

## Procedures for Note Takers

### Following are step-by-step instructions on how to volunteer to be a note taker:

1. Log in to Clockwork using the tab (Clockwork Online Scheduling) on the lefthand side of the Adaptive Services webpage <http://www.fgcu.edu/adaptive/>  
\* Your login information will be the same as your Eagle mail username and password
2. click on the 'Courses / Notes' link in the menu
3. Create a Notetaker Profile
4. Agree to the 'Notetaker Responsibilities Agreement'
5. Choose the course(s) you are available to be a Notetaker for
6. Upload Sample Notes ( If you do not have a sample set of notes from the course which you are applying for, then please upload a sample from another course. This is to show a representative sample of your notetaking style.)

### How to upload notes if selected as a Note taker

7. If selected for the Note taker position, you will receive an email notifying you to begin uploading your notes. You will have 3 days from the selection date to upload notes from the beginning of the semester.
8. **Upload your lecture notes no later than 24 hours after each lecture.** Click on the 'Upload Notes' button beside the course you have been selected for, and follow the directions to upload your notes.