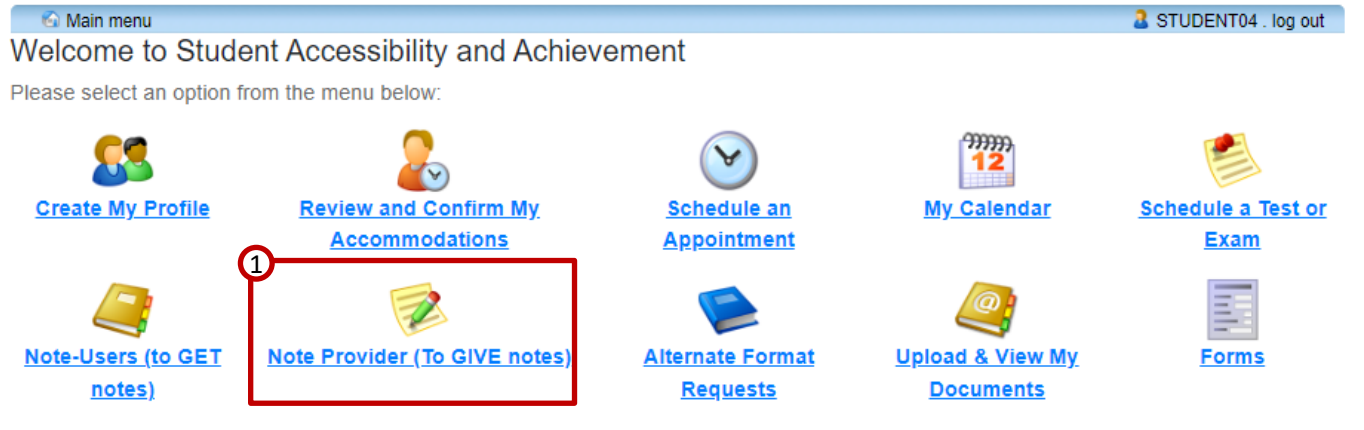


How-To Provide Notes

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>.



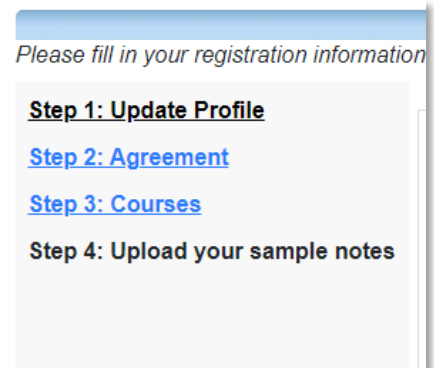
Next, access the **Note Provider Module**. This Module allows you to sign up to provide notes, as well as upload notes once you have been matched with a note-user. Click **Note Provider (to GIVE notes)**.

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

Courses / notes
Profile
FAQ
Submit a comment
Help

Notetaker Courses

Courses Show term:

My courses	I have been selected	My lecture notes
Criminal Justice CRIMJUST 201	No	Upload sample notes
PHIL 500 002	No	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.

How-To Provide Notes

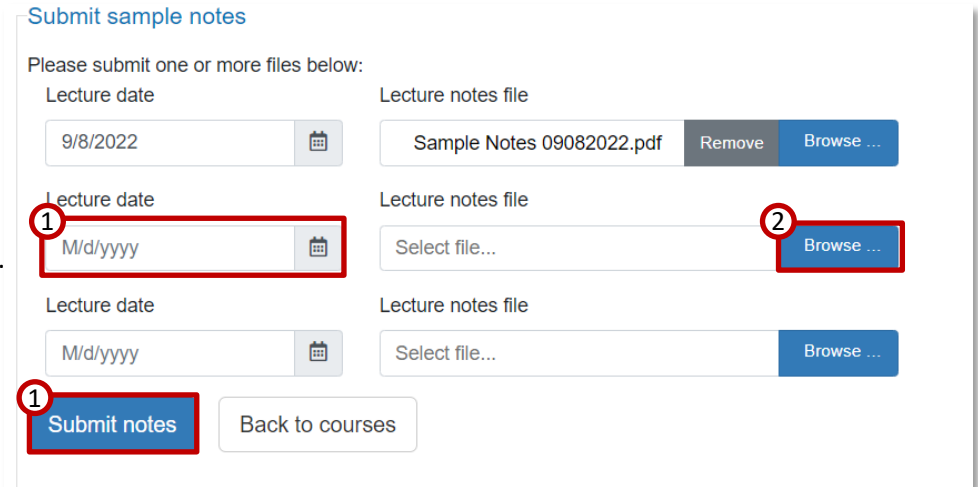
III. Upload Sample Notes

You can provide up to three sample notes per course.

For each note:

- Lecture Date:** Use the **calendar** button to specify what lecture date these notes are for.
- Browse:** Click the **Browse** button to select the notes from your computer.
- 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.



Submit sample notes

Please submit one or more files below:

Lecture date: 9/8/2022 [Calendar icon]

Lecture notes file: Sample Notes 09082022.pdf [Remove] [Browse ...]

Lecture date: M/d/yyyy [Calendar icon] **1**

Lecture notes file: Select file... [Browse ...] **2**

Lecture date: M/d/yyyy [Calendar icon]

Lecture notes file: Select file... [Browse ...]

1 [Submit notes] [Back to courses]

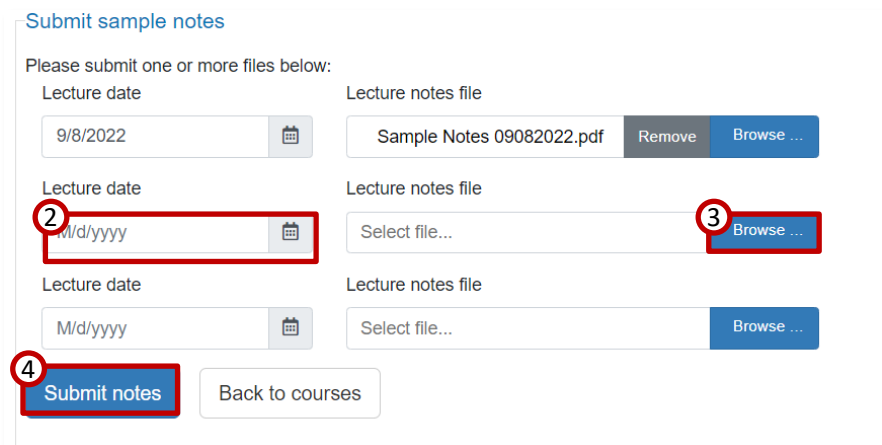
You will be contacted by email if you are selected as a note-provider. Access the **Note Provider Module**. This module allows you to upload your notes once you have been matched with a note-user. Click **Note Provider (to GIVE notes)**.

IV. Upload Lecture Notes

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

NOTETAKERAH . log out		
Courses / notes	Profile	FAQ
Submit a comment	Help	
Notetaker Courses		
Courses	Show term: Fall Session 2022	[Refresh]
My courses	I have been selected	My lecture notes
Criminal Justice CRIMJUST 201	Yes	1 [Upload lecture notes]
PHIL 500 002	No	[Upload sample notes]
BIOL 301 001	No	[Upload sample notes]

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



Submit sample notes

Please submit one or more files below:

Lecture date: 9/8/2022 [Calendar icon]

Lecture notes file: Sample Notes 09082022.pdf [Remove] [Browse ...]

Lecture date: M/d/yyyy [Calendar icon] **2**

Lecture notes file: Select file... [Browse ...] **3**

Lecture date: M/d/yyyy [Calendar icon]

Lecture notes file: Select file... [Browse ...]

4 [Submit notes] [Back to courses]