# Accessibility Services
## at the University of Toronto Mississauga

## Volunteer Note-taker Position

Accessibility Services is looking for reliable volunteers to serve as note-takers this semester. Note-takers play an important role in supporting students with disabilities. Students who require note-taking services may have difficulties taking notes due to a documented disability or medical condition.

**Note-taker Responsibilities:**
- Attend class regularly and take complete notes
- Upload the lecture & tutorial notes to the note-taker database within 24 hours of each class
- Complete the training module on Quercus
- Notify Accessibility Services if any issues arise (i.e. you missed a lecture, you dropped the course, you have difficulty logging into the database, etc.)

**Benefits of Volunteering:**
- Receive a Co-Curricular Record (CCR) notation
- Develop and enhance your organizational and note-taking skills
- Contribute towards an accessible and inclusive community
- Receive a reference letter upon request

**How to Register and Upload your Notes:**

1) Select the **Courses/notes** tab and log in using your UTORid and password:
   https://aims.utm.utoronto.ca/user/NotetakingNotetakers/default.aspx

2) Upload your typed or handwritten notes after each class. If you have handwritten notes, please scan your notes by using a scanner or a scanning app on your phone or tablet.
   a) For each course, select either **Upload lecture notes** or **Upload sample notes**
   b) For each file, click the calendar icon to select the lecture date and click on **Browse** to attach the document.
   c) Click on **Submit notes**

3) Please disregard the '**I have been selected' c**olumn and continue to upload your notes until the end of the semester.

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**Thank you for your interest in volunteering!**
**For more information, please contact us:**

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