

# Volunteer Notetaker User Guide

1. To login and register as Volunteer Notetaker, please click on the link:

<https://clockwork.fau.edu/clockwork/user/notetakingnotetakers/default.aspx>



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Florida Atlantic University

[Courses / notes](#) | [Profile](#) | [FAQ](#) | [Submit a comment](#) | [Help](#)

Thank you for your interest in volunteering to be a volunteer notetaker for a student with a disability who is registered with Student Accessibility Services. Please login with your FAUnet logon (do not include @fau.edu) by clicking on 'Courses / Notes' on the top left menu.

**If this is your first time logging into the Volunteer Notes Portal, please login and choose the classes for which you would like to provide notes.**

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2. Complete the profile registration for Volunteer Notetaker and click on "Next".



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Please fill in your registration information in order to create your account:

## Step 1: Update Profile

[Step 2: Agreement](#)

[Step 3: Courses](#)

Registration complete

### Profile

First name:  Last name:

Student number:

School email:

Alternate email:

Mailing address is primary  
Mailing address:

Permanent address is primary  
Permanent address:

Phone (Home):

Phone (Alternate):

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3. Read the Volunteer notetaking confidentiality agreement and click to confirm agreement in the checkbox and click “Next”.

The screenshot shows the FAU Student Accessibility Services registration interface. At the top, the logo for FAU Student Accessibility Services is displayed, along with the text "Division of Student Affairs, Florida Atlantic University". Below this, a blue header bar contains the instruction: "Please fill in your registration information in order to create your account:". The main content area is divided into three steps: "Step 1: Update Profile", "Step 2: Agreement", and "Step 3: Courses". "Step 2: Agreement" is the active step, indicated by a red arrow pointing to it. The agreement text reads: "All communications within Student Accessibility Services are to be treated confidentially and should not be discussed outside of the office." Below this text is a checkbox that is checked, with the text: "I agree that all communications regarding Student Accessibility Services are to be treated confidentially and should not be discussed outside of the office." To the right of the agreement text are three buttons: "Previous", "Next", and "Cancel". A red arrow points to the "Next" button. At the bottom of the page, the text "ClockWork Online Student Access" is visible.

4. Select the course(s) for which you would like to provide notes and click “Next”.

The screenshot shows the FAU Student Accessibility Services registration interface, now at Step 3: Courses. The header and logo are the same as in the previous screenshot. The instruction "Please fill in your registration information in order to create your account:" is still present. The steps are: "Step 1: Update Profile", "Step 2: Agreement", and "Step 3: Courses". "Step 3: Courses" is the active step, indicated by a red arrow pointing to it. The text reads: "Please select the course(s) you are available to become a potential notetaker for:". Below this text is a checkbox that is unchecked, with the text: "MHS 6510 001". To the right of the course selection text are three buttons: "Previous", "Next", and "Cancel". A red arrow points to the "Next" button. At the bottom of the page, the text "ClockWork Online Student Access" is visible.

- Once you have been selected (indicated by “Yes” in the “I have been selected” box), click on “Upload lecture notes” to upload your notes.

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Courses / notes Profile FAQ Submit a comment Help

### Notetaker Courses

Courses Show term: Summer 2 2017 Refresh

My courses	I have been selected	My lecture notes
INR 3433 001	Yes	<a href="#">Upload lecture notes</a>

Add a new potential course

I am no longer available to take notes for the following courses  
 Remove this course

**Confidentiality Agreement Reminder**  
All communications within Student Accessibility Services are to be treated confidentially and should not be discussed outside of the office.

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- When uploading notes, select the date of the class and browse for the file to upload. Add a comment in the text box if desired. Please try to do this within 24 hours of the class time.

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Courses / notes Profile FAQ Submit a comment Help

Upload lecture notes View uploaded notes

Submit lecture notes for INR 3433 section 001 (201705) 01 :

Lecture date:

Upload your notes (max 5 at a time):  
 Browse

New file upload

Comments:

e.g. I was ill for this lecture, therefore I will provide notes from a friend by next week.  
e.g. The lecture was cancelled on this day  
Lecture notes are to be provided within 24 hours of each lecture in order for students to have the opportunity to review and study the notes in a timely manner. If you are unable to provide your own notes, please provide the notes from a peer in the class (with their permission).

Submit Back to courses

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**Note:** You will be notified by email when a student chooses you as a notetaker.