

# ACCESS AND SUPPORT CENTRE

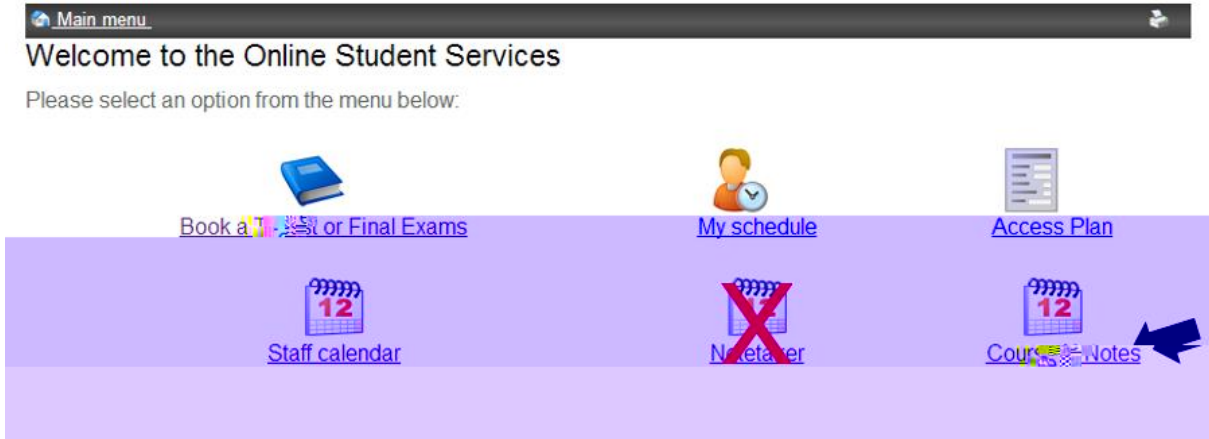
## How to Sign Up for a Peer Note Taker

Use the following instructions and screen shots below to assist you through the process of how to sign up for peer note taking online.

1. Go to the Durham College ASC website : <http://www.durhamcollege.ca/asc>

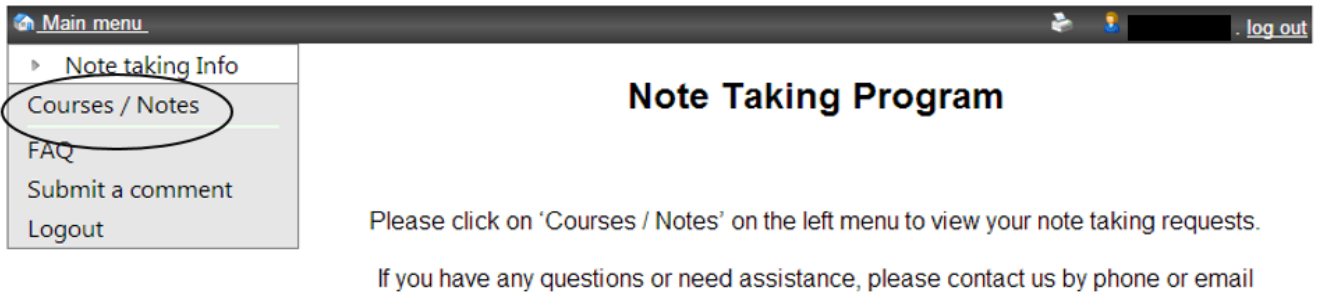
The screenshot shows the Durham College Access and Support Centre (ASC) website. The page layout includes a navigation menu on the left with the following items: 'ASK ME', 'ACCESS PLANS', 'PEER NOTE TAKING' (circled in black), 'LOGIN TO COURSE NOTES', 'TERM AND FINAL UP', and 'SIGN UP FOR TEST, MID-EXAM'. The main content area features a header for the ASC, a description of its services, and a 'QUICK LINKS' section with the following items: 'ASC registration steps', 'Be a Volunteer Peer Note-Taker' (highlighted), and 'TEST, MID-TERM AND FINAL EXAM SIGN UP'. A social media sharing bar is visible at the bottom of the main content area.

2. Click on Peer Note Taking **click here for course notes**

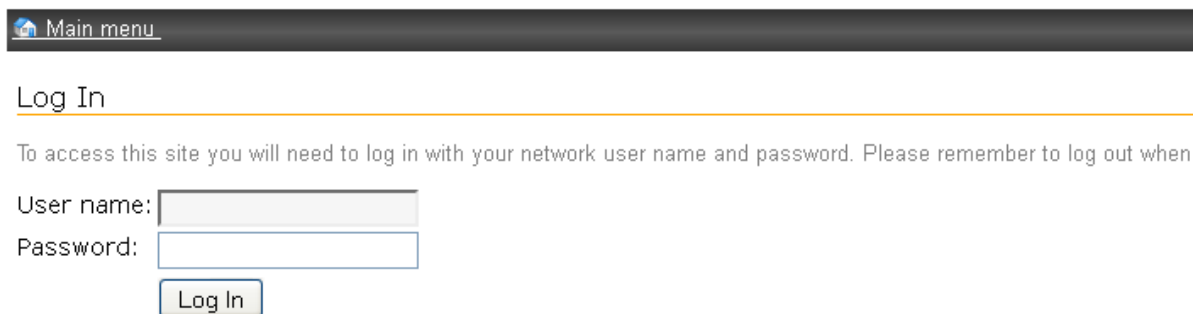


3. Choose Course Notes located on the menu.

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5. Enter your student number and network password.



6. You should now see your courses that are currently running. Automatically the system indicates that you do not require a note taker until you have completed the following steps.

Since you are currently not a note taker, you will need to click on **'change this'** for each course you are requesting a note taker.

The screenshot shows a web interface with a sidebar menu on the left containing 'Note taking Info', 'Courses / Notes', 'FAQ', 'Submit a comment', and 'Logout'. The main content area is titled 'Courses' and includes a 'Your courses:' section with a 'Show term: Summer 2015' dropdown and a 'Refresh list' button. Below this is a table with the following data:

My courses	I require a note taker	Note taker availability	My lecture notes
ANAT 1500Lab 01	No <a href="#">change this</a>		N/A
NURS 1520Lec 01	No <a href="#">change this</a>		N/A
NURS 1521Lec 01	No <a href="#">change this</a>		N/A

7. When you click on 'change this', you will be prompted to confirm that you require a notetaker for this course by clicking the OK button.

The screenshot shows a confirmation dialog box with the Durham College logo and the text: 'The page at https://csd.durhamcollege.ca says: Please confirm that you require a notetaker for this course by clicking the OK button.' Below the dialog, the 'Courses' page is shown with a yellow notification banner: 'Successfully marked 'NO LONGER REQUIRE notetaker''. The table below shows the following data:

My courses	I require a note taker	Note taker availability	My lecture notes
GNED 1513Lec AAA	No <a href="#">change this</a>		N/A
GNED 1120Lec AAA	Yes <a href="#">change this</a>	None are available at this time	N/A

8. When you click on 'change this', you will be prompted to confirm that you require a notetaker for this course by clicking the OK button.

Main menu log out

Note taking Info  
 Courses / Notes  
 FAQ  
 Submit a comment  
 Logout

Successfully marked 'require notetaker'.

### Courses

Your courses: Show term: Winter 2015 Refresh list

My courses	I require a note taker	Note taker availability	My lecture notes
ANIM 2201Lec 02	Yes <a href="#">change this</a>	select a notetaker	N/A
ACAN 2200Lec P02	No <a href="#">change this</a>		N/A

In some cases there will be more than 1 note taker available; by a a a ca a ca  
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 decide on which note taker you want.

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 button.

- After you have selected your note taker, they will receive an email requesting for lecture notes to be posted each week.

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Main menu log out

Note taking Info  
 Courses / Notes  
 FAQ  
 Submit a comment  
 Logout

### Courses

Your courses: Show term: Fall 2013 Refresh list

My courses	I require a note taker	Note taker availability	My lecture notes
CHLD 3303Lec 01	Yes <a href="#">change this</a>	Selected	Notes
CHLD 3303Lec 03	Yes <a href="#">change this</a>	Selected	Notes
CURR 3501Lec 02	Yes <a href="#">change this</a>	None are available at this time	N/A
FWK 4307Fieldwork 01	No <a href="#">change this</a>		N/A
MGMT 2309Lec 02	Yes <a href="#">change this</a>	Selected	Notes
FWKS 3301Lec 02	No <a href="#">change this</a>		N/A

In the event there are no note takers available; connect with your ASC staff member for recruitment support.