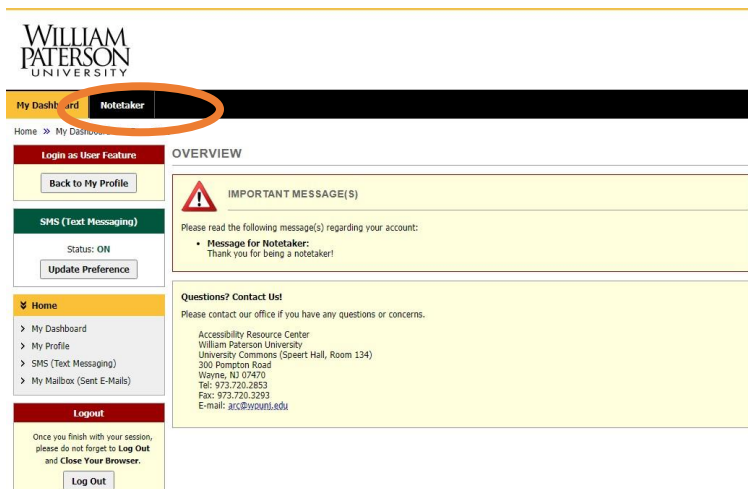# Guidelines for Note Takers

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.

Notes

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: • Headings • Definitions of important terms • Additional content or description provided by Professor • Underlining, highlighting, and bolding appropriately • Bulleted or numbered lists	Do not include: • Notes in paragraph form

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"

Click "Continue to Upload Your Notes"

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"

Be sure your uploaded Notes appear below!!

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 WPConnect 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 <u>up</u> 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:<u>40</u> PM, you would enter your Start Time as "6:00 PM" and your End Time as "8:<u>45</u> 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, <u>you are still responsible for getting the notes from another student in the class and submitting them to our office</u>.
- **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 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: _____