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**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 upload the lecture and tutorial notes to the note-taker database within 48 hours of each class.
* Complete the note-taker training module on Quercus.
* Notify Accessibility Services if any issues arise (i.e. you missed a lecture, you dropped the course, you have difficulty uploading your notes to the database, etc.).

**Benefits of Volunteering:**

* Receive a Co-Curricular Record (CCR) notation. Competencies and skills linked to the position will be highlighted on the CCR. Students can use the CCR to supplement their resume and applications to graduate schools, scholarships, and bursaries.
* Receive a reference letter upon request
* Contribute towards an accessible and inclusive community.

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

1. Select the **Courses/notes** tab and log in using your UTORid and password:

<https://uoft.me/UTM-notetakers>.

1. Upload your typed or handwritten notes after each class. For handwritten notes, please scan your notes at home or at the Accessibility Services Note-taking Kiosk in room DV 2240.
2. Keep your filenames to a reasonable length and avoid using special symbols or characters (only dashes and underscores are supported by the file system).
3. For each course, select either **Upload lecture notes** or **Upload sample notes.**
4. For each file, click the calendar icon to select the class date, click on **Browse** to attach the document, and click on **Submit notes.**
5. Continue to upload your notes until the end of the semester. Please disregard the ‘**I have been selected’** column and upload your notes whether it displays a ‘Yes’ or ‘No’ under this column.

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| **Thank you for your interest in volunteering! For more information, please contact us:** |
|  **: Davis Building, room 2240** |  **: 905.828.5422** |
|  **: uoft.me/volunteer-accessibility** |  **:** **accessvolunteers.utm@utoronto.ca** |