

AccessibleNU Process for a Notetaker

Step 1. Signing up as a Notetaker in AccessibleNU

All students who become a Notetaker will need to complete the Notetaker Online Application at <https://andes.accessiblelearning.com/northwestern/applicationnotetaker.aspx>. You must now enter all of the following information, your school ID number, your NET-ID username, and your northwestern email address. Please verify that the information you entered is correct, enter the required security code, and click the button titled "Continue to Step 2".

You will be directed to the "Online Notetaker Application."

The screenshot shows the "Online Notetaker Application" page. At the top, there is a navigation bar with links for "Welcome", "My Profile", "My Mailbox (Sent E-Mails)", "My Accommodations", and "Sign Out". Below this is the Northwestern University logo and name. A secondary navigation bar contains "My Dashboard", "Unified Blogs", "Staff Access", "Website Control", "Notetaker", and "Proctor". The main content area is titled "ONLINE NOTETAKER APPLICATION" and features a yellow warning box with a triangle icon and the heading "ELIGIBILITY REQUIREMENTS". The text inside the box reads: "Please read the following requirement to become a notetaker:" followed by two bullet points: "I have registered as a student with us. If you are a student, please contact our office to verify your eligibility to sign up as a notetaker." and "If you are currently registered as an employee with our office, please login to Online Services and sign up as a notetaker through My Dashboard." Below the warning box is a section titled "Step 1: Specify Login Information" which contains three input fields: "School ID*:" with a hint "Enter 7 alpha numeric characters.", "Username*:" with an "Important Note" that says "Please make sure this username matches with your Single Sign-On (SSO) username in your school.", and "Email Address*:" with a hint "Please enter email address that ends in @northwestern.edu, for example: yourusername@northwestern.edu." At the bottom of the form is a reCAPTCHA widget with the words "Alleghanies, adngnd" and a "Continue to Step 2" button.

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

NORTHWESTERN UNIVERSITY

My Dashboard Unified Blogs Staff Access Website Control Notetaker Proctor

Home >> Online Notetaker Application

Home

Sign In

Logout

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

Log Out from NUIT

ONLINE NOTETAKER APPLICATION

 **ELIGIBILITY REQUIREMENTS**

Please read the following requirement to become a notetaker:

- I have registered as a student with us. If you are a student, please contact our office to verify your eligibility to sign up as a notetaker.
- If you are currently registered as an employee with our office, please login to Online Services and sign up as a notetaker through My Dashboard.

Step 1: Specify Login Information

School ID*:
Hint: Enter 7 alpha numeric characters.

Username*:
Important Note: Please make sure this username matches with your **Single Sign-On (SSO)** username in your school.

Email Address*:
Please enter email address that ends in @northwestern.edu, for example: yourusername@northwestern.edu.

Alleghanies, adngnd

Type the two words:

reCAPTCHA™ stop spam. read books.

Continue to Step 2

Step 2. Online Notetaker Application

You will be first asked to confirm that the personal information you entered is correct. If you incorrectly entered either your NET-ID, your School ID number (under personal information), or your NU email address (under contact information), click the button titled, "**Modify Your Initial Entry.**" You are now ready to fill out the Online Notetaker Application.

- "Personal Information" → please enter your first name, last name, (middle name), and gender.
- "Contact information" → please enter any valid phone numbers at which you can be reached.
- "Local Address" → please provide the address that you use on campus. If it is the spring quarter, it may be wise to use your permanent address.
- Click the button titled, "Register as a Notetaker," when you are satisfied with the information you entered.
- You will be directed to your Notetaker Home page.

The screenshot shows the Northwestern University website's navigation bar with links for "Welcome", "My Profile", "My Mailbox (Sent E-Mails)", "My Accommodations", and "Sign Out". Below the navigation bar is a menu with "My Dashboard", "Unified Blogs", "Staff Access", "Website Control", "Notetaker", and "Proctor". The main content area is titled "ONLINE NOTETAKER APPLICATION" and "STEP 2: SPECIFYING PERSONAL INFORMATION". A yellow box contains instructions to confirm the username "test123" and a "Modify Your Initial Entry" button. The form is divided into three sections: "Personal Information" (with fields for First Name, Last Name, Middle Name, Student ID: 12 - 345 - 67, and Gender: Select One), "Contact Information" (with fields for Cell Phone Number, Land Line Phone Number, and Email Address: @northwestern.edu), and "Local Address" (with fields for Address, City, State: Select One, and Zipcode). A "Register as a Notetaker" button is at the bottom.

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

UNIVERSITY

My Dashboard Unified Blogs Staff Access Website Control Notetaker Proctor

Home >> Online Notetaker Application

Home

Sign In

Logout

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

Log Out from NUIT

ONLINE NOTETAKER APPLICATION

STEP 2: SPECIFYING PERSONAL INFORMATION

Please confirm that your username is as follow: **test123**. If you need to change or update your username, please use the following button to modify your entry: **Modify Your Initial Entry**

Personal Information

First Name*:

Last Name*:

Middle Name:

Student ID: **12 - 345 - 67**

Gender*: **Select One** ▼

Contact Information

Specify at least one phone number:

Cell Phone Number:
Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Land Line Phone Number:
Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Email Address: **@northwestern.edu**

Local Address

Address*:

City:

State: **Select One** ▼

Zipcode:
Hint: Enter zipcode as 97331 or 97331-0000.

Register as a Notetaker

Step 3. Registering As a Notetaker for a Course

- **The website is: <https://andes.accessiblelearning.com/northwestern> (please bookmark).** In order to use ACCESSIBLENU, you will need to log in using your Northwestern NET-ID, your password, and NU email (Note: the system does not store your password).
- Go to Notetaker Tab and continue to step 2.
- Choose Term
- Enter Course Registration Number(s) for the classes you are taking notes in. The Course Registration Number (CRN) also known as **Class Number** is a 5-digit numerical identifier for each class in the schedule.
- Click "Continue to Verify Your Classes". If you are already a notetaker for a different class next term and have signed the notetaker contract, go to step 4. Otherwise, continue to step 3.

My Dashboard **Notetaker**

Home > Notetaker Access > **Notetaker Home**

Tools

- > Request and View Assignments
- > Notetaker Contracts
- > **Upload and View Notes**

Logout

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

Log Out from NUIT

NOTETAKER HOME

Previous Term **Term: Winter 2012** Next Term

Request a Notetaking Assignment

Step 1: Choose Term

Term*: **2012 - Winter**

Step 2: Enter Course Registration Numbers

Important Note: If you have not signed a contract for this particular term, the system will require you to submit a notetaker contract after you click **Continue to Verify Your Classes**.

Continue to Verify Your Classes

You have not been assigned to take notes, you will be notified via e-mail when you have been assigned.

NEED HELP?

Access Tutorials
Contact Our Office
[Read Disclaimer](#)

SERVICES FOR STUDENTS WITH DISABILITIES

Northwestern University
601 University Place Scott Hall, Room 21
Evanston, IL 60208

Website: <http://www.northwestern.edu/disability/>
Email Us: ssd@northwestern.edu

Phone: (847) 467 - 5530
Fax: (847) 467 - 5531

Step 4. Signing the Notetaker Contract

Please read all the information on the contract so that you know what is expected of you. **This must be done once a term!**

- Select one of the options (US Citizen, Permanent Resident or Non-Alien Resident); **please note you must provide acceptable, ORIGINAL documents that establish identity and employment authorization in United States.** Please see "Additional Information" for more details.
- Once you sign the Notetaker Contract, you will receive an email, please keep for your records. There is additional documentation required that you will receive links to in the email. **Please complete your paperwork as soon as possible.** You may continue to step 4.

My Dashboard Notetaker

Home >> Notetaker Access >> Notetaker Home

Tools

- > Request and View Assignments
- > Notetaker Contracts
- > Upload and View Notes

Logout

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

Log Out from NUJT

NOTETAKER HOME

Previous Term Term: Winter 2012 Next Term

NOTETAKER CONTRACT FOR 2012 - WINTER

This is your **ANU Notetaker Contract**, please read this contract thoroughly as it contains the terms, conditions, and policies you must agree to in order to be contracted to take notes for **AccessibleNU**. Failure to follow any portion of the contract may result in contract termination without notice. ANU reserves the right to withhold or pro-rate any payments for notetakers who violate any portion of the Notetaker Contract.

A student notetaker takes notes for a ANU student with a disability. ANU will compensate a notetaker with a payment of \$100.00 per course (3 credits and above) or \$150.00 per law school course at the end of the semester for a complete set of notes. Notetakers must contact ANU at the beginning and end of the term to arrange for compensation. Please note you are required to sign a confidentiality statement.

Notetakers will:

- Write down all relevant information including lecture notes, test and quiz dates, assignments and important vocabulary.
- Attend all classes, be on time, and be prepared to take notes. A notetaker who is unable to attend a class should contact another student to take notes.
- Meet with the student outside of class if the ANU student requests you to clarify information.
- Copy and provide notes to students. Student requiring notes should have a copy card provided by ANU.
- Notetakers may also be asked to assist students with other in-class duties such as manipulating lab equipment.

Notetakers will not:

- Be responsible for the student completing assignments properly or on time.
- Answer questions about the course content when these questions are better directed to the faculty member.

ANU Students will:

- Assist ANU in finding a notetaker.
- Communicate with the notetaker if clarification is needed regarding the material.
- Go to class. The notetaker is NOT a substitute for class attendance.
- Take his/her own notes to the best of his/her ability.
- Alert ANU to problem with a notetaker and work with a staff member for a resolution.

Confidentiality Statement

Note-taking and Transcription

It is the policy of AccessibleNU of the Division of Student Affairs at Northwestern University to keep confidential all documentation, communication, and information about students registered with this office. Unless otherwise permitted by law, no information about students shall be voluntarily disclosed without the express written permission as indicated on a Release of Confidential Information form or comparable form.

Information will be released only by written permission of the student involved. When a staff member receives a request for information about a student, under no circumstance is information to be given out unless it is stated on the student's release, or cleared through AccessibleNU.

Individuals serving as computer-aided note-takers or transcriptionists are expected to convert spoken language into text form for the purpose of accommodating students with disabilities. Transcripts are only to be made available to students approved by ANU for note-taking or transcription accommodations and to the faculty members instructing the classes transcribed.

Required Step

Residency Status*:

Full Name*:

Note: Please sign exactly as

By signing this document electronically and submitting the contract you are agreeing to all of the terms, conditions, and policies in the **SSD Notetaker Contract**. Failure to follow any portion of the contract may result in contract termination without notice. SSD reserves the right to withhold or pro-rate any payments for Notetakers who violate any portion of the **SSD Notetaker Contract**.

Step 5. Verifying Your Classes

- Please check to make sure you have signed up for the right course and section and that all the information is correct (i.e. Department, Course Number, Section, Title of Class and Campus)
- Click "Submit Your Class Schedule"
- If you entered in the wrong class number or Course Registration Number (CRN), then click "Cancel".
- Please email the appropriate person at ANU to notify them to link your account to the course you are note taking for. Please allow one to two business days for ANU to confirm your note taking assignment, then continue to step 6.

My Dashboard Notetaker

Home >> Notetaker Access >> Notetaker Home

Tools

- > Request and View Assignments
- > Notetaker Contracts
- > Upload and View Notes

Logout

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

Log Out from NUIT

NOTETAKER HOME

Previous Term Term: Winter 2012 Next Term

Step 3: Verify Your Classes

Please verify your class schedule, if it is correct check the box and click **Submit Your Class Schedule** to request a notetaking assignment.

	CRN	SBJ	CRS	SEC	Course Title	CMPS
<input type="checkbox"/>	21626	ART	140-0	20	Intro To Sculpture	EV

Submit Your Class Schedule Cancel

Step 6. Uploading Notes

Once you receive the Notetaking Assignment Confirmation, you can then:

- Login to AccessibleNU, go to the Notetaker Tab and at the bottom of the page you will see "File Information"
- Please select the class, select which week the notes are for, and select which the day the notes are pertaining to (can be for multiple days).

Note: **Notes cannot be larger than 1MB.** ANU prefers Microsoft Word Documents (*.doc or *.docx) or Adobe Acrobat PDF (*.pdf). ANU is able to scan documents if you do not have access to one. AccessibleNU is available 24 hours a day from a computer with an internet connection.

Uploading Instructions: Please scan your document at 150 dpi as the scanner resolution. The maximum allowable file size is 1 MB per upload.

File Information

Select Class*:

Notes for*:

Select Day(s)*

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Sunday	

Select File:

Step 7. Deleting Notes

If you need to change or upload a new version of notes, you must delete the old version then upload the new version. This can be done by going to "Upload and View Notes" under Tools, then going to the particular notes and click "Delete" You may also, upload notes in this section as well.

My Dashboard
Notetaker

Home >> Notetaker Access >> **Uploading Notes**

Tools

- > Request and View Assignments
- > Notetaker Contracts
- > **Upload and View Notes**

UPLOADING NOTES

Uploading Instructions: Please scan your document at **150 dpi as the scanner resolution**. The maximum allowable file size is **1 MB** per upload.

File Information

Select Class*:

Notes for*:

Select Day(s)*

Monday
 Wednesday
 Friday
 Sunday

Tuesday
 Thursday
 Saturday

Select File:

Number of Records Found: **3** Show Limit: **100** per Page

Showing Records: **1 - 3** Navigate to Page: **1** [Previous](#) [Next](#)

SBJ	CRS	SEC	Notes Title	Date Uploaded	Size	Delete	View
ART	140-0	20	Notes for Week 7 (Saturday)	03/08/2012	13 KB	Delete	View
ART	140-0	20	Notes for Week 3 (Tuesday, Friday)	03/08/2012	13 KB	Delete	View
ART	140-0	20	Notes for Week 2 (Monday, Wednesday)	03/08/2012	13 KB	Delete	View