Accessibility Services
at the University of Toronto Mississauga

Volunteer Note-taker Position

Accessibility Services is looking for reliable volunteers to serve as note-takers this semester. Note-takers play an important role in supporting students with disabilities. Students who require note-taking services may have difficulties taking notes due to a documented disability or medical condition.

Note-taker Responsibilities:
- Attend class regularly and upload the lecture and tutorial notes to the note-taker database within 48 hours of each class.
- Complete the note-taker training module on Quercus.
- Notify Accessibility Services if any issues arise (i.e. you missed a lecture, you dropped the course, you have difficulty uploading your notes to the database, etc.).

Benefits of Volunteering:
- Volunteer note-takers will receive official recognition on their Co-Curricular Record (CCR) which highlights the skills and competencies linked to the position. Students can use the CCR to supplement their resume and applications to graduate schools, scholarships, and bursaries.
- Receive a reference letter upon request.
- Contribute towards an accessible and inclusive community.

How to Register and Upload your Notes:
1) Select the **Courses/notes** tab and log in using your UTORid and password: https://uoft.me/UTM-notetakers.

2) Upload your typed or handwritten notes after each class. For handwritten notes, please scan your notes at home or at the Accessibility Services Note-taking Kiosk in room DV 2240.
   a) Please keep your filenames to a reasonable length and avoid using special symbols or characters (only hyphens and underscores are supported by the file system).
   b) For each course, select either **Upload lecture notes** or **Upload sample notes.**
   c) For each file, click the calendar icon to select the class date, click on **Browse** to attach the document, and click on **Submit notes.**

3) Continue to upload your notes until the end of the semester. Please disregard the '**I have been selected'** column and upload your notes whether it displays a 'Yes' or 'No' under this column.

Thank you for your interest in volunteering!
For more information, please contact us:

⚲ **: Davis Building, room 2240**   📞 **: 905.828.5422**
🌐 **: uoft.me/volunteer-accessibility**   ✉ **: accessvolunteers.utm@utoronto.ca**