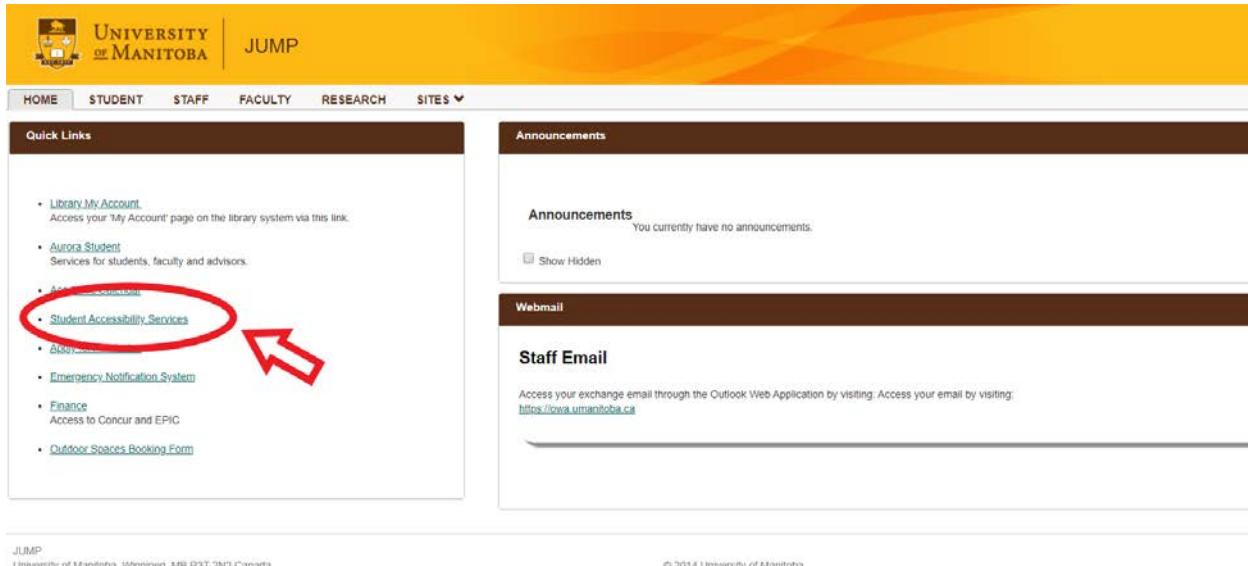


## Volunteer Notetaker Tutorial

### Volunteer Sign Up Instructions

#### Step 1:

Log into the SAS portal in JUMP



The screenshot shows the JUMP (University of Manitoba) portal homepage. The top navigation bar includes links for HOME, STUDENT, STAFF, FACULTY, RESEARCH, and SITES. The 'HOME' link is currently selected. The 'Quick Links' sidebar on the left lists several services: Library My Account, Aurora Student, Accessibility Services (circled in red), Emergency Notification System, Finance, and Outdoor Spaces Booking Form. The main content area on the right features sections for Announcements and Webmail. The 'Announcements' section indicates 'You currently have no announcements.' The 'Webmail' section provides a link to access exchange email through the Outlook Web Application.

#### Step 2:

Select the Courses/notes option in the top left corner



**Courses / notes**   **Profile**   **FAQ**   **Submit a comment**   **Help**

Welcome to Student Accessibility Services and thank you for volunteering your notes!

To provide a sample of your notes, click on "Courses/Notes".  
The frequently asked questions (FAQ) tab will provide instructions on how to sign up.

You can upload notes for every course you are taking, however, you may not be selected based on SAS student registration in the course. If you are selected, you will receive an email asking you to continue to upload your notes.

Student Accessibility Services 520 University Centre University of Manitoba 204-474-7423 Student_accessibility@umanitoba.ca	Student Accessibility Services Exam Centre 155 University Centre University of Manitoba 204-474-8213 sasexams@umanitoba.ca
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### Step 3:

You may be required to fill in some personal info, but this should auto-fill with information from Aurora.  
You may also be prompted to confirm the confidentiality statement.

### Step 4:

For each class that you would like to volunteer, upload sample notes.



56T . log out

**Courses / notes**   **Profile**   **FAQ**   **Submit a comment**   **Help**

Notetaker Courses

Courses	Show term:	Winter Session 2020	Refresh
SOC 1200 A01	I have been selected	No	<a href="#">Upload sample notes</a>
PSYC 1200 A01		No	<a href="#">Upload sample notes</a>
BIOL 1010 A01		No	<a href="#">Upload sample notes</a>

[Add a new potential course](#)

### Step 5:

Select the date that the notes are from (1), then upload the files (2), and submit (3). Up to three samples notes can be uploaded for viewing per course by the SAS student.



Sample notes for SOC 1200 section A01

Sample notes are listed below; click on the lecture date in the first column to view the file. Use the 'Submit notes' button to add a file to the list.

**Submit sample notes**

Please submit one or more files below:

Lecture date	1	Lecture notes file
<input type="text" value="M/d/yyyy"/>		<input type="button" value="Select file..."/>
Lecture date	2	Lecture notes file
<input type="text" value="M/d/yyyy"/>		<input type="button" value="Select file..."/>
Lecture date		Lecture notes file
<input type="text" value="M/d/yyyy"/>		<input type="button" value="Select file..."/>

**Submit notes** [Back to courses](#)

**Step 6:**

You can now view the notes you've uploaded.

56T ... log out

Courses / notes   Profile   FAQ   Submit a comment   Help

Sample notes for SOC 1200 section A01

Sample notes are listed below; click on the lecture date in the first column to view the file. Use the 'Submit notes' button to add a file to the list.

[Submit sample notes](#)

Your note(s) were uploaded successfully and should appear in the list below. X

Please submit one or more files below:

Lecture date	Lecture notes file
<input type="text" value="M/d/yyyy"/> 	<input type="text" value="Select file..."/> <a href="#">Browse ...</a>
Lecture date	Lecture notes file
<input type="text" value="M/d/yyyy"/> 	<input type="text" value="Select file..."/> <a href="#">Browse ...</a>

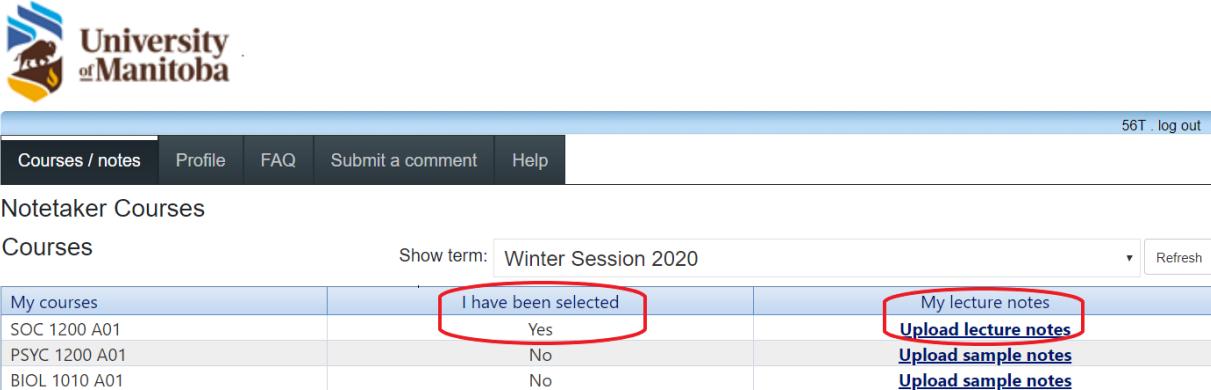
[Submit notes](#) [Back to courses](#)

Sample notes (click to download)	Date uploaded	Action
notes_1200.2020_04-01.docx	16-Apr-2020	<a href="#">Remove</a>



**Step 7:**

If you are selected to be a volunteer notetaker, you will receive an automatic email notification from our office. When you log into the SAS portal, you will see that you have been selected! Continue to upload all of your notes in the same way, the only difference now is that the link says to “Upload lectures notes” and not to “Upload samples notes”.



The screenshot shows the University of Manitoba SAS portal. At the top, there is a logo of a bison and the text "University of Manitoba". The top navigation bar includes links for "Courses / notes", "Profile", "FAQ", "Submit a comment", and "Help". On the right, there is a "56T" icon and a "log out" link. Below the navigation bar, the page title is "Notetaker Courses". Under "Courses", there is a dropdown menu set to "Winter Session 2020" with a "Refresh" button. A table titled "My courses" lists three courses: SOC 1200 A01, PSYC 1200 A01, and BIOL 1010 A01. For each course, there is a checkbox labeled "I have been selected" and a dropdown menu with "Yes", "No", and "No" options. To the right of the table, there is a section titled "My lecture notes" with three blue links: "Upload lecture notes", "Upload sample notes", and "Upload sample notes". The "Upload lecture notes" link is highlighted with a red box.

My courses	I have been selected	My lecture notes
SOC 1200 A01	<input type="checkbox"/> Yes	<a href="#">Upload lecture notes</a>
PSYC 1200 A01	<input type="checkbox"/> No	<a href="#">Upload sample notes</a>
BIOL 1010 A01	<input type="checkbox"/> No	<a href="#">Upload sample notes</a>

### Co-Curricular Record

You will automatically receive recognition on your Co-Curricular Record (CCR) if you upload notes, and are then selected as a notetaker. The CCR is an official record of University-approved and facilitated activities that support student development in venues that are not for academic credit. The CCR is a clear statement of involvement that support inclusive student development.