

How to Request a Note Taker

1. Access the Student Accessibility Services Clockwork Website

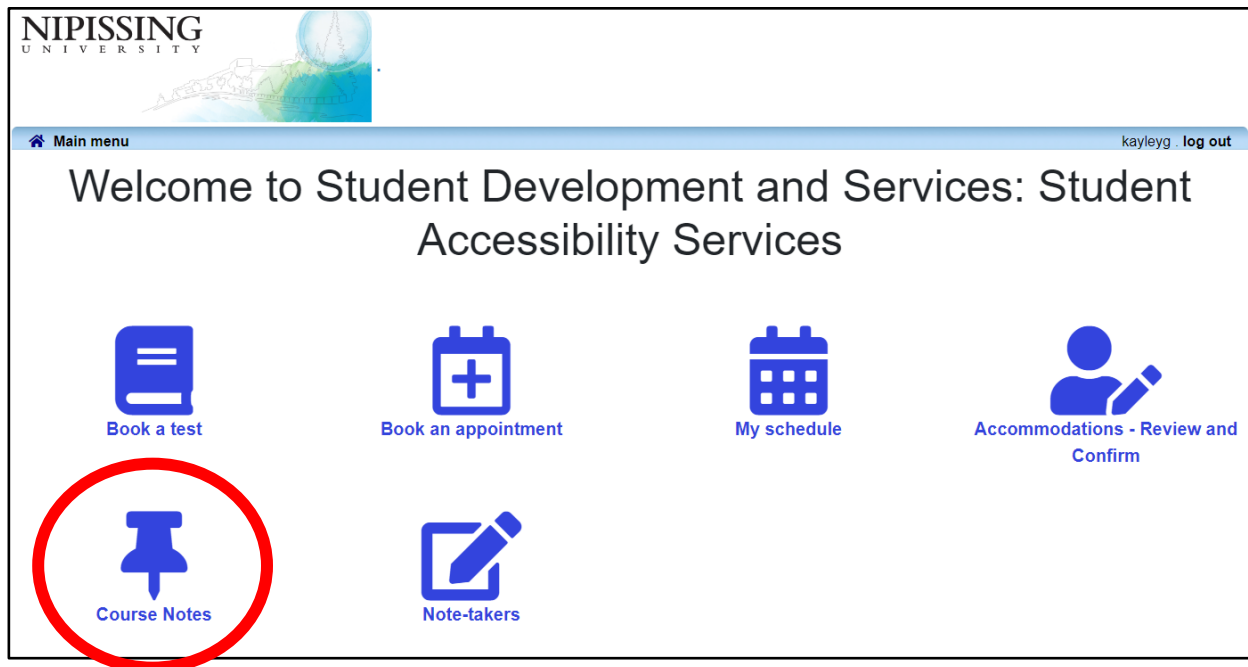
The first step to requesting notes is to access the Clockwork site from an internet browser.

Click the following link: <https://dsobooking.nipissingu.ca/custom/misc/home.aspx>

Keep in mind that you will need to have note taking as a part of your academic accommodation plan to access this section of the portal. If the course notes option is not available, and you expect it to be please reach out to us.

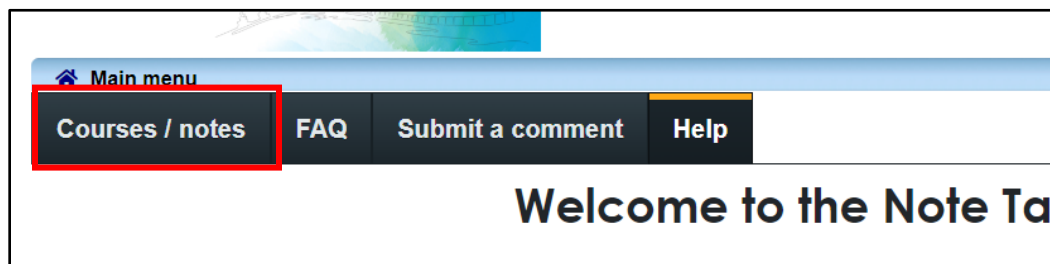
2. Main Menu

Click **“Course Notes”** to open the note sharing part of the portal.



The Welcome page for this module will then appear.

3. Click on the “Courses/Notes” tab to request a note taker



4. Requesting a Note Taker

This section allows you to request notes for each of the courses you require a note taker in. You must first have approved accommodations for the current courses and term to be able to request a note taker.

[Courses / notes](#) [FAQ](#) [Submit a comment](#) [Help](#)

Courses

Your courses are listed below.

Show term: Refresh

Course name	I require a note taker	Note taker availability	My lecture notes
Creating Funny Memes MEME SU002 view download history	No change this		N/A

Select “**change this**” under the column **I require a note taker** for each course you wish to request notes in.

If you are not able to view the “change this” option, please contact us and we will ensure your profile is accurately reflecting your accommodations.

5. Confirmation

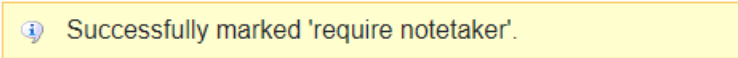
dsobooking.nipissingu.ca says

Please confirm that you require a notetaker for this course by clicking the OK button.

Click “OK” to confirm that you require a notetaker in that course.

6. Request Successfully Sent

You will receive a yellow notification that says you have successfully marked “require notetaker”.

 Successfully marked 'require notetaker'.

Courses

Your courses are listed below.

You will be notified by email as soon as you are matched with a note taker and when notes become available to you in the portal.

Show term:		Summer Session 2023	Refresh
Course name	I require a note taker	Note taker availability	My lecture notes
ACAD 1601 SS801 view download history	No change this		N/A
Creating Funny Memes MEME SU002 view download history	Yes change this	None are available at this time	N/A

You can repeat this process for all courses you require a note taker in.