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://aarc.utm.utoronto.ca/Clockwork/user/NotetakingNotetakers/default.aspx

2) Upload your typed or handwritten notes after each class until the end of the course. If you have handwritten notes, please scan your notes 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 Browse to attach the document.
   c) Click on Submit notes

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

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