

DISABLED STUDENTS
PROGRAMS AND SERVICES
CLOCKWORK USER GUIDE:
VOLUNTEER NOTETAKER



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

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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.



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Notetaking for note-takers

Please log in

To access this site you will need to log in with your student ID number and password. Please remember to log out when you are done.

Student ID Number:

Password:

ClockWork Online Student Access

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".



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[log out](#)

Please fill in your registration information in order to create your account:

Step 1: Update Profile

[Step 2: Agreement](#)

[Step 3: Courses](#)

Step 4: Upload your sample notes

Profile

First name: <input type="text" value="Example"/>	Last name: <input type="text" value="Student"/>
Student number: <input type="text" value="9999999"/>	
School email: <input type="text" value="9999999@lbcc.edu"/>	
Alternate email: <input type="text" value="N/A"/>	
<input checked="" type="checkbox"/> Mailing address <input type="text" value="123 Apple Street, Long Beach CA, 90808"/>	<input checked="" type="checkbox"/> Permanent address <input type="text" value="123 Apple Street, Long Beach CA, 90808"/>
Phone (Home): <input type="text" value="555-555-5555"/>	
Phone (Alternate): <input type="text" value="N/A"/>	

ClockWork Online Student Access

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



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[log out](#)

Please fill in your registration information in order to create your account:

[Step 1: Update Profile](#)

Step 2: Agreement

[Step 3: Courses](#)

Step 4: Upload your sample notes

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.

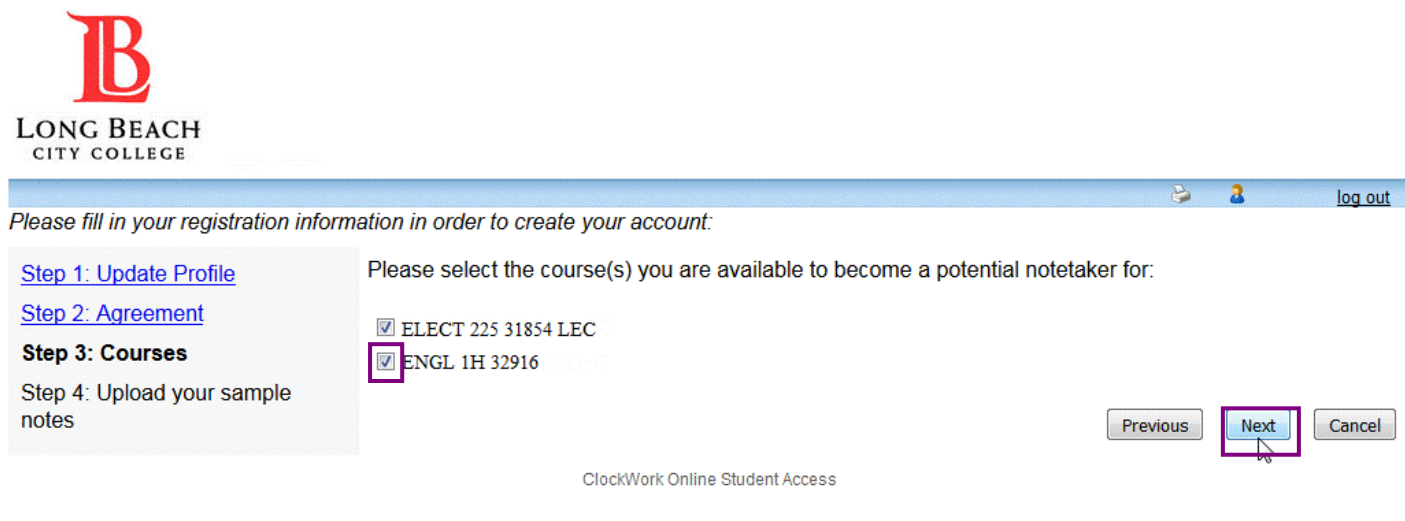
*Student eligibility subject to verification. Students who are enrolled in their first term at LBCC must submit high school transcripts to the DSPS office. Students who have completed over 100 units do not qualify for priority registration but may receive credit for volunteer service hours.

Please mark the checkbox indicating that you have read and understand DSPS note-taker responsibilities.

[Previous](#) [Next](#) [Cancel](#)

ClockWork Online Student Access

Then indicate the course(s) you volunteer to upload notes for. Select “next to continue”.



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Please fill in your registration information in order to create your account: [log out](#)

Please select the course(s) you are available to become a potential notetaker for:

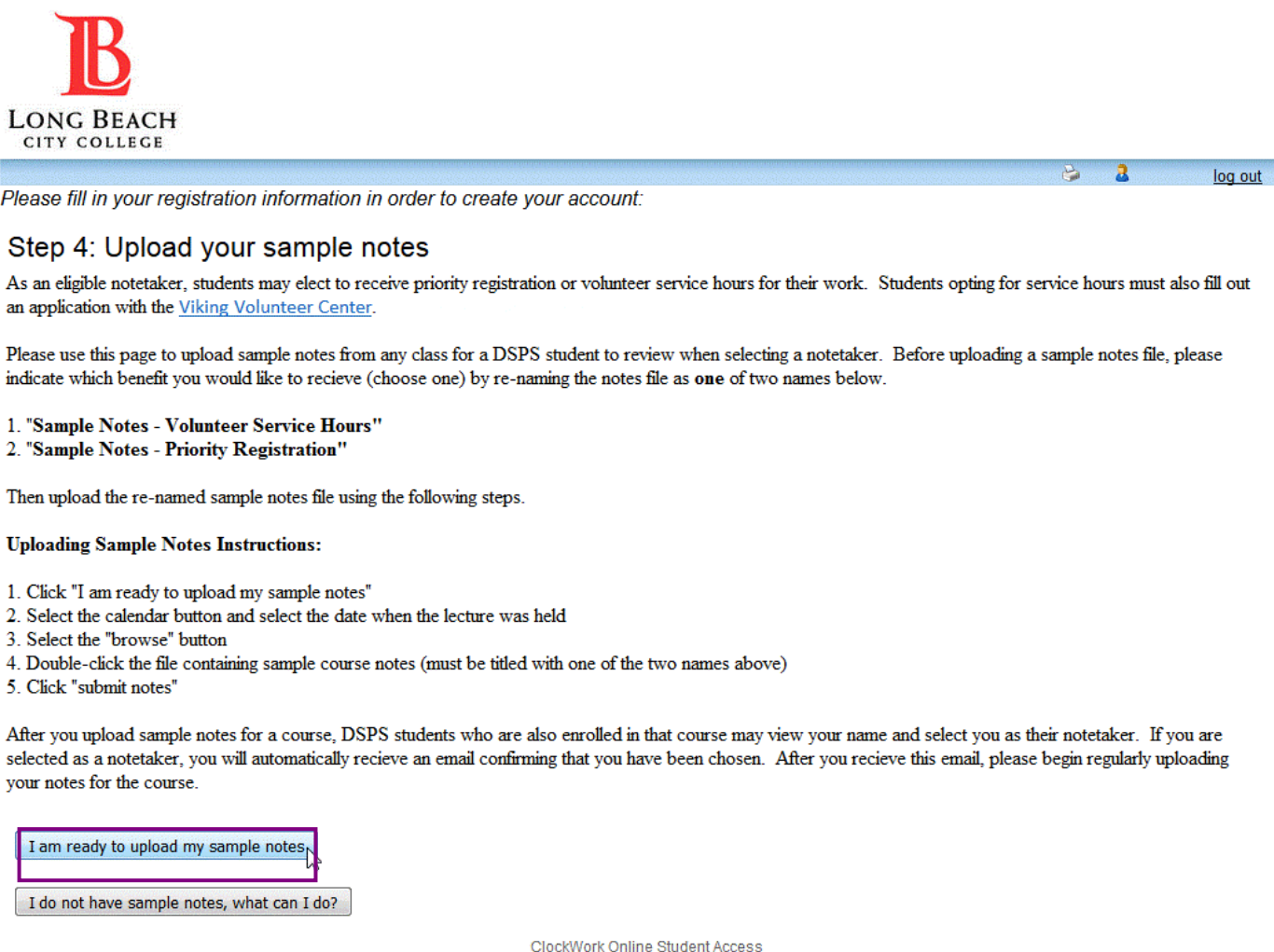
[Step 1: Update Profile](#)
[Step 2: Agreement](#)
Step 3: Courses
 Step 4: Upload your sample notes

ELECT 225 31854 LEC
 ENGL 1H 32916

[Previous](#) [Next](#) [Cancel](#)

ClockWork Online Student Access

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.



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Please fill in your registration information in order to create your account: [log out](#)

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 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.

[I am ready to upload my sample notes.](#)
[I do not have sample notes, what can I do?](#)

ClockWork Online Student Access

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.



[log out](#)

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

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 with 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.

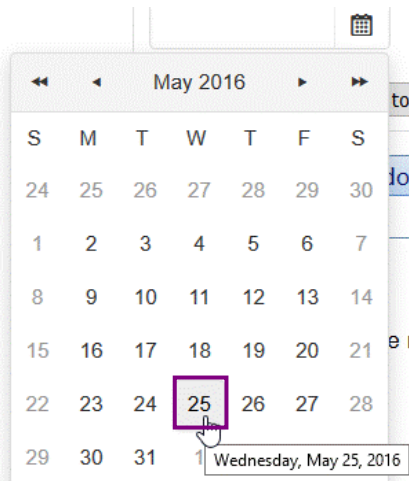
Submit sample notes

Please submit one or more files below:

Open the calendar popup.

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


Select the date the notes were taken.



Click “browse”.

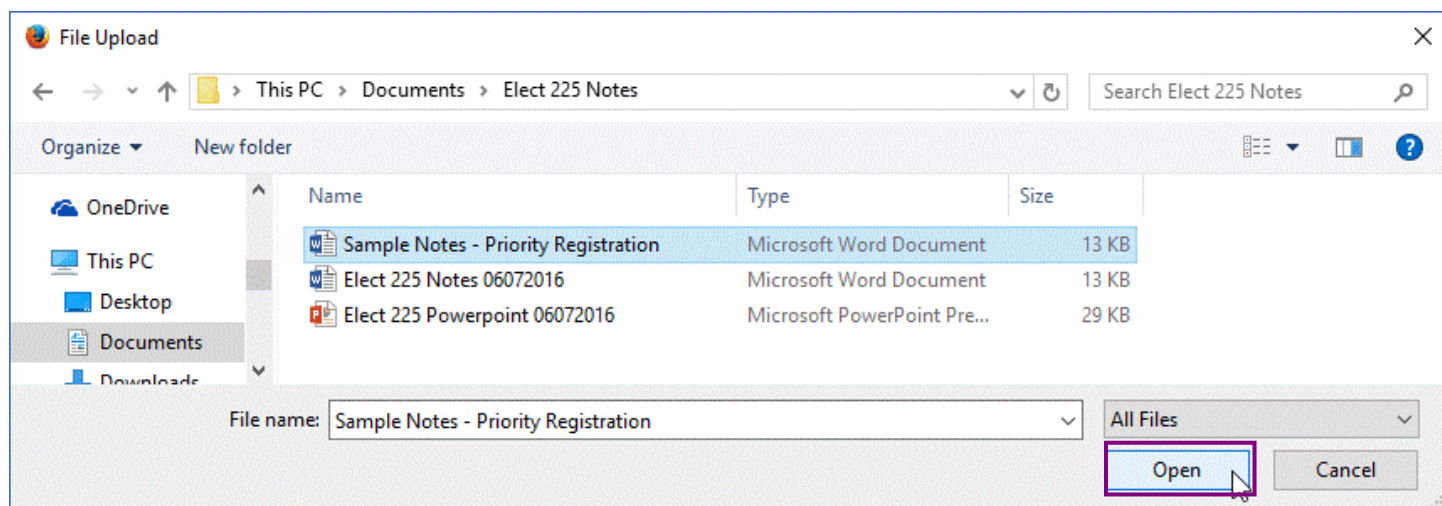
Submit sample notes

Please submit one or more files below:

5/25/2016 

No file selected.

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.



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log out				
Courses / notes	Profile	FAQ	Submit a comment	Help

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.

Submit sample notes

Please submit one or more files below:

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

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

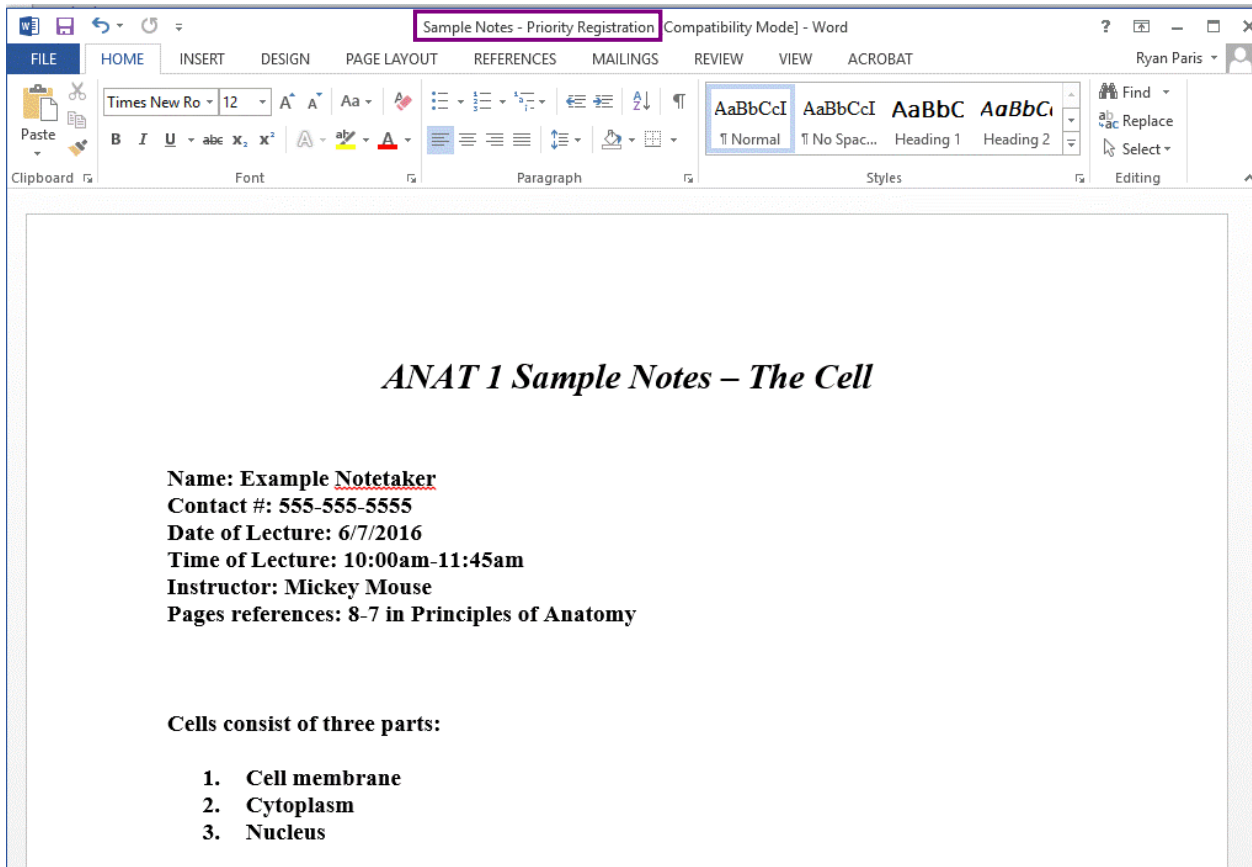
File successfully uploaded.

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.

Sample notes (click to download)	Date uploaded	Action
notes_225.2016_05-25.docx	2016-08-04	<input type="button" value="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.

 LONG BEACH CITY COLLEGE www.LBCC.edu	<h2>Disabled Students Programs and Services</h2> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"><i>Liberal Arts Campus</i></td> <td style="width: 33%;">4901 East Carson Street, Long Beach, California 90808</td> <td style="width: 33%; text-align: right;"><i>tel</i> 562.938.4111 <i>fax</i> 562.938.4118</td> </tr> <tr> <td><i>Pacific Coast Campus</i></td> <td>1305 East Pacific Coast Highway, Long Beach, California 90806</td> <td style="text-align: right;"><i>tel</i> 562.938.4111 <i>fax</i> 562.938.3912</td> </tr> </table>	<i>Liberal Arts Campus</i>	4901 East Carson Street, Long Beach, California 90808	<i>tel</i> 562.938.4111 <i>fax</i> 562.938.4118	<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
<i>Liberal Arts Campus</i>	4901 East Carson Street, Long Beach, California 90808	<i>tel</i> 562.938.4111 <i>fax</i> 562.938.4118					
<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,

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

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.



Disabled Students Programs and Services

<i>Liberal Arts Campus</i>	4901 East Carson Street, Long Beach, California 90808	<i>tel</i> 562.938.4111 <i>fax</i> 562.938.4118
<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,

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.



Disabled Students Programs and Services

<i>Liberal Arts Campus</i>	4901 East Carson Street, Long Beach, California 90808	<i>tel</i> 562.938.4111 <i>fax</i> 562.938.4118
<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,

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



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,

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 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](#).

ClockWork Online Student Access

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



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log out

Courses / notes Profile FAQ Submit a comment Help

Notetaker Courses

Courses

Show term: Spring 2016 Refresh

My courses	I have been selected	My lecture notes
LEARN 11LEC 33446	No	Upload sample notes
ELECT 225LEC 31854	Yes	Upload lecture notes

Add a new potential course

Click the calendar icon.



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log out

Courses / notes Profile FAQ Submit a comment Help

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 [here](#).

Upload lecture notes

[View uploaded notes](#)

Submit lecture notes for ELECT 225 section 31854 LEC (1555)

Lecture date:



Upload your notes (max 5 at a time):


Comments:

Comment example: Next class cancelled, test date changed, etc.

Click the date when the lecture was held.

Upload lecture notes View uploaded notes

Submit lecture notes for ELECT 225 section 31854 LEC (1555):

Lecture date: 

June 2016 Browse Remove


29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

alled, test date changed, etc.

Then click “browse”.

Upload lecture notes View uploaded notes

Submit lecture notes for ELECT 225 section 31854 LEC (1555):

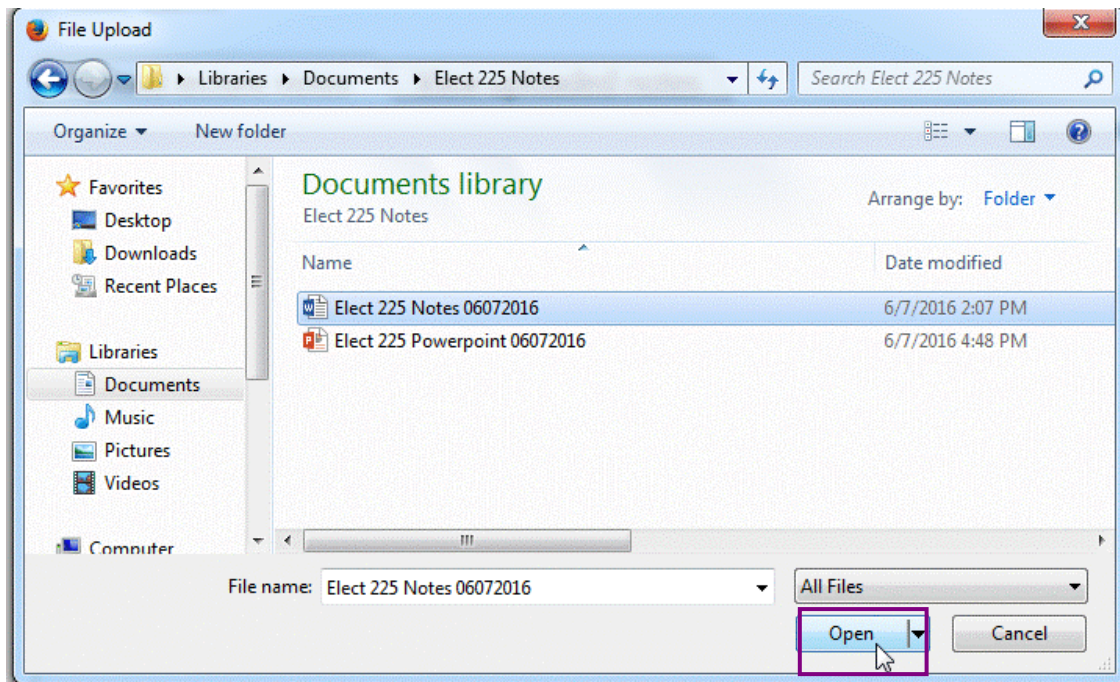
Lecture date: 

Upload your notes (max 5 at a time):

 Browse Remove

 No file selected.


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.

[Upload lecture notes](#) [View uploaded notes](#)

Submit lecture notes for ELECT 225 section 31854

Lecture date: 

Upload your notes (max 5 at a time):

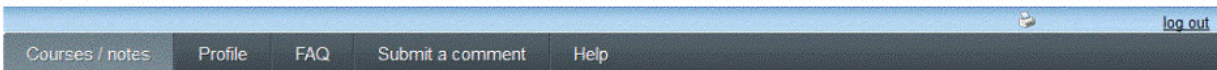
Elect 225 Notes 06072016.docx
Browse ✕ Remove

New file upload

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



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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](#).

[Upload lecture notes](#) [View uploaded notes](#)

Submit lecture notes for ELECT 225 section 31854 LEC (1555):

Lecture date: 

Upload your notes (max 5 at a time):

Elect 225 Notes 06072016.docx
Browse ✕ Remove

Elect 225 Powerpoint 06072016.pptx
Browse ✕ Remove

New file upload

Comments:

Next weeks class is cancelled.

Comment example: Next class cancelled, test date changed, etc.

Submit
Back to courses

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”.

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

Upload lecture notes **View uploaded notes**

Submit lecture notes for ELECT 225 section 31854 LEC (1555):

File(s) successfully uploaded.


Lecture date:

Upload your notes (max 5 at a time):

Comments:

Comment example: Next class cancelled, test date changed, etc.

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.



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Courses / notes Profile FAQ Submit a comment Help **log out**

Lecture Notes for ELECT 225LEC 31854

[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](#).

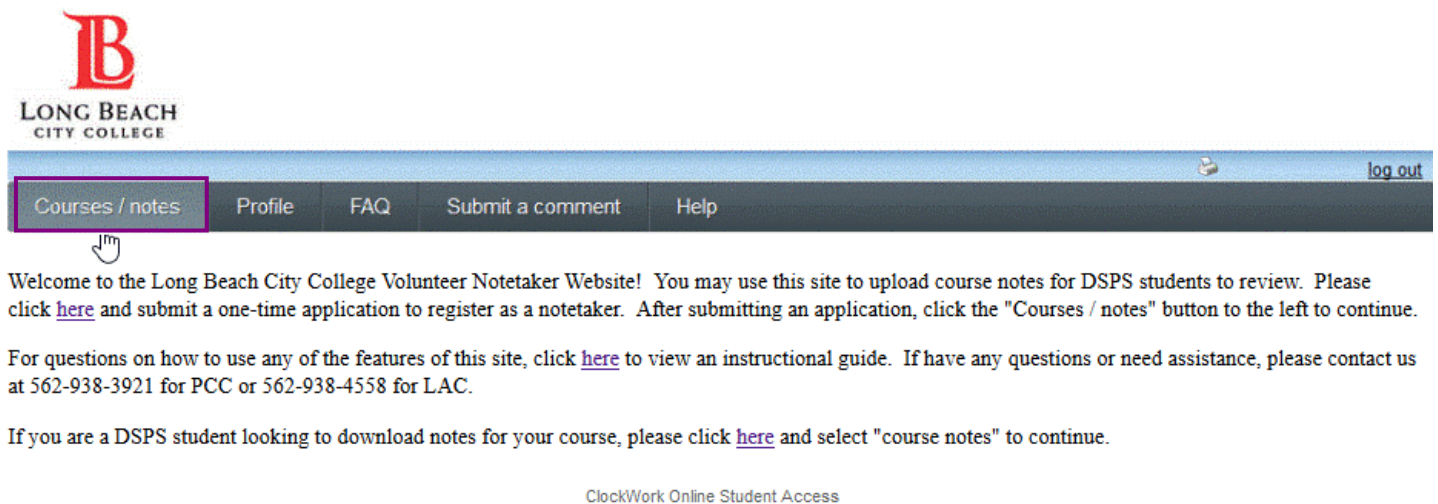
Lecture date	Notetaker	Comments	Download
June 7 (Tue)		Next weeks class is cancelled.	<input type="button" value="View notes"/>

Elect 225 Notes 06072016.docx

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>

Then select “Courses / notes”.



LONG BEACH CITY COLLEGE

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

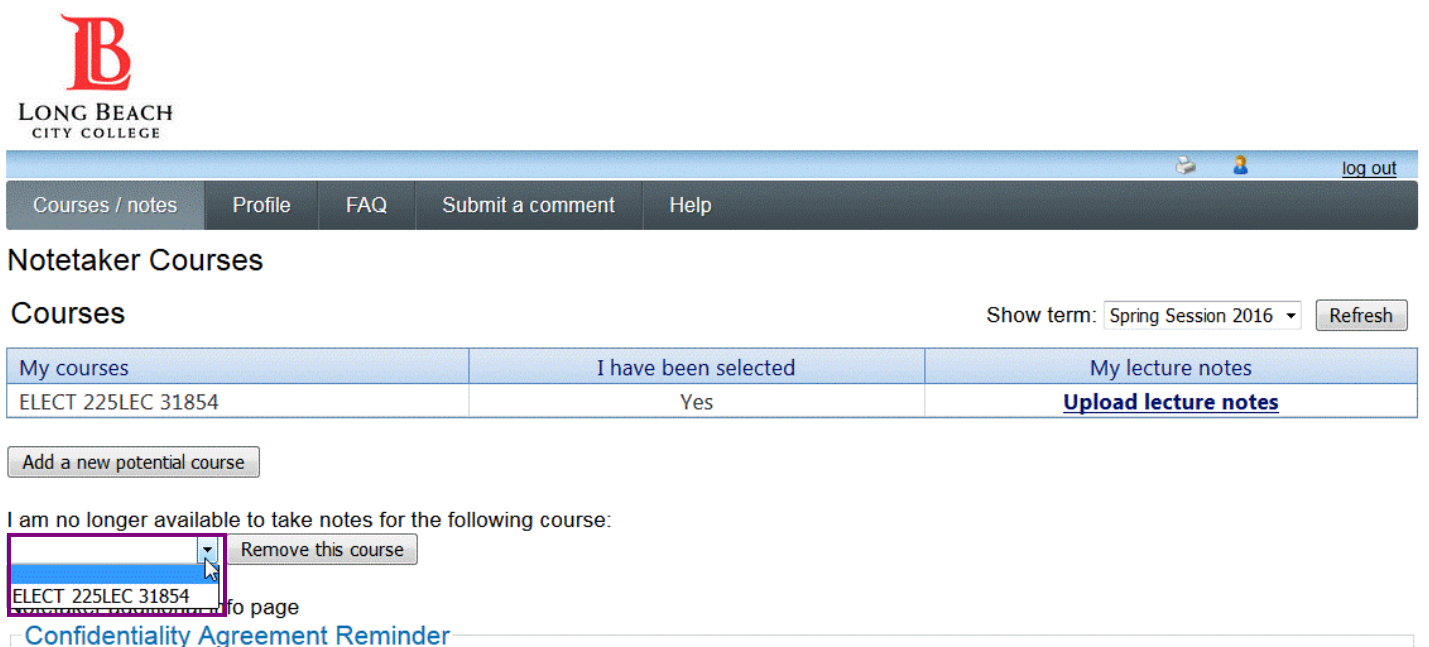
Welcome to the Long Beach City College Volunteer Notetaker Website! You may use this site to upload course notes for DSPS students to review. Please click [here](#) and submit a one-time application to register as a notetaker. After submitting an application, click the "Courses / notes" button to the left to continue.

For questions on how to use any of the features of this site, click [here](#) to view an instructional guide. If have any questions or need assistance, please 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](#) and select "course notes" to continue.

ClockWork Online Student Access

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.



LONG BEACH CITY COLLEGE

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

Notetaker Courses

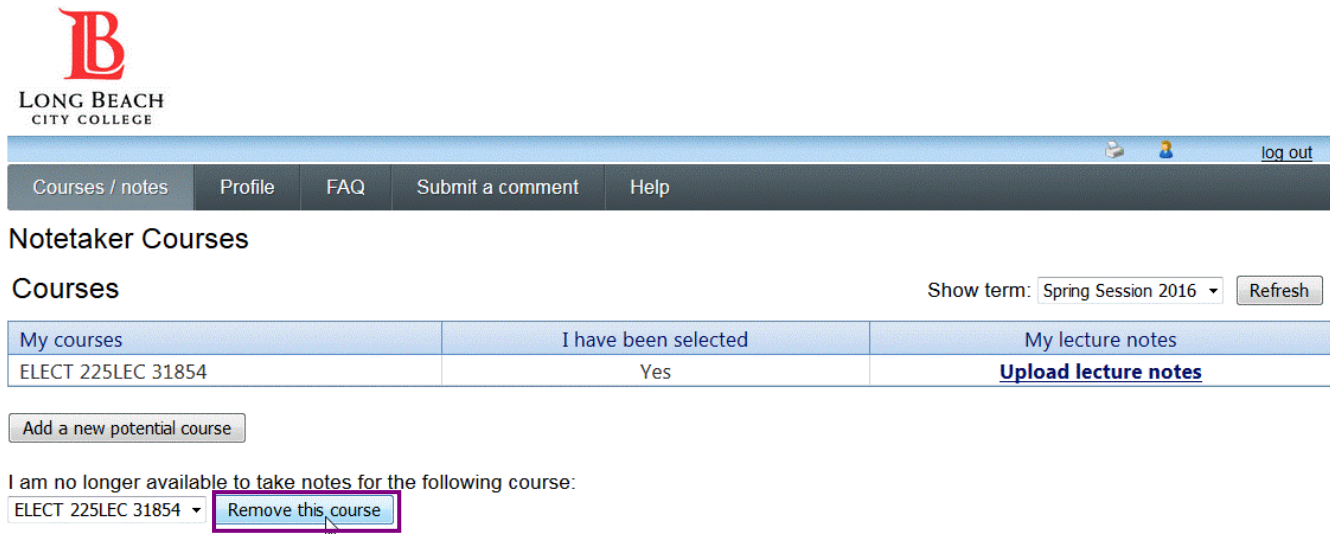
Courses Show term:

My courses	I have been selected	My lecture notes
ELECT 225LEC 31854	Yes	Upload lecture notes

I am no longer available to take notes for the following course:

[Confidentiality Agreement Reminder](#)

With the course selected click “Remove this course”.



LONG BEACH CITY COLLEGE

Courses / notes Profile FAQ Submit a comment Help log out

Notetaker Courses

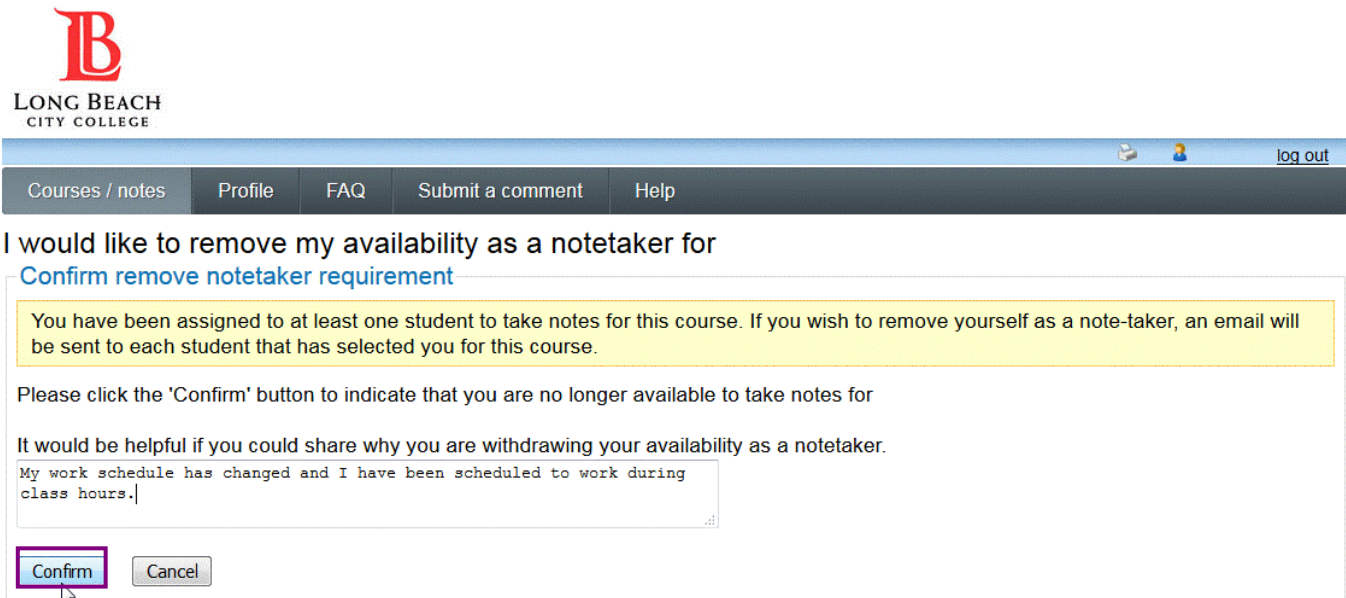
Courses Show term: Spring Session 2016 Refresh

My courses	I have been selected	My lecture notes
ELECT 225LEC 31854	Yes	Upload lecture notes

Add a new potential course

I am no longer available to take notes for the following course:
 ELECT 225LEC 31854 [Remove this course](#)

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



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Courses / notes Profile FAQ Submit a comment Help log out

I would like to remove my availability as a notetaker for

[Confirm remove notetaker requirement](#)

You have been assigned to at least one student to take notes for this course. If you wish to remove yourself as a note-taker, an email will be sent to each student that has selected you for this course.

Please click the 'Confirm' button to indicate that you are no longer available to take notes for

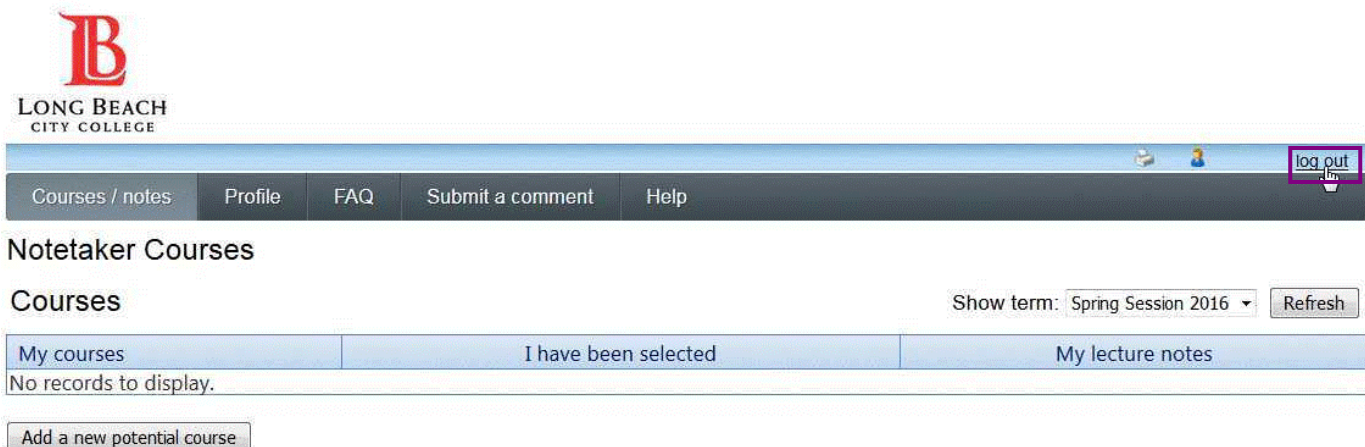
It would be helpful if you could share why you are withdrawing your availability as a notetaker.

My work schedule has changed and I have been scheduled to work during class hours.

[Confirm](#) [Cancel](#)

ClockWork Online Student Access

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.



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Notetaker Courses

Courses Show term: Spring Session 2016 Refresh

My courses	I have been selected	My lecture notes
No records to display.		

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