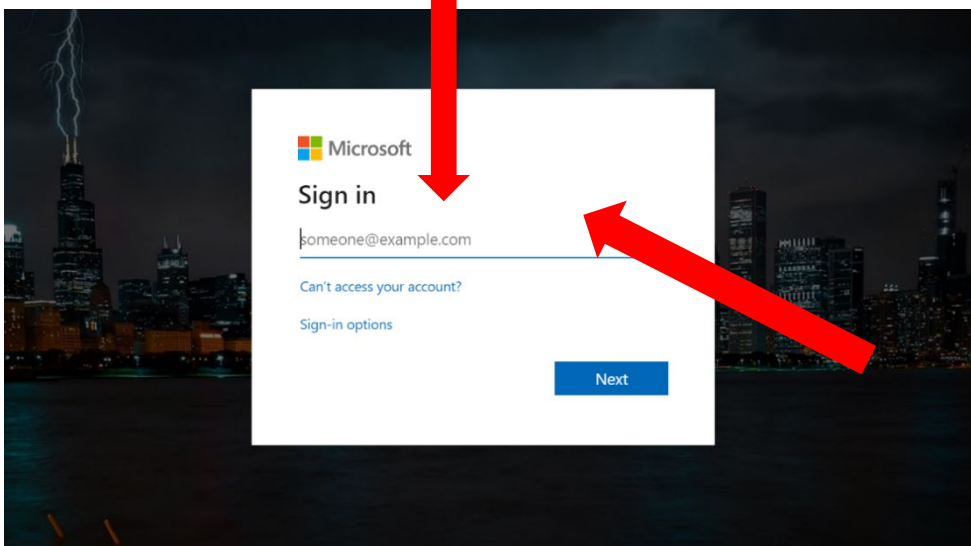
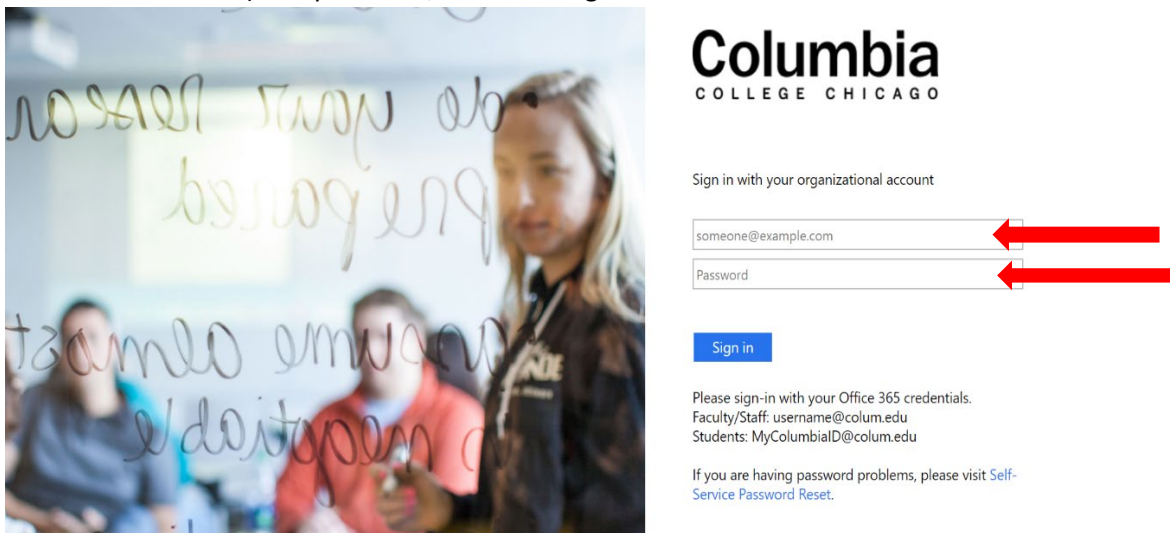


How to Become a Notetaker

1. Visit: <https://app.joinhandshake.com/jobs/5289124>
2. Sign into your “MyColumbia” account by entering your Columbia College Chicago email address (ID#@colum.edu, ex: 123456@colum.edu)



3. On the following screen (Pictured Below) enter your Columbia email (ID#@colum.edu, ex: 123456@colum.edu) and password, and click "Sign In"



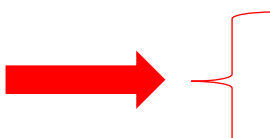
4. Enter your Columbia ID number into the “School ID” box and click “Continue to Step 2”.

The screenshot shows the 'ONLINE NOTETAKER APPLICATION' page. At the top, there is a navigation bar with 'Home' and 'Online Services Home'. A 'Logout' button is visible on the left. The main content area is titled 'STEP 1: Specify Login Information'. It includes an 'ELIGIBILITY REQUIREMENTS' section with a warning icon and text: 'Note takers must be enrolled in the class for which they are taking notes. If the note taker is a returning student, the note taker should have a minimum GPA of 2.5. If the note taker is a student with a disability registered with SSD, the note taker must contact SSD at ssd@colum.edu or 312 369-8296 to apply as a note taker.' Below this, the 'School ID' field contains '123456', the 'Username' field contains '123456', and the 'Email Address' field contains 'jcolum'. A 'Continue to Step 2' button is at the bottom. Red arrows point to the 'School ID' and 'Email Address' fields.

5. Complete the Notetaker Application, then click “Register as a Notetaker”.

The screenshot shows the 'ONLINE NOTETAKER APPLICATION' page at 'STEP 2: SPECIFYING PERSONAL INFORMATION'. It includes a 'Personal Information' section with fields for First Name, Last Name, Middle Name, Student ID (372952), and Gender (Select One). A 'Contact Information' section includes fields for Cell Phone Number, Land Line Phone Number, and Email Address (seawogger@colum.edu). A 'Local Address' section includes fields for Address, City, State (Select One), and Zipcode. A 'Register as a Notetaker' button is at the bottom. A red arrow points to the 'Register as a Notetaker' button.

6. Once you complete the application, you will be directed to the “Notetaker Home” page (Pictured below). Once on the Notetaker Home page, you need to enter the following information for the class that you wish to be a notetaker: Enter the term that you are applying to be a Notetaker, input your Course Subject (ex. ENGL), add the Course Number (ex. 111), and Section Number (ex. 49). This information can be found on your schedule or syllabus. Click



“Search” and make sure that the correct course appears, then hit “Select”.

Welcome Sean Swigger My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Tools

- Request and View Assignments
- Notetaker Agreements
- Upload and View Notes

Logout

Once you finish with your session, please do not forget to Log Out and Close Your Browser.

Log Out

NOTETAKER HOME

ANNOUNCEMENT

Thank you for your interest in being a note taker in your class. The basic note taker responsibilities are to attend every class, take legible and accurate notes, and then upload the notes to MySSD within 48 hours after each class. Note takers will be paid a stipend of \$75 at the end of the semester for providing copies of their notes.

If interested, please complete the application below. If you have questions, please contact SSD at SSD@colum.edu or calling 312 369-8296.

Please note that you will be notified by email if you have been assigned as a note taker in a class.

Previous Term Term: Fall 2020 Next Term

Search For a Course

Important Note: System will only search 10 classes at a time. Please enter at least course subject and number.

Accommodation Term: 2020 - Fall

Course Subject: ENGL

Course Number: 111

Section Number: 49

Search Start Over

Number of Records Found: 1 Show Limit: 100 per Page Update

Showing Records: 1 - 1

SBJ	CRS	SEC	Class Title	Date Start	Select
ENGL	111	49	Writing and Rhetoric I	09/08/2020	Select

7. Review the contract, then type your name in the “Required Step” field at the bottom. Click “Submit Your Notetaker Contract”.

Welcome Joe Columbia My Profile My Mailbox (Sent E-Mails) Sign Out

Home Notetaker Access Notetaker Contract

Tools

- Request and View Assignments
- Notetaker Agreements
- Upload and View Notes

Logout

Once you finish with your session, please do not forget to Log Out and Close Your Browser.

Log Out

NOTETAKER CONTRACT

List All Add New Agreement

NOTETAKER CONTRACT FOR Fall 2020

Please review the following rights and responsibilities of a note taker and indicate your consent below.

Dear Note taker,

Thank you for agreeing to be a note taker. Please review the following rights and responsibilities as a note taker.

- Note takers must confirm their assignment within 72 hours after SSD makes the note taker assignment.
- The note taker must be dependable - one who attends class on a regular basis and takes thorough and legible notes. If the note taker is absent, they must arrange for an alternative person to take notes and provide them to SSD.
- Note takers must deliver copies of their course notes by uploading them to MySSD (elbert.accessiblelearning.com/Colum) within 48 hours after the end of each class. If there are no notes for the week, the note taker must upload the reason for no notes to MySSD. Note takers should contact the SSD office if notes cannot be provided within 48 hours after the end of a specific class period. Frequent delays and absences may result in cancellation of a note taking assignment without payment of the stipend and another note taker will be found.
- Note takers are responsible for uploading all notes to MySSD (elbert.accessiblelearning.com/Colum) using one of the following file formats:
 - Microsoft Word 1997-2003 Compatible Document (*.doc)
 - Adobe Acrobat PDF (*.pdf)
 - Rich Text File (*.rtf)
- Scanners are available in the SSD office at no-cost for note takers during business hours. Scanners are also available in the Columbia College Chicago Library. MySSD is accessible 24 hours a day from a computer with an internet connection.
- Note takers are paid at the end of the semester a \$75.00 stipend for providing copies of their notes. Note takers are responsible for signing the electronic invoice at the end of the semester. Failure to sign the invoice will result in payment being withheld. Note takers will receive the stipend by either a check mailed to them or via direct deposit into their account. It can take up to 4-6 weeks for the payment to be processed.
- SSD students are responsible for verifying the receipt of notes by signing the electronic invoice. If the note taker provided notes and is unable to gain a student signature, please contact SSD at ssd@colum.edu during the last week of the semester. SSD may process invoices without a student signature if SSD can verify that notes were provided using our online system.

The undersigned note taker has read and agrees to the note taker rights and responsibilities.

Required Step

Full Name: Joe Columbia

Note: Please sign exactly as Joe Columbia

Submit Your Notetaker Contract

8. If selected, SSD will reach out to you via email to confirm your notetaking assignment. Once confirmed, select “Upload and View Notes” on the Notetaker Home Page. There will be a button that says “Upload”.

