

Procedures for Note Takers

***BEFORE you start as a note taker for a student, you will need to complete the following:**

1. Access the Eagle Service Network to submit your Service Learning form and get approved to work with our office:

<https://www.fgcu.edu/eaglenetworks/>

***Once approved, you may register to be a note taker through our student online management system, Clockwork**

Below are step-by-step instructions on how to volunteer to be a note taker through Clockwork:

1. Log in to Clockwork using the “Clockwork Portal” on the Adaptive Services webpage
<http://www.fgcu.edu/adaptive/>
2. Click on the “Note takers” link in the menu
3. Click on “Course Notes”
4. Create a Notetaker Profile. Your login will be your **entire** Eagle mail address and password (jjsmith7653@eagle.fgcu.edu)
5. Agree to the “Notetaker Responsibilities and Agreement” and the “Confidentiality Agreement”
6. Choose the course(s) you are available to be a Notetaker for
7. Upload Sample Notes (If you do not have a sample set of notes from the course which you are applying for, then please upload a sample from another course. This is to show a representative sample of your notetaking style.)

How to upload notes if selected as a Note taker

8. If selected for the Note taker position, you will receive an email notifying you to begin uploading your notes. You will have 3 days from the selection date to upload notes from the beginning of the semester.
9. **Upload your lecture notes no later than 24 hours after each lecture.** Click on the 'Upload Notes' button beside the course you have been selected for, and follow the directions to upload your notes.