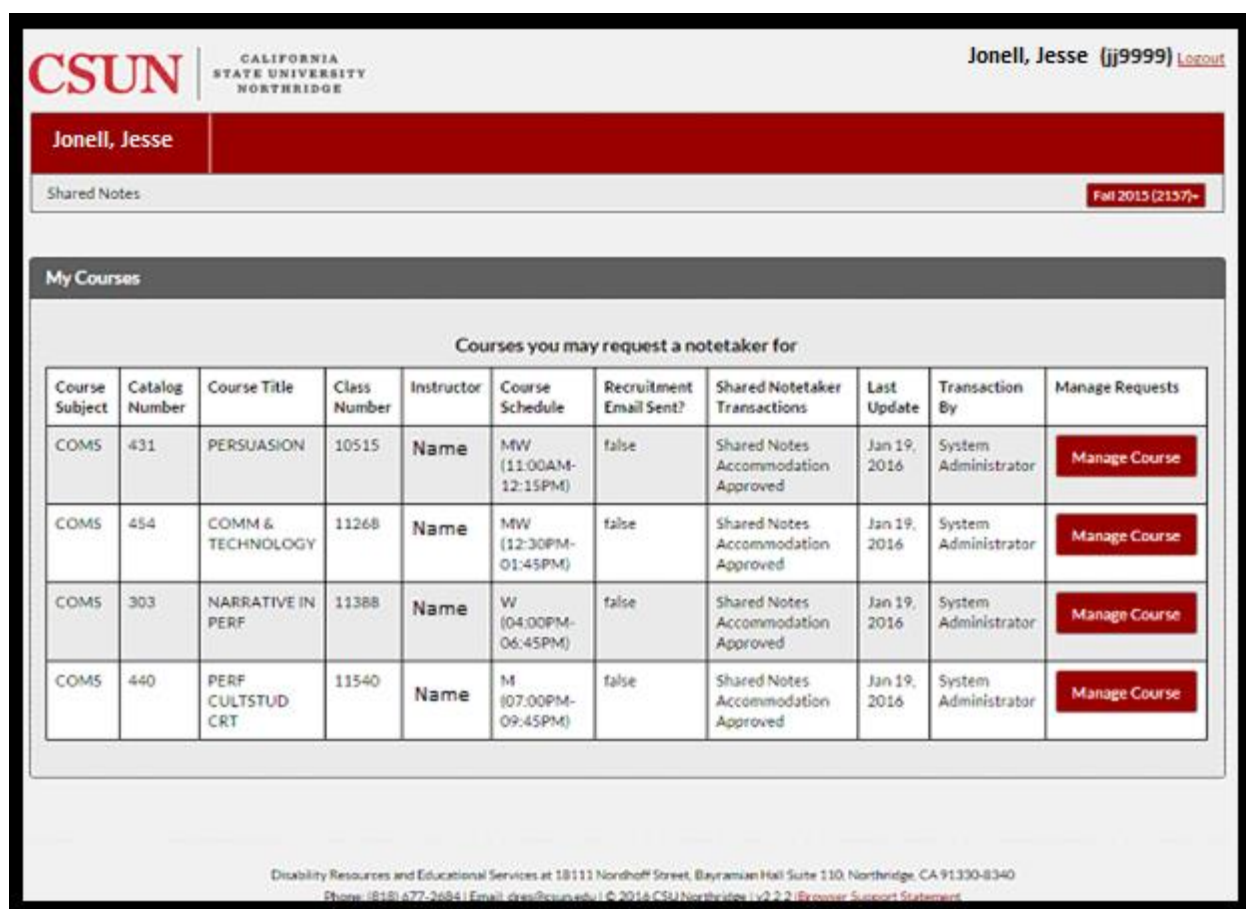
Figure 1: Navigating to the Notetaker Application in SAAS

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.

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).

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.

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).

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.
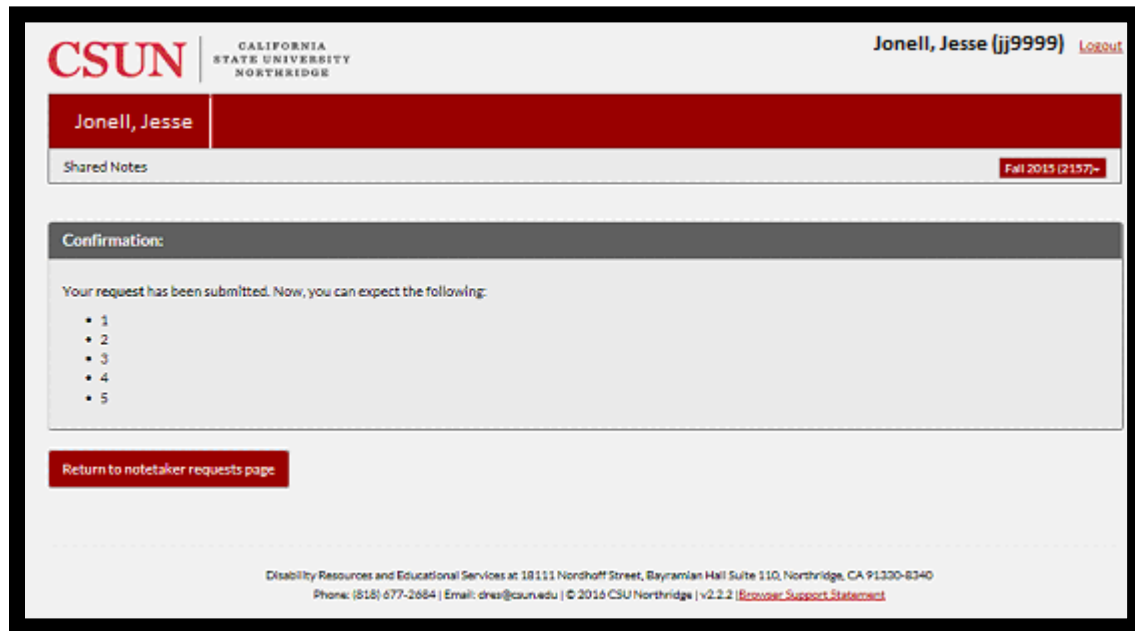

Figure 6: Confirmation message that a notetaker request was made

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

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.

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.

Figure 9: If your notetaker request is declined