

Note-Taking Module

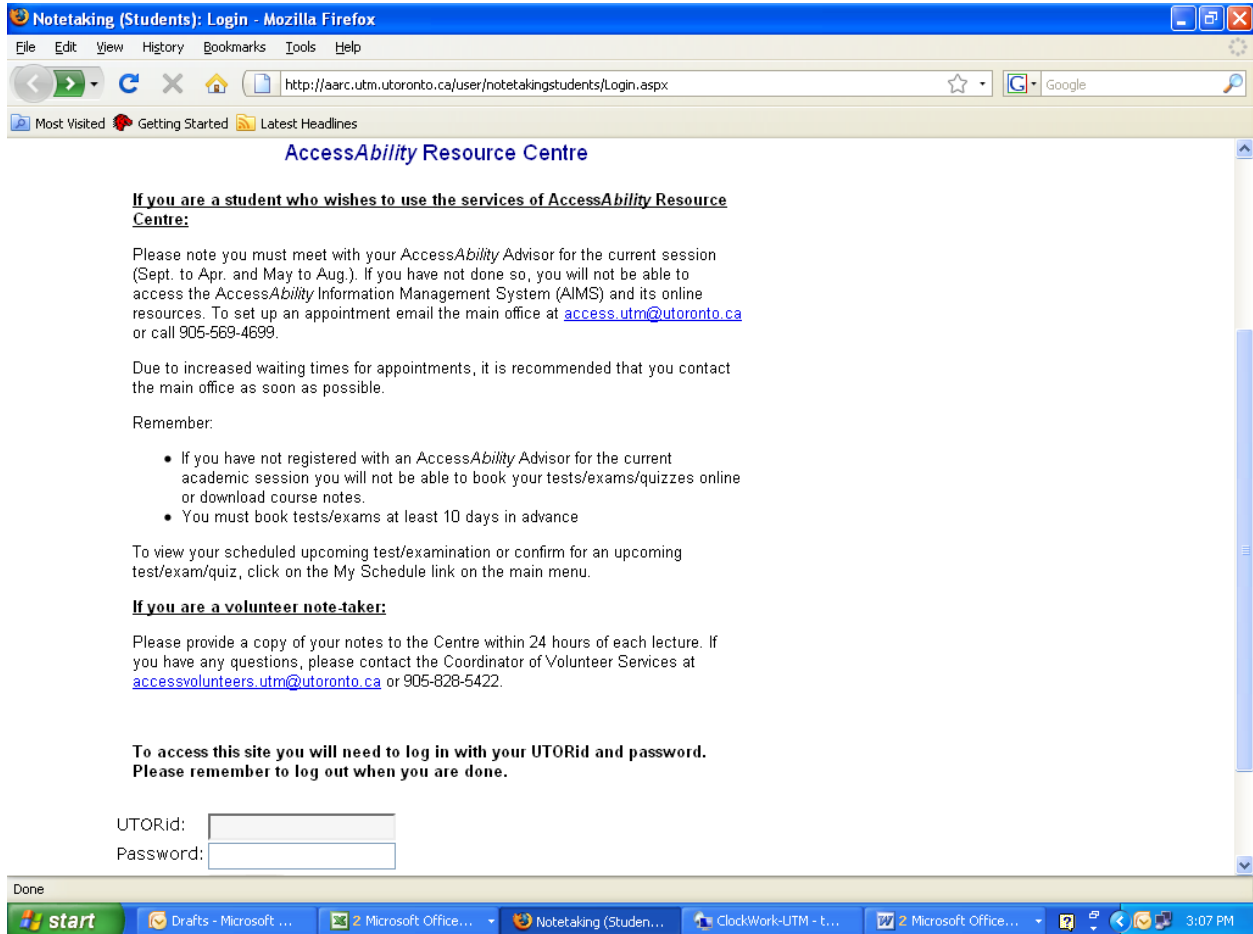
Instructions

for Students Receiving

Note-taking Accommodations

A. How to log in

Use your UTORid and password to sign in.



The screenshot shows a Mozilla Firefox browser window titled "Notetaking (Students): Login - Mozilla Firefox". The address bar displays the URL "http://aarc.utm.utoronto.ca/user/notetakingstudents/Login.aspx". The page content is titled "AccessAbility Resource Centre" and contains the following text:

If you are a student who wishes to use the services of AccessAbility Resource Centre:

Please note you must meet with your *AccessAbility* Advisor for the current session (Sept. to Apr. and May to Aug.). If you have not done so, you will not be able to access the *AccessAbility* Information Management System (AIMS) and its online resources. To set up an appointment email the main office at access_utm@utoronto.ca or call 905-569-4699.

Due to increased waiting times for appointments, it is recommended that you contact the main office as soon as possible.

Remember:

- If you have not registered with an *AccessAbility* Advisor for the current academic session you will not be able to book your tests/exams/quizzes online or download course notes.
- You must book tests/exams at least 10 days in advance

To view your scheduled upcoming test/examination or confirm for an upcoming test/exam/quiz, click on the My Schedule link on the main menu.

If you are a volunteer note-taker:

Please provide a copy of your notes to the Centre within 24 hours of each lecture. If you have any questions, please contact the Coordinator of Volunteer Services at accessvolunteers.utm@utoronto.ca or 905-828-5422.

To access this site you will need to log in with your UTORid and password. Please remember to log out when you are done.

UTORid:

Password:

The browser's taskbar at the bottom shows the Windows Start button, several Microsoft Office applications, and the Notetaking (Students) application. The system tray on the right shows the time as 3:07 PM.

B. How to request Note Taking Accommodations

1) Click on the “Course Notes” icon.

Home - Mozilla Firefox
http://aarc.utm.utoronto.ca/custom/misc/home.aspx

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Main menu [log out](#)

Welcome to the AccessAbility Information Management System (AIMS)

Please select an option from the menu below:

- [Request/Confirm Tests & Exams](#)
- [My schedule](#)
- [Accommodation Letters](#)
- [Course Notes](#)
- [Note-takers](#)

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Done
start | Drafts - Microsoft ... | 2 Microsoft Office... | Home - Mozilla Firefox | ClockWork-UTM - t... | 2 Microsoft Office... | 3:07 PM

2) Click on the “Course/Notes” icon on the left-hand-side Main Menu.

Mozilla Firefox
http://aarc.utm.utoronto.ca/user/notetakingstudents/default.aspx

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Main menu [log out](#)

- ▶ Note taking Info
- Courses / Notes
- FAQ
- Submit a comment
- Logout

Welcome to the AccessAbility Resource Centre

Note Taking Program

Please click on the ‘Courses / Notes’ link on the left menu to view your note taking requests and to access your notes.

If you have any questions or need assistance, please contact us at:

905-828-5422

accessnotes.utm@utoronto.ca

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Done
start | Drafts - Microsoft ... | 2 Microsoft Office... | Mozilla Firefox | ClockWork-UTM - t... | 2 Microsoft Office... | 3:06 PM

3) If you require notes for a course, ensure that you have indicated “Yes” under the column “I require a note taker”. To do this, click on “change this” link under that column.

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Main menu

Note taking Info
Courses / Notes
FAQ
Submit a comment
Logout

log out

Courses

Your courses: Show term: Winter 2011 Refresh list

My courses	I require a note taker	Note taker availability	My lecture notes
POL 340Y5lec 0101 y	No change this		N/A
PHL 247H5lec 6001 s	No change this		N/A
POL 214Y5lec 0101 y	No change this		N/A
ERS 120H5lec 0101 s	No change this		N/A
HIS 395H5lec 0101 s	No change this		N/A
POL 214Y5tut 0501 y	No change this		N/A
ERS 120H5tut 0401 s	No change this		N/A

Please contact accessnotes.utm@utoronto.ca or 905-828-5422 if you experience any difficulties.

4) Press “OK” button to confirm that you require a note taker for a course.

UNIVERSITY OF TORONTO MISSISSAUGA

Main menu

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Courses

Your courses: Show term: Winter 2011 Refresh list

My courses	I require a note taker	Note taker availability	My lecture notes
POL 340Y5lec 0101 y	No change this		N/A
PHL 247H5lec 6001 s	No change this		N/A
POL 214Y5lec 0101 y	No change this		N/A
ERS 120H5lec 0101 s	No change this		N/A
HIS 395H5lec 0101 s	No change this		N/A
POL 214Y5tut 0501 y	No change this		N/A
ERS 120H5tut 0401 s	No change this		N/A

The page at <http://aarc.utm.utoronto.ca> says:

Please confirm that you require a notetaker for this course by clicking the OK button.

OK Cancel

Please contact accessnotes.utm@utoronto.ca or 905-828-5422 if you experience any difficulties.

C. If a potential note taker is not yet available

Once you have requested a note taker,

If “none are available at this time” is indicated in the “Note Taker Availability” column, we have not yet received a completed application from a note taker from that course. If classes for this course have already begun, and one week has passed since your Professor's in class announcement, please contact AccessAbility Resource Centre.

Successfully marked 'require notetaker'. [log out](#)

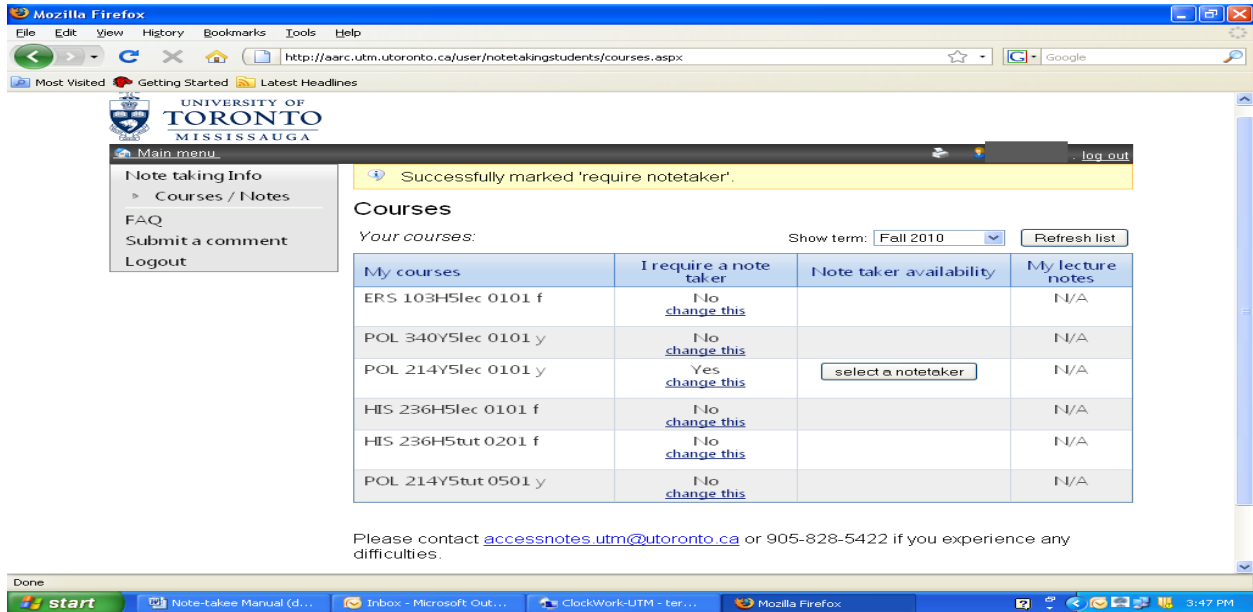
Courses

Your courses: Show term:

My courses	I require a note taker	Note taker availability	My lecture notes
POL 340Y5lec 0101 y	Yes change this	None are available at this time	N/A
PHL 247H5lec 6001 s	No change this		N/A
POL 214Y5lec 0101 y	No change this		N/A
ERS 120H5lec 0101 s	No change this		N/A
HIS 395H5lec 0101 s	No change this		N/A
POL 214Y5tut 0501 y	No change this		N/A
ERS 120H5tut 0401 s	No change this		N/A

D. Selecting a note taker

If “select a notetaker” button appears under the column “Note Taker Availability”, we have received a completed application from at least one potential note taker (including sample notes). Click on “select a note taker” button to view sample notes submitted by potential note takers in your course.

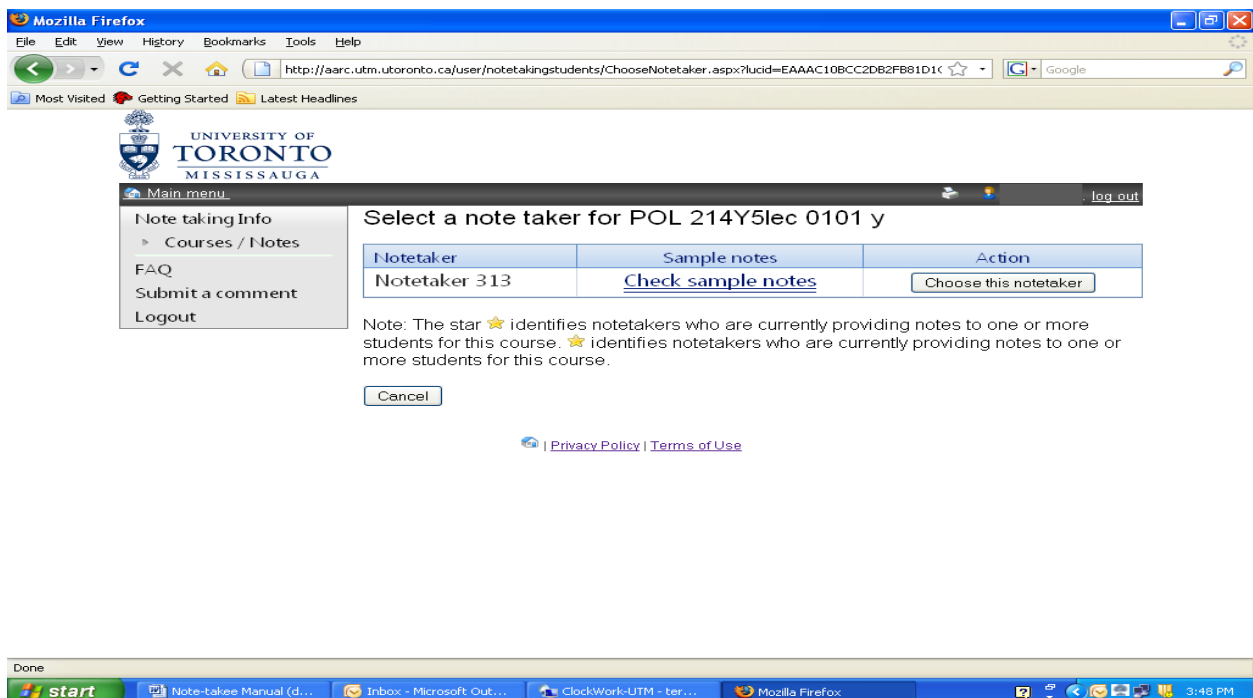


The screenshot shows a web browser window displaying the University of Toronto Mississauga course page. A yellow notification bar at the top says "Successfully marked 'require notetaker'". Below the navigation menu, there is a "Courses" section with a "Your courses:" heading and a "Show term:" dropdown set to "Fall 2010". A table lists several courses with columns for "My courses", "I require a note taker", "Note taker availability", and "My lecture notes". The course POL 214Y5lec 0101 y has a "Yes" in the "I require a note taker" column and a "select a notetaker" button in the "Note taker availability" column. Other courses listed include ERS 103H5lec 0101 f, POL 340Y5lec 0101 y, HIS 236H5lec 0101 f, HIS 236H5tut 0201 f, and POL 214Y5tut 0501 y.

My courses	I require a note taker	Note taker availability	My lecture notes
ERS 103H5lec 0101 f	No change this		N/A
POL 340Y5lec 0101 y	No change this		N/A
POL 214Y5lec 0101 y	Yes change this	<input type="button" value="select a notetaker"/>	N/A
HIS 236H5lec 0101 f	No change this		N/A
HIS 236H5tut 0201 f	No change this		N/A
POL 214Y5tut 0501 y	No change this		N/A

Please contact accessnotes_utm@utoronto.ca or 905-828-5422 if you experience any difficulties.

Click on “Check sample notes” under the “Sample Notes” column to view the notes submitted by each note taker. Select a file from the “Sample Notes” column to download the note takers sample notes. When you are finished viewing the notes, click on “Back to Choose Note taker” button to select a note taker.



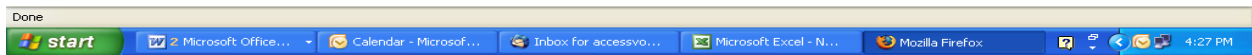
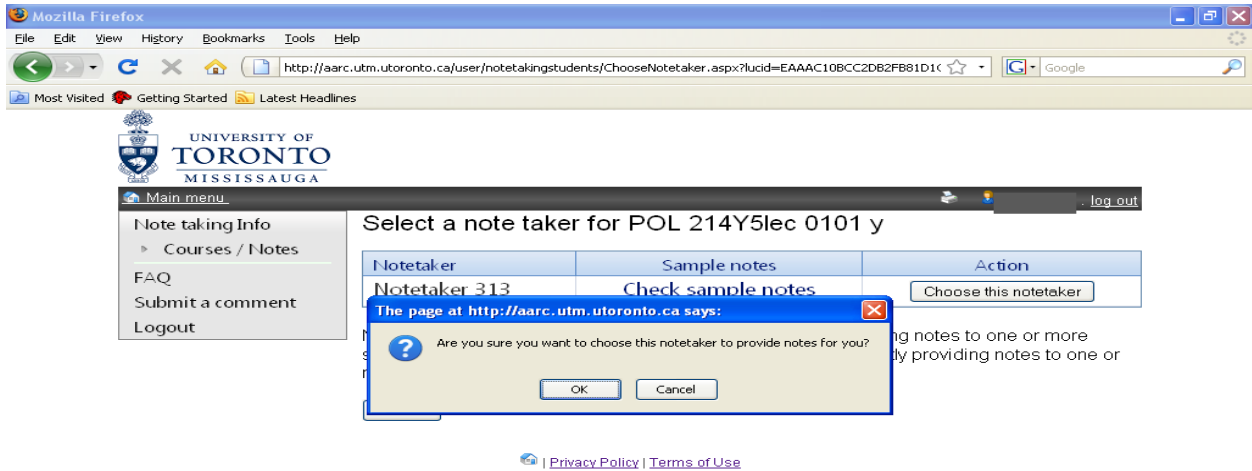
The screenshot shows the "Choose Notetaker" page for POL 214Y5lec 0101 y. The page title is "Select a note taker for POL 214Y5lec 0101 y". It features a table with columns for "Notetaker", "Sample notes", and "Action". The first row shows "Notetaker 313" with a "Check sample notes" link and a "Choose this notetaker" button. A note below the table explains that a star icon identifies notetakers currently providing notes to one or more students for this course. A "Cancel" button is also present.

Notetaker	Sample notes	Action
Notetaker 313	Check sample notes	<input type="button" value="Choose this notetaker"/>

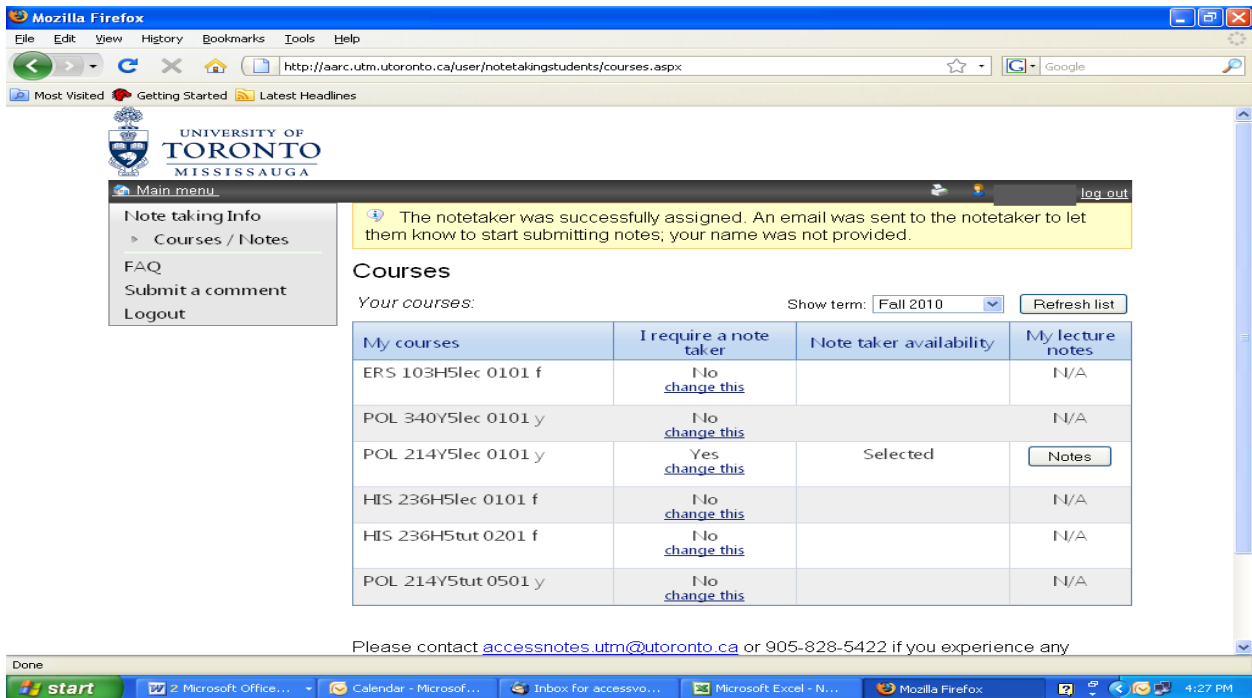
Note: The star ★ identifies notetakers who are currently providing notes to one or more students for this course. ☆ identifies notetakers who are currently providing notes to one or more students for this course.

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To select your note taker, click on “Choose this note taker” button under the “Action” column to choose your note taker. Press “OK” button to confirm the selected note taker.



Ensure that “Selected” appears under the “Note taker availability” column once you’ve selected a note taker. This will be your note taker for the rest of the semester.



E. Viewing your notes (after you have selected your note taker)

To view the uploaded notes from the note taker on a regular basis, click on the “Notes” button under the column “My lecture notes”.

The screenshot shows the 'Courses' page on the University of Toronto Mississauga website. A table lists several courses. The course POL 214Y5lec 0101 y is highlighted, indicating it is selected. The 'My lecture notes' column for this course contains a 'Notes' button.

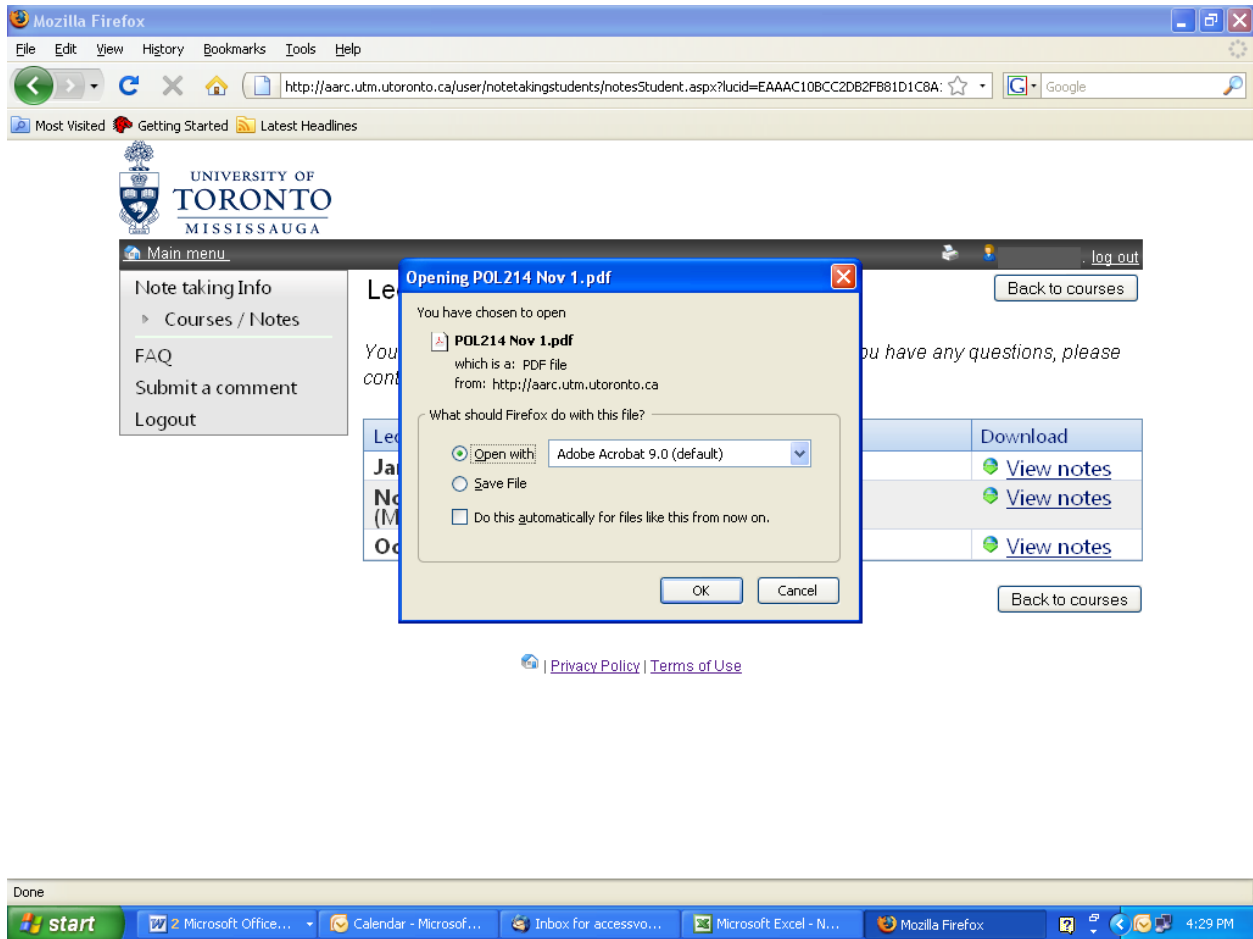
My courses	I require a note taker	Note taker availability	My lecture notes
ERS 103H5lec 0101 f	No change this		N/A
POL 340Y5lec 0101 y	No change this		N/A
POL 214Y5lec 0101 y	Yes change this	Selected	Notes
HIS 236H5lec 0101 f	No change this		N/A
HIS 236H5tut 0201 f	No change this		N/A
POL 214Y5tut 0501 y	No change this		N/A

To download the notes, determine the date that you want to view the notes for, then click on “view notes” under the “Download” column corresponding to the preferred date.

The screenshot shows the 'Lecture Notes for POL 214Y5lec 0101 y' page. A table lists lecture dates and provides a 'View notes' link for each. A tooltip is visible over the 'View notes' link for November 1, showing the filename 'POL214 Nov 1.pdf'.

Lecture date	Comments	Download
January 7 (Fri)	notes	View notes
November 1 (Mon)	notes	View notes (POL214 Nov 1.pdf)
October 4 (Mon)	notes	View notes

A small window will ask for your permission to download the notes. After selecting the option to either open the file or save it, click on the “OK” tab.



If you have any questions, please contact the AccessAbility Resource Centre at 905-828-5422 or accessnotes.utm@utoronto.ca