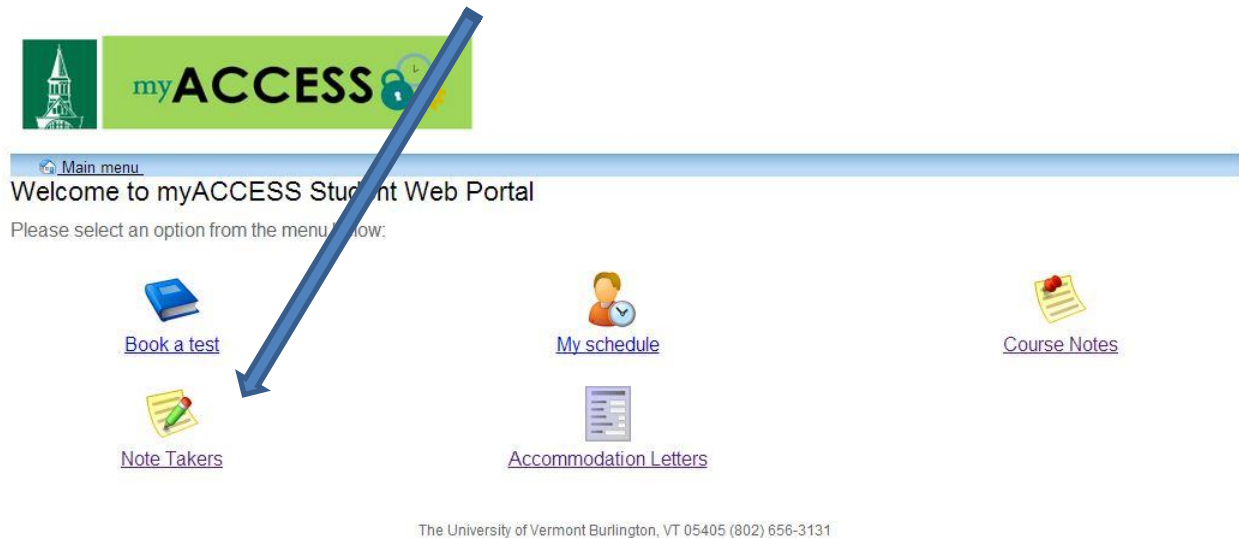


# How To: Register to Become a Peer Note Taker & Submit Notes

## 1. Navigate to the [myACCESS Student Web Portal](http://www.uvm.edu/myaccess): <http://www.uvm.edu/myaccess>

- Select the Note Takers icon from the Student Web Portal home page.



## 2. Complete the registration wizard:

- Select Profile from the top menu bar.
- Login to our secure web portal using your UVM netID and password.
- 1. Update Profile – fill in requested information including name, student number and contact information. When complete, select “Next.”
- 2. Agreement – Read and review the Peer Note Taker Contract. Select the check box to indicate that you understand and agree to the terms of the contract, then select “Next.”
- 3. Courses – Select (from your list of enrolled courses) the check boxes next to each of the courses for which you are available and interested in becoming a Peer Note Taker, then select “Next.”
- 4. Upload your sample notes – If you have sample notes to provide, please upload them by selecting “I am ready to upload sample notes” and following the procedure detailed in Step 4 below.
  - *If you do not have sample notes to provide upon completion of the registration wizard, you may skip this step and submit sample notes at any time by selecting “Courses/notes” from the top menu bar and following the procedure detailed in Step 4 below.*

## 3. To provide your availability to take notes for additional courses, after completing registration:

- Select Courses/notes from the top menu bar.
- First, ensure that the Show term box reflects the appropriate semester (the current semester should be the default setting).

- Use the dropdown menu to change the term, if necessary.
- Select "Add a new potential course."
- Select any/all of your enrolled courses for which you would like to provide your notes for the semester.
- Select "Add selected course(s)" OR "Add all courses" to submit your availability.
- Select Courses/notes from the top menu bar to return to the Notetaker Courses page and upload sample notes for any newly added course(s).

#### **4. Upload Sample Notes:**

- On the Notetaker Courses page, in the "My courses" column, you will see a list of all of the courses for which you have submitted your eligibility to become a Peer Note Taker.
- In the "My lecture notes" column, select "Upload sample notes" for each course.
  - You may choose to upload sample notes from the first day of class for each of your courses. This will allow students to review your note taking style and determine if your notes would be a good fit for their learning style.
- Submit sample notes by selecting the lecture date and browsing for the file on your computer. You may choose to upload up to three (3) sample notes.
- Select "Submit notes" to attach your sample notes to the course for students to download and view.
- Select "Back to courses" to return to the Notetaker Courses page. Follow the same process to upload sample notes for each of your courses.

#### **5. How do I know if I've been selected to become a Peer Note Taker for my course(s)?**

- When a student selects you as their Peer Note Taker, you will receive an automated email indicating that it is time for you to begin uploading your notes for that course following each class session.
- To view courses in which you have been selected as a Peer Note Taker:
  - Login to your myACCESS Student Web Portal and select Courses/notes from the top menu bar.
  - The "I have been selected column" will read 'Yes' for any course(s) in which a student has selected you as their Peer Note Taker.
  - The "My lecture notes" column will also have a link to "Upload lecture notes" (previously "Upload sample notes").

#### **6. Upload lecture notes:**

- Login to your myACCESS Student Web Portal and select Courses/notes from the top menu bar.
- Following each class session for each course in which you have been selected by a student as their Peer Note Taker, select the "Upload lecture notes" link in the corresponding course row.
  - Select the lecture date (you may enter manually, or choose the date by selecting the calendar window).

- Drag and drop documents from your computer to the “Upload your notes” box OR “Browse” your computer to select documents for upload.
- Optional: In the “Comments” box, you may choose to include any relevant course information including announcements; assignments upcoming quizzes, tests, exams; reviews sessions; etc.
- Select “Submit” to upload your notes for students to review.
- You may view your uploaded notes at any time by selecting the “View uploaded notes” tab.

**7. What if my notes are handwritten and I can’t browse my computer to upload?**

- While we do prefer notes to be typed, some courses do not allow for this (i.e. MATH, CHEM, etc.) due to equations and/or formulas which are easier and more sensible to handwrite.
- To scan your handwritten notes, you may visit the Exam Proctoring Center (Living/Learning A131) or the Universal Design Technology Lab (located in Bailey-Howe Library, 2<sup>nd</sup> floor) to scan and email the notes to yourself for upload. Staff will be available to assist you!
  - Upon scanning and emailing notes to yourself, follow process detailed in Step 6 above to upload notes.

**8. What if I drop a course and/or am no longer available to provide notes for my course(s)?**

- If you drop a course and/or are no longer available to provide notes for any reason, login to your myACCESS Student Web Portal and select Courses/notes from the top menu bar.
- Below your list of available courses, you have the option to select your course(s) for which you are no longer eligible to provide notes.
  - Selecting the course from the drop-down menu.
  - Then, select “Remove this course.”

**9. What if I am a TA for a course and I do not see this course listed in my enrolled courses?**

- If you are a TA for a course who will be providing notes for the semester, please fill out the registration form with your contact information to enter your name into our system.
- Then, email [myACCESS@uvm.edu](mailto:myACCESS@uvm.edu) with the course and section for which you will be providing TA notes for.
  - We will manually add this course to your list of eligible courses for which you are able to provide notes.
  - This course will then be available for you to view and upload notes on the Notetaker Courses page, as detailed in Step 6 above.

*For troubleshooting help or questions regarding online Note Taker registration, notes submission, etc. email: [myACCESS@uvm.edu](mailto:myACCESS@uvm.edu). For more information on the Note Taking Program, visit <http://www.uvm.edu/myaccess>.*