How-To Provide Notes

I. Access the SAA ClockWork Site

If you wish to provide peer notes for one of the courses in which you are enrolled, access the ClockWork site from an internet browser. Click the following link: https://students.accessibility.mcgill.ca/ClockWork.

II. Register with SAA

If you have not yet registered as a note taker with SAA, you will need to do so now. The Note Taker registration wizard will lead you through the process:
1. **Update Profile**: Verify your contact details.
2. **Agreement**: Agree to the SAA Notetaking policy.
3. **Courses**: Identify which courses you’d like to provide notes for.
4. **Sample Notes**: Upload some sample notes so that SAA can assess your suitability for peer notetaking.

**Note**: Keep in mind that other students will be able to see all the notes you upload, including sample notes. Please do not include your name or ID on the notes, or any information you do not wish to share.

III. Upload Sample Notes

To upload sample notes, click the **Upload sample notes** button next to the course for which you would like to upload sample notes.
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You can provide up to three sample notes per course.

For each note:
1. Lecture Date: Use the calendar button to specify what lecture date these notes are for.
2. Browse: Click the Browse button to select the notes from your computer.
3. Submit: Click the Submit notes button.

Note that sample notes can be from any course, not only the course you wish to be a note-taker in.

You will be contacted by email if you are selected as a note-provider. Access the Note Provider Module. This module allows you to upload your notes once you have been matched with a note-user. Click Note Provider (to GIVE notes).

IV. Upload Lecture Notes

Once you have been selected as a note-taker by SAA, you can upload lecture notes following the same process:

1. Upload Lecture Notes: next to the course for which you wish to provide notes, click the Upload lecture notes button.
2. Lecture Date: Use the calendar button to specify what lecture date these notes are for.
3. Browse: Click the Browse button to select the notes from your computer.
4. Submit: Click the Submit notes button.