

## Guidelines for Note Takers

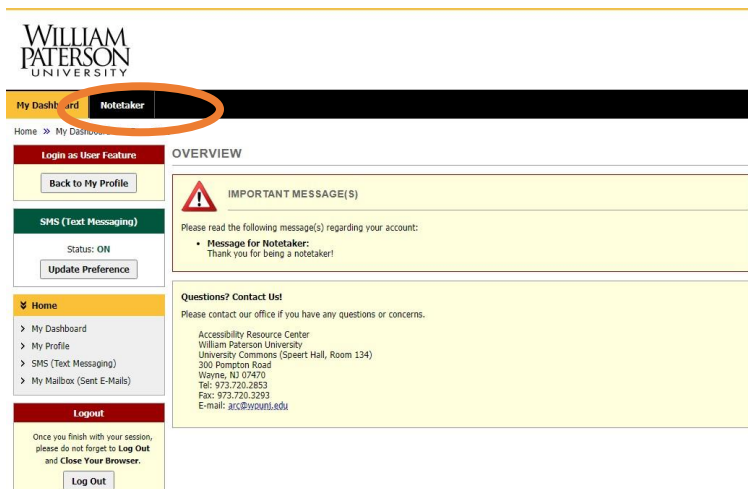
Thank you for applying to be a note taker through the Accessibility Resource Center (ARC)! Please carefully review the following guidelines and procedures for the position.

<u>Notes</u>	
Do's	Don'ts
Type notes in a Word Document, PowerPoint, or PDF file	Handwrite notes *Exception: math or math-based science course*
Include original notes based on additional points to the lecture *For PowerPoints, include notes in the "Notes" section under the slide or in a different color*	Send material that is available to the class on Blackboard (PowerPoints without notes, lecture outlines by Professor, syllabus, worksheets, etc.)
Include: <ul style="list-style-type: none"> <li>Headings</li> <li>Definitions of important terms</li> <li>Additional content or description provided by Professor</li> <li>Underlining, highlighting, and bolding appropriately</li> <li>Bulleted or numbered lists</li> </ul>	Do not include: <ul style="list-style-type: none"> <li>Notes in paragraph form</li> </ul>

### Sending Notes to ARC

- Notes must be uploaded to the [ARC Portal](#) **within a 24 hour period** after the conclusion each class session. (login with your WPUNJ credentials)
  - You may upload a Word Document, PDF or .jpg file
- Please include the **class meeting date** and **course section number** of the class as your file name and from the drop down menu when uploading choose the relevant day and week
- Do not include your name on the notes/email, as the note taking process is anonymous.
- If a lecture did not take place for a class meeting, email ARC stating so and why (e.g., exam/quiz took place, asynchronous class meeting, student presentations, class trip, etc.)
- Once your notes are uploaded, you will be able to see them listed please be sure the file is on the list or you cannot be paid (see example)

### After Logging in Choose Notetaker Tab



You will see the courses you are assigned to be a Notetaker for – click “View”

My Dashboard Notetaker

Home » Notetaker Access » Notetaker Home

Login as User Feature

Back to My Profile

Tools

- Request and View Assignments
- Notetaker Agreements
- Upload and View Notes

Logout

Once you finish with your session, please do not forget to Log Out and Close Your Browser.

Log Out

NOTETAKER HOME

ANNOUNCEMENT

Thank you for being a notetaker!

Previous Term Terms: Spring 2023 Next Term

Request a Notetaking Assignment

Enter Course Registration Number for 2023 - Spring

Important Note: If you have not signed an agreement for this particular term, the system will require you to submit a notetaker agreement after you click Continue to Verify Your Classes.

Continue to Verify Your Classes

CRN	SBJ	CBS	SEC	Course Title	Status	View
11386	CODS	6420	001	Speech Science	Assigned	View

REMEMBER TO SCAN FILE WITH ANTIVIRUS BEFORE UPLOADING OR AFTER DOWNLOADING

Important Notice: We recommend that you use AntiVirus to scan your document before uploading your file to our application or after downloading the file from our application. If you find a file that is infected with a virus, please delete the file immediately and contact the student.

Click “Continue to Upload Your Notes”

WILLIAM PATERSON UNIVERSITY

My Dashboard Notetaker

Home » Notetaker Access » Notetaking Invoice

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NOTETAKING INVOICE

CLASS: CODS 6420.001 - Speech Science (CRN: 11386)

STUDENT(S) REQUESTING SERVICES

- Student Name is Confidential - Contact Office If You Have Any Questions or Concerns
- CODS 6420.001 - SPEECH SCIENCE

COURSE MEETING TIMES

- T Location: 09:30 AM - 12:10 PM at UNIVH 205

UPLOAD NOTES

Continue to Upload Your Notes

NOTETAKING INVOICE

Invoice Detail

Assignment Status: Active

Confirmed: Yes

Confirmed Date: 01/27/2023

Weeks Duration: Not Specified

Important Notes: Not Specified

E-Invoice

Completed: No

Process Status: Not Specified

Signed: No

From dropdown menu select the course (make sure you select the right course if you are a Notetaker for multiple courses!), Select the appropriate class week, choose file and “upload”

UPLOADING NOTES

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UPLOAD INSTRUCTION

- If you are scanning your document, scan at 150 - 300 dpi for resolution.
- Upload one file at a time and the maximum allowable file size is 20 MB per upload.
- View: [Acceptable File Types](#).

File Information

Select Class: CODS 6420.001 - SPEECH SCIENCE [CRN: 11386]

Notes for: Week 1

Select Day(s)

☒ Monday ☐ Tuesday

☐ Wednesday ☐ Thursday

☐ Friday ☐ Saturday

☐ Sunday

Select File:  CODS 6420 0... 23 2023.docx

Upload Notes

**Be sure your uploaded Notes appear below!!**

Select File:

Number of Records Found: 3      Show Limit:            

Showing Records: 1 - 3

SBJ	CRS	SEC	Notes Title	Date Uploaded	Size	Delete	View
CODS	6110	555	Notes for Week 1 (Friday)	01/27/2023	413 KB	<a href="#">Delete</a>	<a href="#">View</a>
CODS	6110	555	Notes for Week 1 (Wednesday)	01/27/2023	263 KB	<a href="#">Delete</a>	<a href="#">View</a>
CODS	6110	555	Notes for Week 1 (Monday)	01/27/2023	13 KB	<a href="#">Delete</a>	<a href="#">View</a>

### Timesheets

- Payment is strictly based on the course's meeting time, not the amount of time spent *before* or *after* class.
  - Notes that are submitted late will not be eligible for compensation.
- Timesheets may be accessed through your "Employee" tab, which will be added to your WPCconnect portal once your information is confirmed by HR/Payroll and Employee Benefits.
  - Please note that this can take up to two weeks to take effect.
- Timesheets are due every other Thursday by 11:59 PM.
  - **DO NOT** submit your timesheet until you have submitted all of your notes for that pay period!
  - If your timesheet is submitted late, payment may not occur.
  - Any hours that do not match note submissions will be removed!
- All hours entered should be rounded up to the **nearest quarter** of an hour – this should correspond with the start time and end time of your class as it is officially listed online.
  - *Example:* If your class starts at 6:00 PM and ends at 8:40 PM, you would enter your Start Time as "6:00 PM" and your End Time as "8:45 PM".

### General Reminders

- Due to university policy, we cannot retroactively pay note takers for anything submitted prior to official hire dates.
  - If you have notes from earlier in the semester and would like to share them with the requesting student, please know that these will be considered voluntary and not eligible for compensation.
- If you are unable to attend class due to illness or an emergency, you are still responsible for getting the notes from another student in the class and submitting them to our office.
- **You are responsible for contacting the office if you drop the class!**

If you have any questions or concerns regarding your role and responsibilities as a note taker, please contact us at [ARC@wpunj.edu](mailto:ARC@wpunj.edu) or (973) 720-2853.

By signing this form, you are acknowledging that you understand, agree with, and will abide by the terms listed above. Failure to do so will result in termination.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_