

DISABLED STUDENTS
PROGRAMS AND SERVICES
CLOCKWORK USER GUIDE:
ACCESSING COURSE NOTES



LONG BEACH
CITY COLLEGE

Liberal Arts Campus

4901 East Carson Street
Long Beach, CA 90808
(562) 938-4558
Room: A-1134
Mon - Thurs: 8:00am - 6:00pm

Pacific Coast Campus

1305 East Pacific Coast Highway
Long Beach, CA 90806
(562) 938-3921
Room: GG-107
Mon - Thurs: 8:00am - 6:00pm

TABLE OF CONTENTS

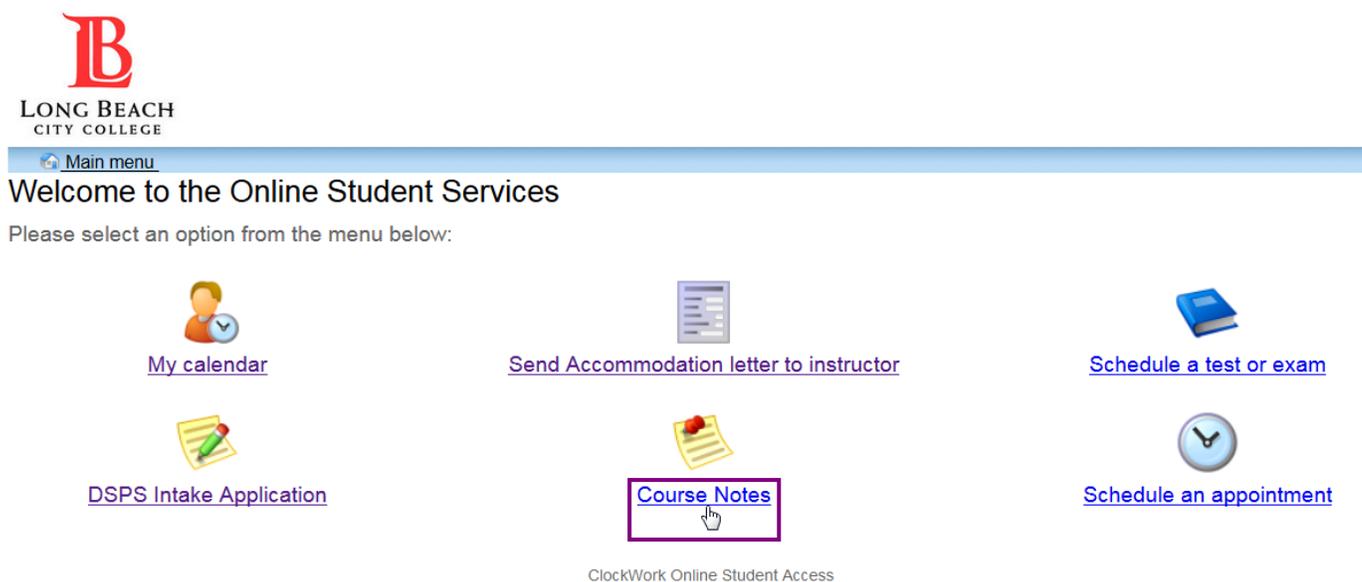
CHAPTER	PAGE
1.0 Select a Notetaker	3
2.0 Download Course Notes	10
3.0 Notetaker Availability/Notes Questions.....	13

1.0 Select a Notetaker

In order to access available notes for your course(s), **DSPS students must meet the following requirements:**

1. Have completed a DSPS “Intake Appointment”.
2. Have been approved by a DSPS counselor for “note-taking assistance”.
3. Be officially enrolled in any course(s) you are requesting notes for.

Qualifying DSPS students may start by selecting “Course Notes” to view available notetakers for your classes.



LONG BEACH CITY COLLEGE

[Main menu](#)

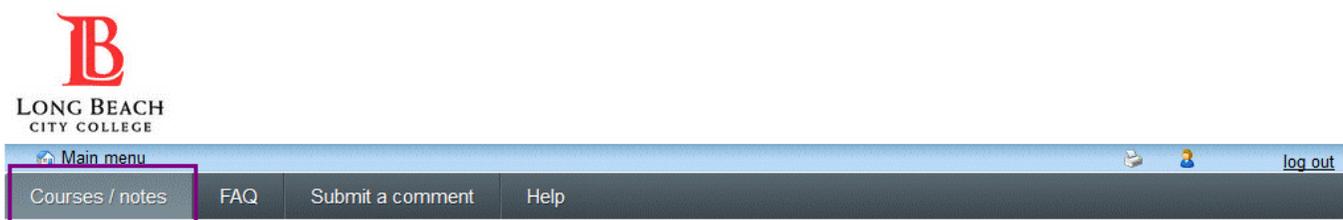
Welcome to the Online Student Services

Please select an option from the menu below:

- 
[My calendar](#)
- 
[Send Accommodation letter to instructor](#)
- 
[Schedule a test or exam](#)
- 
[DSPS Intake Application](#)
- 
[Course Notes](#)
- 
[Schedule an appointment](#)

ClockWork Online Student Access

You will be brought to the notetaking program help page. Click on the link at the bottom of the page to select your course notetaker(s).



LONG BEACH CITY COLLEGE

[Main menu](#)   [log out](#)

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

LBCC DSPS Notetaking Program

Welcome to the Long Beach City College course notes website! Students with disabilities who have been approved by a DSPS counselor for a notetaker may use this site to download notes for their courses.

For detailed information on how to receive notes through our notetaking program, please click [here](#) for an instructional guide or contact us at 938-3921 for PCC and 562-938-4558 for LAC.

Notetakers must be selected online for each term and each class you need them for. Please click the "Courses / notes" button in the menu ribbon above to select your course notetaker(s).

ClockWork Online Student Access

Students who have not been approved for a notetaker by a DSPS counselor will see the following message. If you see this message, please contact the DSPS office to schedule an intake appointment with a counselor.

Courses

Your enrolled courses are listed below. Please ensure that you have the correct term identified. Be sure that 'I require a note taker' reads 'Yes' for each course that you require notes for by clicking "change this" next to the course you need notes for.

Show term:

Course name	I require a note taker	Note taker availability	My lecture notes
PHIL 6HLEC 72426 view download history			Notetaking accommodations not approved for this course. If you require a notetaker please contact your disability advisor.

If you have been approved for a notetaker, the courses you are currently enrolled in will be shown and you may continue. Wait-listed classes will not be displayed until you are officially enrolled. If you do not see your enrolled courses, please click the box next to "show term" and ensure that the correct term is displayed.



LONG BEACH
CITY COLLEGE

Main menu		log out
Courses / notes	FAQ	Submit a comment
Help		

Courses

Your enrolled courses are listed below. Please ensure that you have the correct term identified. Be sure that 'I require a note taker' reads 'Yes' for each course that you require notes for by clicking "change this" next to the course you need notes for.

Show term:

Course name	I require a note taker	Note taker	My lecture notes
ENGL 1HLEC 32916 view download history	No change this		N/A
LEARN 11LEC 33446 view download history	No change this		N/A
COMM 60LEC 33144 view download history	No change this		N/A
ELECT 225LEC 31854 view download history	No change this		N/A

* Wait-listed classes will not be listed here until you are officially enrolled in the course.

Questions Regarding Notes:

If you have any questions regarding your notes, please contact your notetaker directly by clicking "notetaker contact info". If you are unable to contact your notetaker for questions one week after an attempt, please notify the DSPS office at 562-938-3921 for PCC or 562-938-4558 for LAC to receive assistance.

No Notetaker Available for Course:

If you mark a class "yes" under the require a notetaker section and the course shows that "none are available at this time", an email will automatically be sent to your instructor informing them that a notetaker is needed for the course. The instructor should then make a general announcement to the class asking for a volunteer notetaker. If a notetaker does not volunteer one week after the announcement is made, please notify the DSPS office at 562-938-3921 for PCC or 562-938-4558 for LAC to receive assistance.

If you need a notetaker for your course (example: Elect 225) click “change this” next to the course under “I require a notetaker”.



LONG BEACH
CITY COLLEGE

[Main menu](#)



[log out](#)

Courses / notes

FAQ

Submit a comment

Help

Courses

Your enrolled courses are listed below (wait-listed courses are not available until you are officially enrolled). Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for by clicking "change this" next to the course you need notes for.

Show term: Spring Session 2016

[Refresh](#)

Course name	I require a note taker	Note taker availability	My lecture notes
ENGL 1HLEC 32916 view download history	No change this		N/A
LEARN 11LEC 33446 view download history	No change this		N/A
COMM 60LEC 33144 view download history	No change this		N/A
ELECT 225LEC 31854 view download history	No change this		N/A

Then select “ok” to continue.

Courses

Your enrolled courses are listed below (wait-listed courses are not available until you are officially enrolled). Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for by clicking "change this" next to the course you need notes for.

term: Spring Session 2016 [Refresh](#)

Course name	I require a note taker	Note taker availability	My lecture notes
ENGL 1HLEC 32916 view download history	No change this		N/A
LEARN 11LEC 33446 view download history	No change this		N/A

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

[OK](#) [Cancel](#)

The system will then indicate that you need a notetaker for the corresponding course. You may now choose a course notetaker by clicking “select a notetaker”.



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CITY COLLEGE

Main menu log out

Courses / notes FAQ Submit a comment Help

Successfully marked 'require notetaker'.

Courses

Your enrolled courses are listed below. Please ensure that you have the correct term identified. Be sure that 'I require a note taker' reads 'Yes' for each course that you require notes for by clicking "change this" next to the course you need notes for.

Show term: Spring 2016 Refresh

Course name	I require a note taker	Note taker availability	My lecture notes
ENGL 1HLEC 32916 view download history	No change this		N/A
LEARN 11LEC 33446 view download history	No change this		N/A
COMM 60LEC 33144 view download history	No change this		N/A
ELECT 225LEC 31854 view download history	Yes change this	select a notetaker	N/A

All available notetakers for the course will be shown by name. It is recommended that DSPTS students review sample notes for available notetakers and select one that best suits their needs. Sample notes are not required to be related to the course and are only examples. Click “check sample notes” to continue.



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log out

Courses / notes Profile FAQ Submit a comment Help

Select a note taker for ELECT 225LEC 31854

You may preview sample notes from available notetakers on this page by selecting "check sample notes". These are only an example of the students work and do not need to apply to the course you need notes for. Click "choose this notetaker" to select the student as your notetaker.

Please be advised that the notetaker you select will remain assigned to you for the duration of the term. Once a notetaker is selected you will be unable to view notes from any other notetakers enrolled that course.

Notetaker	Sample notes	Action
	Check sample notes	<input type="button" value="Choose this notetaker"/>
	Check sample notes	<input type="button" value="Choose this notetaker"/>

Note: The (star symbol) ★ identifies notetakers who are currently providing notes to one or more students for this course.

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You can simply click directly on the sample notes link to download and view them. The title will likely include “priority registration” or “service hours” in the file name for administrative purposes.



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CITY COLLEGE

[Main menu](#)

[log out](#)

[Courses / notes](#)

[FAQ](#)

[Submit a comment](#)

[Help](#)

Sample Notes from for ELECT 225LEC 31854

Click the underlined file name below to download available sample notes. Sample notes on this page will likely be titled "Priority Registration" or "Volunteer Service Hours". This is for office administrative purposes only.

If you need Adobe Acrobat to open the file (such as a PDF), click [here](#).

Sample notes	Date uploaded
Sample notes - Priority Registration.doc notes_225.2016_05-λλ.pdf	2016-05-25

[Back to Choose Note taker](#)

ClockWork Online Student Access

Example Sample Notes:

Notetakers should list their name, telephone number, date and time of the lecture, instructor name, and any relevant referential information at the top as shown.

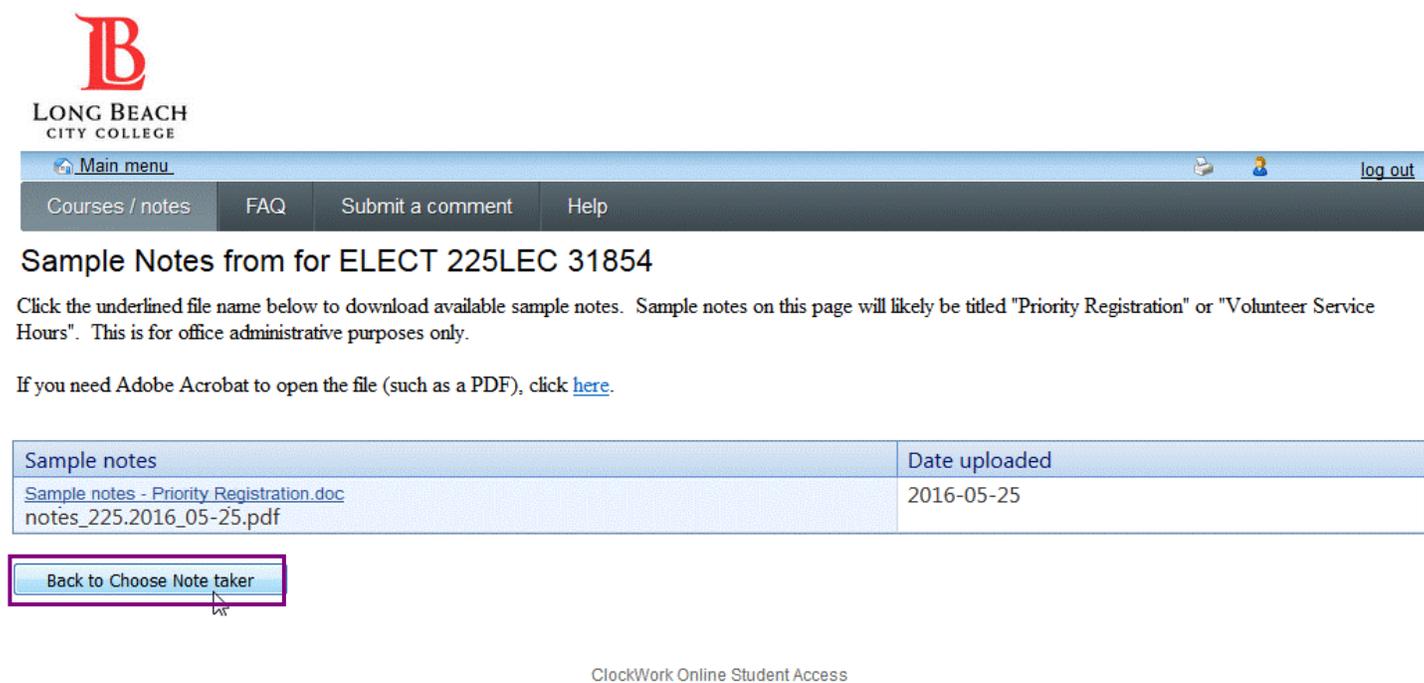
ANAT 1 Sample Notes – The Cell

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

If the quality of notes is acceptable select “back to choose note taker”.



LONG BEACH CITY COLLEGE

[Main menu](#) [log out](#)

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

Sample Notes from for ELECT 225LEC 31854

Click the underlined file name below to download available sample notes. Sample notes on this page will likely be titled "Priority Registration" or "Volunteer Service Hours". This is for office administrative purposes only.

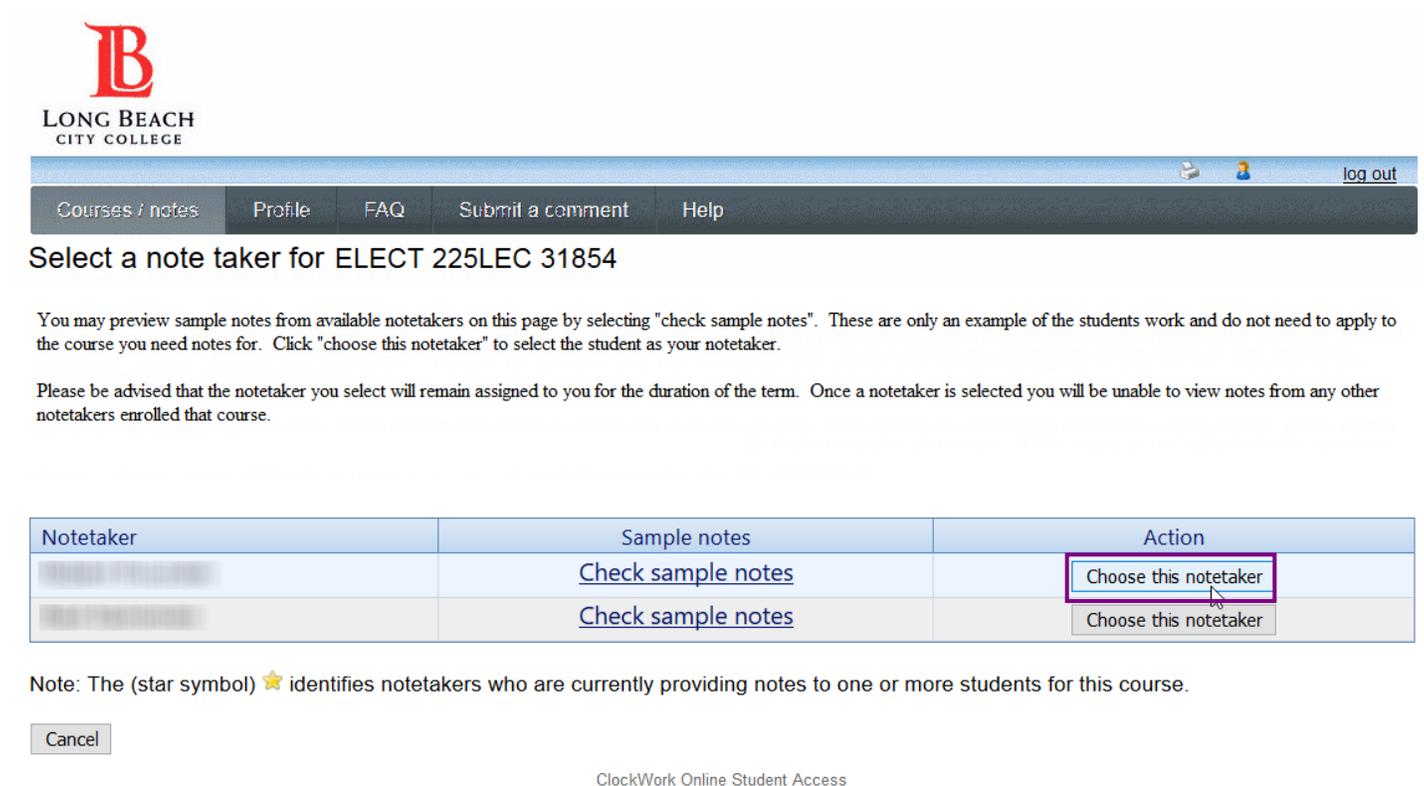
If you need Adobe Acrobat to open the file (such as a PDF), click [here](#).

Sample notes	Date uploaded
Sample notes - Priority Registration.doc notes_225.2016_05-25.pdf	2016-05-25

[Back to Choose Note taker](#)

ClockWork Online Student Access

You may also view notes of other available notetakers registered in the course. When you are ready to select a notetaker, select “choose this notetaker”.



LONG BEACH CITY COLLEGE

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

Select a note taker for ELECT 225LEC 31854

You may preview sample notes from available notetakers on this page by selecting "check sample notes". These are only an example of the students work and do not need to apply to the course you need notes for. Click "choose this notetaker" to select the student as your notetaker.

Please be advised that the notetaker you select will remain assigned to you for the duration of the term. Once a notetaker is selected you will be unable to view notes from any other notetakers enrolled that course.

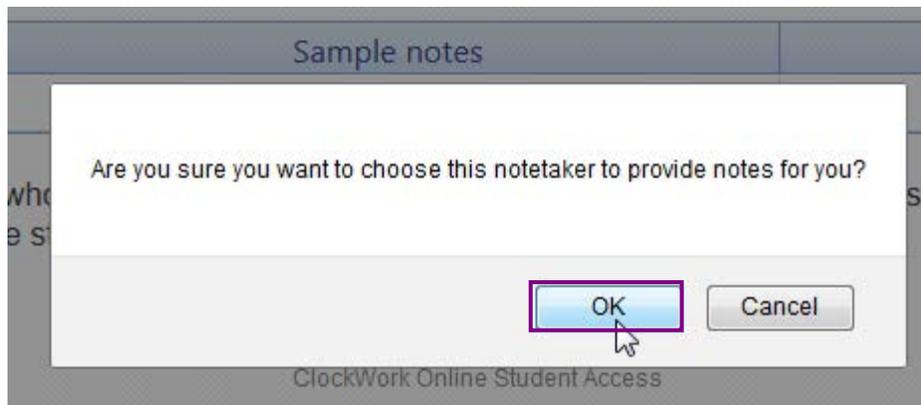
Notetaker	Sample notes	Action
[Redacted]	Check sample notes	Choose this notetaker
[Redacted]	Check sample notes	Choose this notetaker

Note: The (star symbol) ★ identifies notetakers who are currently providing notes to one or more students for this course.

[Cancel](#)

ClockWork Online Student Access

Then confirm that you would like to be assigned to this notetaker for the term.



Notetaker availability will then display as “successfully assigned”. You may complete these same steps for the remainder of your courses. Each notetaker you select will receive an email notifying them that they should begin uploading course notes. You will receive an email each time your course notetaker uploads notes. Please refer to section 2 on the next page for information on how to download course notes.



LONG BEACH
CITY COLLEGE

[Main menu](#)  [log out](#)

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

The notetaker was successfully assigned. An email was sent to the notetaker to let them know to start submitting notes; your name was not provided.

Courses

Your enrolled courses are listed below (wait-listed courses are not available until you are officially enrolled). Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for by clicking "change this" next to the course you need notes for.

Show term: Spring Session 2016 Refresh

Course name	I require a note taker	Note taker availability	My lecture notes
ENGL 1HLEC 32916 view download history	No change this		N/A
LEARN 11LEC 33446 view download history	No change this		N/A
COMM 60LEC 33144 view download history	No change this		N/A
ELECT 225LEC 31854 view download history notetaker contact info	Yes change this	Selected	Notes

ClockWork Online Student Access

If a notetaker is not available or you have questions regarding notes, please refer to section 3 below.

2.0 Download Course Notes

You will automatically receive an email when notes have been uploaded for a course in which a notetaker was selected. **You must login and select a notetaker for your course(s) as shown in section 1.0 before continuing with the steps below.** If you **do not** complete the steps outlined in section 1 of this guide you will be unable to download notes using this system.



Disabled Students Programs and Services

<i>Liberal Arts Campus</i>	4901 East Carson Street, Long Beach, California 90808	tel 562.938.4111 fax 562.938.4118
<i>Pacific Coast Campus</i>	1305 East Pacific Coast Highway, Long Beach, California 90806	tel 562.938.4111 fax 562.938.3912

Dear student,

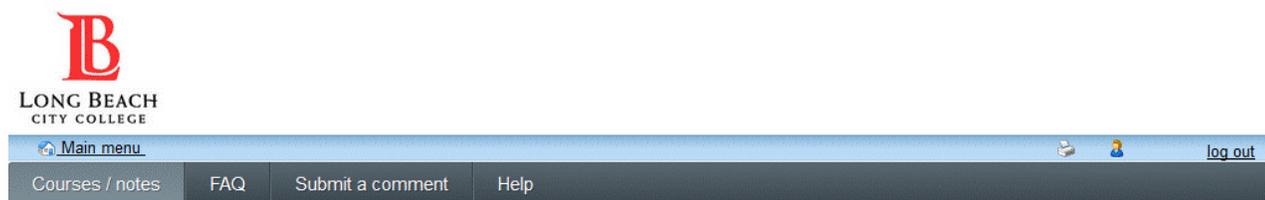
This is an automatic email notification. Your notetaker for ELECT 225 has uploaded one or more new lecture notes which are now available for you to download. You may access their notes by clicking the link below and logging in to "Course Notes".

<https://clockwork.lbcc.edu/ClockWork/custom/misc/home.aspx>

Sincerely,

Disabled Students Programs and Services
Long Beach City College

Please log back into the online student system and select the link shown below from the [Note Taking Program Homepage](#).



LBCC DSPS Notetaking Program

Welcome to the Long Beach City College course notes website! Students with disabilities who have been approved by a DSPS counselor for a notetaker may use this site to download notes for their courses.

For detailed information on how to receive notes through our notetaking program, please click [here](#) for an instructional guide or contact us at 938-3921 for PCC and 562-938-4558 for LAC.

Notetakers must be selected online for each term and each class you need them for. Please click [here](#) to select your course notetaker(s).

ClockWork Online Student Access

If you have identified a notetaker for your course, select the “notes” button.



LONG BEACH
CITY COLLEGE

Main menu log out

Courses / notes FAQ Submit a comment Help

Courses

Your enrolled courses are listed below. Please ensure that you have the correct term identified. Be sure that 'I require a note taker' reads 'Yes' for each course that you require notes for by clicking "change this" next to the course you need notes for.

Show term: Spring Session 2016 Refresh

Course name	I require a note taker	Note taker availability	My lecture notes
ELECT 225LEC 31854 view download history	Yes change this	Selected	Notes

* Wait-listed classes are not available until you are officially enrolled in the course.

ClockWork Online Student Access

Then click the “view notes” button for the notes you need to review.



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CITY COLLEGE

Main menu log out

Courses / notes FAQ Submit a comment Help

Lecture Notes for ELECT 225LEC 31854

[Back to courses](#)

[view download history](#)

For Notetakers

Steps to Upload Lecture Notes:

1. Select the calendar and indicate the date the lecture was held
2. Click the "browse" button
3. Double-click the file containing course notes
4. Include a comment (if applicable)
5. Click "submit"

For DSPS Students:

Steps to Download Lecture Notes:

1. Click the "view notes" button for the row showing the lecture date
2. Select "open with..." for the default program
3. Click "ok"

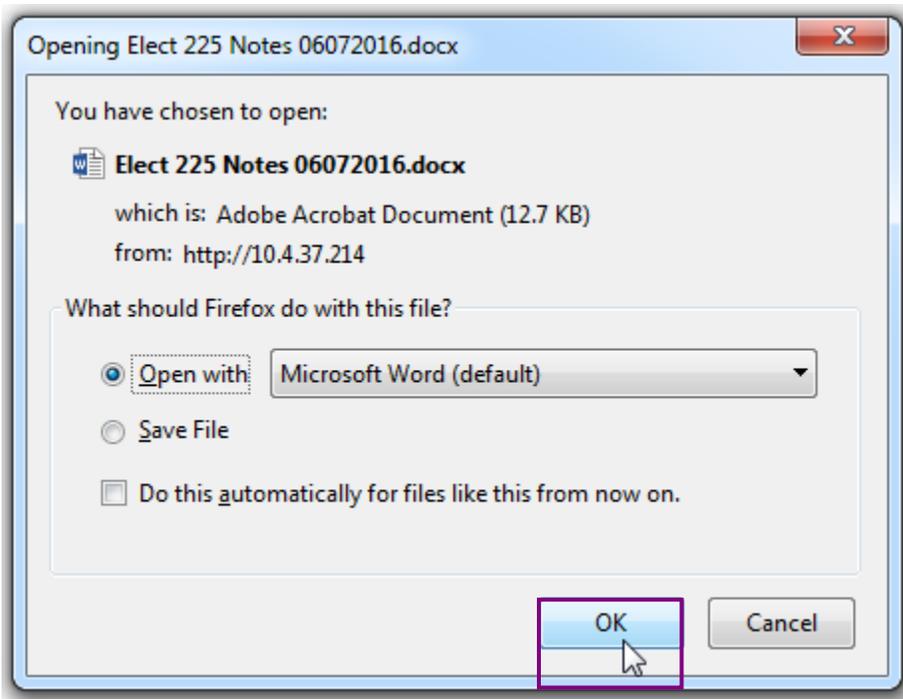
* To view Adobe PDF files, you may download Acrobat Reader by clicking [here](#).

Lecture date	Notetaker	Comments	Download
June 7 (Tue)			View notes

[Back to courses](#)

ClockWork Online Student Access

Select “open with” and use the default program.



Notes for the course will be displayed. Return to section 1 of this guide and repeat the steps for all the courses you need a notetaker for.

ELECT 225 Notes – Alternative Current

Name: Example Notetaker
Contact #: 555-555-5555
Date of Lecture: 6/7/2016
Time of Lecture: 1:00pm-2:45pm
Instructor: Mickey Mouse
Pages references: 9-10 in Principles of Electricity

Electricians use trigonometric calculations in calculating the missing values for problems involving alternate current.

3.0 Notetaker Availability/Notes Questions

Generally, the absence of note availability involves the following:

1. **Notetaker Not Available for Course**
2. **Notetaker Withdrew from Course**
3. **Questions Regarding Notes**

Please review the descriptions below for more information on how to address your questions.

1. **Notetaker Not Available for Course**

If you mark a class "yes" under the "require a notetaker section" and the course shows that "none are available at this time", an email will automatically be sent to your instructor informing them that a notetaker is needed for the course.



LONG BEACH
CITY COLLEGE

[Main menu](#)



[log out](#)

[Courses / notes](#)

[FAQ](#)

[Submit a comment](#)

[Help](#)

Courses

Your enrolled courses are listed below (wait-listed courses are not available until you are officially enrolled). Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for by clicking "change this" next to the course you need notes for.

Show term: Spring Session 2016

[Refresh](#)

Course name	I require a note taker	Note taker availability	My lecture notes
ENGL 1HLEC 32916 view download history	Yes change this	None are available at this time	N/A
LEARN 11LEC 33446 view download history	No change this		N/A
COMM 60LEC 33144 view download history	No change this		N/A

The email will request that the instructor make a general announcement to the class asking for a volunteer notetaker.



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<i>Pacific Coast Campus</i>	1305 East Pacific Coast Highway, Long Beach, California 90806	<i>tel</i> 562.938.4111 <i>fax</i> 562.938.3912

Dear Professor,

One of your students is registered with Disabled Students Programs & Services and has submitted a request for a volunteer notetaker in one of your classes.

Course: Example 110

A notetaker has not yet signed up online at our website <http://www.lbcc.edu/DSPS/notetaker>. Please make a general announcement in class asking if another student is interested in taking notes for a student with a disability and refer them to the website. Qualifying volunteer notetakers receive volunteer service hours or priority registration. Please contact our office for any questions.

Sincerely,

Disabled Students Programs and Services
Long Beach City College

If a notetaker does not volunteer one week after the announcement is made, please notify the DSPS office at 562-938-3921 for PCC or 562-938-4558 for LAC for assistance.

2. Notetaker Withdrew from Course

If your designated notetaker can no longer provide notes for one or more of your courses, they may withdraw using the system. If this happens you will automatically receive an email like the one below.



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<i>Pacific Coast Campus</i>	1305 East Pacific Coast Highway, Long Beach, California 90806	<i>tel</i> 562.938.4111 <i>fax</i> 562.938.3912

Dear student

Your notetaker for ELECT 225 has indicated that they are no longer able to provide notes for this class. Please login and select another notetaker using this [link](#).

Sincerely,

Disabled Students Programs and Services
Long Beach City College

You may then select another notetaker using the same steps outlined in section 1 of this guide.

3. Questions Regarding Notes

If you have any questions regarding your notes, please contact your notetaker directly by clicking "notetaker contact info".



LONG BEACH
CITY COLLEGE

[Main menu](#)  [log out](#)

Courses / notes FAQ Submit a comment Help

Courses

Your enrolled courses are listed below. Please ensure that you have the correct term identified. Be sure that 'I require a note taker' reads 'Yes' for each course that you require notes for by clicking "change this" next to the course you need notes for.

Show term:

Course name	I require a note taker	Note taker availability	My lecture notes
ENGL 1HLEC 32916 view download history notetaker contact info	Yes	Selected	<input type="button" value="Notes"/>

If you are unable to contact your notetaker for questions regarding your notes a week after an attempt, please notify the DSPS office at 562-938-3921 for PCC or 562-938-4558 for LAC for assistance. Be sure to log out when you are finished using the system.



LONG BEACH
CITY COLLEGE

[Main menu](#)  [log out](#)

Courses / notes FAQ Submit a comment Help

Notetaker Contact Info

Example Notetaker

ExampleNotetaker@lbcc.edu