Disabled Students Programs and Services
Clockwork User Guide: Volunteer NoteTaker

Liberal Arts Campus
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Long Beach, CA 90808
(562) 938-4558
Room: A-1134
Mon - Thurs: 8:00am - 6:00pm

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1305 East Pacific Coast Highway
Long Beach, CA 90806
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1.0 Submit Notetaker Application

This guide is intended for non-DSPS students who elect to provide class notes for a DSPS student as a notetaker. If you are a DSPS student who is looking for a guide on how to access course notes, click here to be directed to the correct guide.

Eligible notetakers qualify for priority registration or volunteer service hours. If you are interested in enrolling into the Notetaker Program as a notetaker at LBCC, please ensure that you meet the following requirements:

1. Are currently active and enrolled in any courses you provide notes for.
2. Possess a cumulative grade point average (GPA) of at least 2.0 at LBCC.
3. Have not completed more than 100 total units at LBCC (may not receive priority registration, but still qualify for volunteer service hours).
4. Are not currently on progress probation at LBCC.
5. Not have any significant holds levied to your account.

To submit an application to become a notetaker, please start by clicking this link:

https://clockwork.lbcc.edu/ClockWork/user/notetakingnotetakers/NotetakerAppNew.aspx

The page will prompt the user with instructions to enter their student ID and password in the corresponding fields. This is the same login information used to log into your PeopleSoft account to add/drop courses.
If you forgot your password, please select this link to reset your password.

http://www.lbcc.edu/NetworkServices/ForgotPassword.cfm

Upon successful login you will see the profile page. Please verify that the auto-generated personal information is correct. You may not edit the name or ID number listed. If one or more of these items is not correct you will need to submit a completed “Name Change Correction” form to Admissions and Records and your information will be automatically updated with DSPS the next business day. If any information does not apply to you, please type in N/A in the available text box(es).

When ready select “next”.
Please review the note-taking eligibility requirements, check the box indicating that you have read DSPS notetaker requirements, and click next to continue.

As a prospective notetaker for Long Beach City College, I affirm that I have read, understand, and agree to adhere to the policy for Disabled Student Programs and Services (DSP&S) as stated:

1. I will maintain the confidentiality of any information related to any DSPS student at all times.
2. I currently have and will maintain a cumulative 2.0 grade point average (GPA) while serving as a notetaker.
3. I am not currently on academic/progress probation and will maintain this status while serving as a notetaker.
4. I will clearly indicate all course notes with my name, my contact information, the instructors name, class title, class date and time, and any applicable page numbers.
5. I will upload detailed, readily accessible, and well-organized notes for each class session and upload them to the DSPS online dropbox in a timely manner.
6. I permit the student receiving my notes to contact me directly for questions regarding my notes.
7. If I am absent from class, I understand that I am still obligated to upload a document for the course titled "No Notes" which will include the reason for not providing notes for that class session.
8. I will upload documents that may be accessed using standard business software in one of the following file formats:
   1) Word documents (.doc, .docx)
   2) Scanned and legible hand-written notes (.pdf)
   3) Excel spreadsheets (.xls, .xlsx)
   4) Powerpoint files (.ppt, .pptx)
   or
   5) Clearly visible photo images (.jpg, .png, .gif, .bmp, .tif)
9. I will maintain sufficient attendance and official enrollment in the same course as a current DSPS student from the first day of class through the last class of the semester I am a designated notetaker.
10. If I intend to drop any course that I am providing notes to a student for, I will immediately login to my student account and withdraw myself as a notetaker.

*Student eligibility subject to verification. Students who are in enrolled in their first term at LBCC must submit high school transcripts to the DSPS office. Students who have completed over 100 units do not qualify for priority registration but may receive credit for volunteer service hours.

Please mark the checkbox indicating that you have read and understand DSPS note-taker responsibilities.
Then indicate the course(s) you volunteer to upload notes for. Select “next to continue”.

Please submit sample notes that a DSPS student can review as an example. These do not have to be related to the course(s) you are providing notes for and can be notes from another class. Then click “I am ready to upload my sample notes”. Clicking “I do not have sample notes…” will direct you to this instructional guide.

Step 4: Upload your sample notes

As an eligible notetaker, students may elect to receive priority registration or volunteer service hours for their work. Students opting for service hours must also fill out an application with the Viking Volunteer Center.

Please use this page to upload sample notes from any class for a DSPS student to review when selecting a notetaker. Before uploading a sample notes file, please indicate which benefit you would like to receive (choose one) by re-naming the notes file as one of the two names below.

1. "Sample Notes - Volunteer Service Hours"
2. "Sample Notes - Priority Registration"

Then upload the re-named sample notes file using the following steps.

Uploading Sample Notes Instructions:

1. Click "I am ready to upload my sample notes"
2. Select the calendar button and select the date when the lecture was held
3. Select the "browse" button
4. Double-click the file containing sample course notes (must be titled with one of the two names above)
5. Click "submit notes"

After you upload sample notes for a course, DSPS students who are also enrolled in that course may view your name and select you as their notetaker. If you are selected as a notetaker, you will automatically receive an email confirming that you have been chosen. After you receive this email, please begin regularly uploading your notes for the course.
Follow the steps to ensure you receive the credit option you prefer. Then click the calendar button next to “lecture date” when you are ready to continue.
Click “browse”.

Select the notes file and click “open”. Ensure that you title your sample notes file as either “Sample Notes - Priority Registration” or “Sample Notes – Volunteer Service hours” as shown.
With a sample lecture date and document identified, select “submit notes” to continue.

Sample notes for ELECT 225 section 31854 LEC (1555):

As an eligible notetaker, students may elect to receive priority registration or volunteer service hours for their work. Students opting for service hours must also fill out an application with the Viking Volunteer Center.

Please use this page to upload sample notes from any class for a DSPS student to review when selecting a notetaker. Before uploading a sample notes file, please indicate which benefit you would like to receive (choose one) by re-naming the notes file as one of two names below:

1. "Sample Notes - Volunteer Service Hours"
2. "Sample Notes - Priority Registration"

Then upload the re-named sample notes file using the following steps.

**Uploading Sample Notes Instructions:**

1. Click "I am ready to upload my sample notes"
2. Select the calendar button and select the date when the lecture was held
3. Select the "browse" button
4. Double-click the file containing sample course notes (must be titled with one of the two names above)
5. Click "submit notes"

After you upload sample notes for a course, DSPS students who are also enrolled in that course may view your name and select you as their notetaker. If you are selected as a notetaker, you will automatically receive an email confirming that you have been chosen. After you receive this email, please begin regularly uploading your notes for the course.

The system will then confirm that your sample notes were received. You may view your notes by clicking directly on the filename.

Submit sample notes

Please submit one or more files below:

| 6/29/2016 | Sample Notes - Priority Registration | Browse |

| Submit notes | Back to courses |

Sample notes (click to download) | Date uploaded | Action
--- | --- | ---
No records to display.

You are only allowed to upload a maximum of 1 sample note(s). You may replace one of your sample notes by first removing it and then adding a new one.

Submit sample notes

File successfully uploaded.

Sample notes (click to download) | Date uploaded | Action
--- | --- | ---
notes.225.2016.05.25.docx | 2016-08-04 | Remove
Example Sample Notes:

Please be sure that the notes clearly identify your name, phone number, course title, lecture topic, date and time of the lecture, instructor name, and relevant reference material as shown in this example. Sample notes can include information from an unrelated course.

ANAT 1 Sample Notes – The Cell

Name: Example Notetaker
Contact #: 555-555-5555
Date of Lecture: 6/7/2016
Time of Lecture: 10:00am-11:45am
Instructor: Mickey Mouse
Pages references: 8-7 in Principles of Anatomy

Cells consist of three parts:
1. Cell membrane
2. Cytoplasm
3. Nucleus

You will receive an email like the one below after submitting your notetaker application.

Disabled Students Programs and Services

Dear student,

Thank you for performing a valuable service for a student with a disability. Eligible notetakers are entitled to receive Priority Registration or Service Hours for their work. Service hours must be provided to the Volunteer Center.

In order for your notetaker application to be complete, please ensure that you upload your sample notes for:

ELECT 225

Should you have any questions you may review our instructional guide here or contact us at one of the numbers below.

Sincerely,

Disabled Students Programs and Services
Long Beach City College

Last Revised: September 23, 2016
You will also receive an email confirming that your sample notes were uploaded successfully. Please note that you **do not** need to upload more notes to the system until you are selected as a notetaker.

Dear student,

Thank you for uploading your sample notes for ELECT 225. You will be contacted by email once a DSPS student selects you as a notetaker for this course. Please do not upload additional course notes until you have been selected as a notetaker.

Should you have any questions please contact us at one of the locations below.

Sincerely,

Disabled Students Programs and Services
Long Beach City College

Once you are selected as a notetaker you will receive an additional email confirming your notetaker status. After receiving the email, please login and begin uploading course notes on a regular basis.

Dear student,

You have been selected to be a notetaker for ELECT 225. Please login to our website by clicking the link below and begin uploading your lecture notes.

[https://clockwork.lbcc.edu/ClockWork/user/notetakingnotetakers/login.aspx](https://clockwork.lbcc.edu/ClockWork/user/notetakingnotetakers/login.aspx)

Should you have any questions please contact us at one of the locations below.

Sincerely,

Disabled Students Programs and Services
Long Beach City College
2.0 Upload Course Notes (Selected as Notetaker)

You will receive an email notification once a student selects you as a notetaker. Please click the link shown in the email to continue.

Dear student,

You have been selected to be a notetaker for ELECT 225. Please login to our website by clicking the link below and begin uploading your lecture notes.

https://clockwork.lbcc.edu/ClockWork/user/notetakingnotetakers/login.aspx

Should you have any questions please contact us at one of the locations below.

Sincerely,

Disabled Students Programs and Services
Long Beach City College

You will be brought to the Volunteer notetaker homepage. Click the “Courses / notes” button in the menu ribbon above to select which course(s) you will provide notes for and login using your student ID number/password.

LBCC DSPS Notetaking Program

Welcome to the Long Beach City College Volunteer Notetaker Website! LBCC students may use this site to upload course notes for students with disabilities to review. If you are interested in volunteering click here and submit a one-time application to register as a notetaker. After submitting an application, please click the “Courses / notes” button in the menu ribbon above to select which course(s) you will provide notes for.

For questions on how to use any of the features of this site, click here to view an instructional guide. If you have any questions or need assistance you may contact us at 562-938-3921 for PCC or 562-938-4558 for LAC.

If you are a DSPS student looking to download notes for your course, please click here.

Click “upload lecture notes” for the course(s) you have been selected as a notetaker for.
Click the calendar icon.

Click the date when the lecture was held.
Then click “browse”.

Select the file containing course notes and click “open”.
The note(s) you selected will be shown as ready to be uploaded. To add a second file click “New file upload” and repeat the steps.

Include a comment if needed. When the information is correct click “submit”.

*To view Adobe PDF files, you may download Acrobat Reader by clicking [here](#).*
The system will confirm submission of the file and the student receiving notes will get an email indicating that you have uploaded new notes. To view all of the notes you have previously uploaded for the course simply select “view uploaded notes”.

The page will show all the documents you have uploaded for the course and the lecture dates. Click “view notes” to open the file. Please remember to log out when you are done.
3.0 **Withdraw Notetaker Status**

If you can no longer provide notes for a particular course, you may withdraw your notetaker status by logging in through this link: [https://clockwork.lbcc.edu/ClockWork/user/notetakingnotetakers/login.aspx](https://clockwork.lbcc.edu/ClockWork/user/notetakingnotetakers/login.aspx)

Then select “Courses / notes”.

![Clockwork Notetaking Notetakers Login](https://clockwork.lbcc.edu/ClockWork/user/notetakingnotetakers/login.aspx)

This page will show all courses you have been designated as an available notetaker for in the specified term. Start by selecting the drop-down menu under “I am no longer available to take notes for the following course” then select the course.

![Notetaker Courses](https://clockwork.lbcc.edu/ClockWork/user/notetakingnotetakers/login.aspx)
With the course selected click “Remove this course”.

Please provide a reason for withdrawing as a notetaker in the available comment box. Then select “confirm” to continue.

The page will also be updated with your new status and the DSPS student who was previously receiving notes from you will be notified via email to select a new notetaker. Please log out of the system when finished.