


How to receive your notetaking services from the SAS Notes Portal

1. Before using the Online Notes Portal, you are required to read and agree to the terms and conditions in the Notetaking Assistance Agreement. Click on "Courses/Notes" on the left of the menu bar to view your notetaking request.



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Student Accessibility Services Notetaking Program

NOTE: THIS IS ONLY AVAILABLE TO STUDENTS WITH NOTETAKING ASSISTANCE AS AN APPROVED ACCOMMODATION

Please click on 'Courses / Notes' on the left menu to view your note taking requests.
In order to use the provided notes in the SAS Online Portal you must read and agree with the statements below:

NOTETAKING ASSISTANCE AGREEMENT

To receive notetaking assistance, your SAS Consultant must have approved you for this accommodation. You must submit your AAA letter to your professor and they must confirm the AAA letter.

Please read carefully

To receive notetaking services, I agree to the following:

A. Within 1 week of requesting my "Academic Accessibility Agreements" via the online portal:

- (1) I will follow up with each professor who has not approved my accommodations and make sure that he or she does so.
- (2) I will discuss my notetaking needs with each professor.

B. I will attend all my classes unless I have a medical/emergency excuse.

C. The notetaking services that I am provided by SAS are in addition to the notes that I take on my own and that I should use an audio recorder throughout the semester.

D. The lecture notes and/or lectures recorded are for my use only and will not be shared with other students.

E. I will check the SAS Notes Portal on a weekly basis. I understand I must request notes for each course in the Portal in order to receive them.

F. I will notify the Volunteer Coordinator if I am not receiving my notes regularly. Please see below:

- **Boca Campus:** Sunny Gross sgross20@health.fau.edu
- **Broward Campus:** Ashley Ciccolini aciccolini@health.fau.edu
- **Jupiter Campus:** Valeree Williams vwilliams@health.fau.edu

- To receive notetaking services, log into the portal using your FAU Net ID (**do not use** “@fau.edu”)and your password.

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Notetaking for students receiving notes


Please log in

To access this site you will need to log in with your user name and password. Please remember to log out when you are done.

User name:

Password:

ClockWork Online Student Access



- Once logged into the portal, you will see a list of your courses for the selected semester. To receive notes, click on “change this” to ensure it reads Yes, “I require a notetaker”.

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Courses

Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for.

Show term: Summer 2 2017

Course name	I require a note taker	Note taker availability	My lecture notes
MHS 6510 001 view download history	No change this		N/A
MHS 5005 001 view download history	No change this		N/A

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- By clicking on change this, you are indicating “yes” or “No” to “I require a notetaker”.

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Successfully marked 'require notetaker'.

Courses

Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for.

Show term: Summer 2 2017 Refresh

Course name	I require a note taker	Note taker availability	My lecture notes
MHS 6510 001 view download history	Yes change this	None are available at this time	N/A
MHS 5005 001 view download history	No change this		N/A

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- The “View uploaded notes” tab allows you to see when your notes were uploaded by the volunteer notetaker. On the right side you can click on “View notes” and download your notes.

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Upload lecture notes | **View uploaded notes**

Lecture date	Comments	Download
May 17 (Wed)		View notes
May 16 (Tue)		View notes

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Note: You will be notified by email when your volunteer notetaker uploads new notes.

- Click on link to the Notes Portal:
<https://clockwork.fau.edu/clockwork/user/notetakingstudents/default.aspx>