

CLOCKWORK

Training Manual and Reference: Notetaking Admin

Login as a Notetaker

To login as a existing notetaker you need to use the clockwork web admin link. The link would be in this format:

<http://yourdomain/clockwork/staff/schedule/default.aspx>

*Only Clockwork admin users or users allowed to login on the web admin are allowed to access this link.

* To test the actual note-taker application/registration process on the web you can have a student login and go through the application process.



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Please log in

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

User-name:	<input type="text" value="Krystal"/>
Password:	<input type="password" value="....."/>
	<input type="button" value="Log In"/>

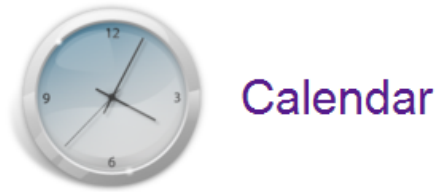
ClockWork Online Student Access

In the first step you need to enter the clockwok user-name and password.



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Select the option 'login as another user'



Login as another user

Log in as:

- Student
- Notetaker
- Instructor
- Alternate course contact

Student number (for students or notetakers), email or username (for instructors or alt contact), or altid (for notetakers):

Your ClockWork username and password:

ClockWork username:

ClockWork password:

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Select the 'notetaker' option and then enter the note-taker's student number in the student number field followed by the clockwork username and password.



Your welcome message text should go here. See 'Notetakers welcome message' in the settings.

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The notetaker can read instructions posted on the information page. The instructions displayed here can be edited through Clockwork admin.



Notetaker Courses

Your courses:

Show term: **Summer 2014**

My courses	I have been selected	My lecture notes
subject Course Code Section	No	Upload
teretr test testtest	No	Upload
a a a	No	Upload

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

Confidentiality Agreement Reminder

Your confidentiality agreement text should go here (see the 'Confidentiality agreement text' in the settings).



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Notetaker Courses

Your courses:

Show term: Summer 2014

My courses	I have been selected	My lecture notes
subject Course Code Section	No	Upload
teretr test testtest	No	Upload
a a a	No	Upload

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


Confidentiality Agreement Reminder

Your confidentiality agreement text should go here (see the 'Confidentiality agreement text' in the settings).

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The notetaker has the ability to add a new course to his/her list or remove/withdraw themselves as a note-taker for a specific class. This is an optional setting and can be turned off from Clockwork admin.



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Add Potential Course

I would like to become available to be a note taker for the following courses:

BIO 2145 001

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Notetaker Courses

Your courses:

Show term: Summer 2014 ▼

Refresh list

My courses	I have been selected	My lecture notes
BIO 2145 001	No	Upload
subject Course Code Section	No	Upload
teretr test testtest	No	Upload
a a a	No	Upload

Add a new potential course

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

▼

Remove this course

Confidentiality Agreement Reminder

Your confidentiality agreement text should go here (see the 'Confidentiality agreement text' in the settings).

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Notetaker Courses

Your courses:

Show term: Summer 2014 ▼ Refresh list

My courses	I have been selected	My lecture notes
BIO 2145 001	No	Upload
subject Course Code Section	No	Upload
teretr test testtest	No	Upload
a a a	No	Upload

[Add a new potential course](#)

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

[Remove this course](#)

Confidentiality Agreement Reminder

Your confidentiality agreement text should go here (see the 'Confidentiality agreement text' in the settings).

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The notetaker can then upload sample notes/lecture notes for all the classes they are available for.



Hello for BIO 2145 001

Hello are listed below; click on the lecture date in the first column to view the file. Use the 'Submit notes' button to add a file to the list.

Submit Hello

Please submit one or more files below:

Lecture date:	<input type="text" value="5/7/2014"/>		<input type="text" value="jira1.PNG"/>	<input type="button" value="Browse"/>
Lecture date:	<input type="text" value="5/14/2014"/>		<input type="text" value="jira2.PNG"/>	<input type="button" value="Browse"/>
Lecture date:	<input type="text" value="5/21/2014"/>		<input type="text" value="jira3.PNG"/>	<input type="button" value="Browse"/>

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



Hello for BIO 2145 001

Hello are listed below; click on the lecture date in the first column to view the file. Use the 'Submit notes' button to add a file to the list.

Submit Hello

Please submit one or more files below:

Lecture date:

Lecture date:

Lecture date:

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



Hello for BIO 2145 001

Hello are listed below; click on the lecture date in the first column to view the file. Use the 'Submit notes' button to add a file to the list.

Submit Hello

File successfully uploaded.

Please submit one or more files below:

Lecture date:

Lecture date:

Lecture date:

(click to download)	Date uploaded	Action
notes_2145.2014_05-07.PNG	2014-05-30	<input type="button" value="Remove"/>
notes_2145.2014_05-07.PNG	2014-05-30	<input type="button" value="Remove"/>
notes_2145.2014_05-07.PNG	2014-05-30	<input type="button" value="Remove"/>



Hello for BIO 2145 001

Hello are listed below; click on the lecture date in the first column to view the file. Use the 'Submit notes' button to add a file to the list.

Submit Hello

File successfully uploaded.

Please submit one or more files below:

Lecture date:

Lecture date:

Lecture date:

(click to download)	Date uploaded	Action
notes_2145.2014_05-07.PNG	2014-05-30	<input type="button" value="Remove"/>
notes_2145.2014_05-07.PNG	2014-05-30	<input type="button" value="Remove"/>
notes_2145.2014_05-07.PNG	2014-05-30	<input type="button" value="Remove"/>



99003817 . log out

- Courses / notes
- Profile**
- FAQ
- Submit a comment
- Help

Your Profile

Profile

First name: Julie	Last name: Abbott
Student number: 99003817	
University email: krystal@clockworks.ca	
Alternate email:	
<input checked="" type="checkbox"/> Mailing address adfsdfsdfjil	<input checked="" type="checkbox"/> Permanent address sdfsdf
Phone (Home):	
Phone (Other):	
<input type="button" value="Update profile"/>	

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The profile info is automatically filled through data sync the notetaker can fill information that is not available.



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Note-taking Procedures

Step 1

You must upload your sample notes so that you can be selected as a notetaker. Click on the 'Courses / Notes' link in the menu on the left, then click on the 'Upload sample notes' link for each course in the list and follow the instructions to upload your sample notes.

Step 2

You will receive an email once you have been selected as a notetaker, to notify you that you should begin uploading your notes.

Step 3

Once you have been selected as a notetaker, you must upload your lecture notes after each lecture. Click on the 'Upload notes' button beside the course you have been selected for, and follow the directions to upload your notes.

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Your comments are welcome!

Please fill in the details below and click the 'Submit' button at the bottom to send us your comment, question or suggestion:

Name:

Julie Abbott

Email:

krystel@clockworks.ca

Comment:

Which of 3, twenty-nine, 70, 46 or 65 is the lowest?

[Generate a new question](#)

Please type the answer:

Submit my comment

Cancel



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Thank you for your submission.

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Notetaker Courses

Your courses:

Show term: Summer 2014 ▾

[Refresh list](#)

My courses	I have been selected	My lecture notes
BIO 2145 001	Yes	Upload lecture notes
subject Course Code Section	No	Upload
teretr test testtest	No	Upload
a a a	No	Upload

[Add a new potential course](#)

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

[Remove this course](#)

Confidentiality Agreement Reminder

Your confidentiality agreement text should go here (see the 'Confidentiality agreement text' in the settings).

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Login as a student receiving notes

To login as a student receiving you need to use the clockwork web admin link. The link would be in this format:

<http://yourdomain/clockwork/staff/schedule/default.aspx>

*Only Clockwork admin users or users allowed to login on the web admin are allowed to access this link.



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Login as another user

Calendar

Help

Please log in

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

User-name:	<input type="text" value="Krystal"/>
Password:	<input type="password" value="....."/>
	<input type="button" value="Log In"/>

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 Login as another user

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Login as another user

Log in as:

Student

Notetaker

Instructor

Alternate course contact

Student number (for students or notetakers), email or username (for instructors or alt contact), or altid (for notetakers)

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Your ClockWork username and password:

ClockWork username: Krystal

ClockWork password:

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Select the student option and enter the 'student_no' in the student field. Enter the clockwork username and password and hit 'switch login'.



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Welcome to the Online Student Services

Please select an option from the menu below:



[Book a test](#)



[My schedule](#)



[Accommodation Letters](#)



[Book an appointment](#)



[Book a workshop](#)



[Course Notes](#)




[Note-takers](#)

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Select the course notes option to go through the student receiving notes section.



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Note Taking Program

Please click on 'Courses / Notes' on the left menu to view your note taking requests.

If you have any questions or need assistance, please contact us by phone or email

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Courses

Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for.

Show term

Summer 2014 ▼

[Refresh list](#)

Course name	I require a note taker	Note taker availability	My lecture notes
BIO 2145 001 view download history	No change this		N/A

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Only



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Courses

Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for.

Show term: Summer 2014 ▼

[Refresh list](#)

Course name	I require a note taker	Note taker availability	My lecture notes
BIO 2145 001 view download history	No change this		N/A

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students student



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Successfully marked 'require notetaker'.

Courses

Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for.

Show term: Summer 2014

[Refresh list](#)

Course name	I require a note taker	Note taker availability	My lecture notes
BIO 2145 001 view download history	Yes change this	<input type="text" value="select a notetaker"/>	<input type="text" value="Notes"/>

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Students receiving note-taking accommodation can go-online and request a note-taker. The students have an option to select their own note-taker. They can make their decision based on sample notes uploaded by the note-taker.



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Courses

Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for.

Show term: Summer 2014 ▾

[Refresh list](#)

Course name	I require a note taker	Note taker availability	My lecture notes
BIO 2145 001 view download history	Yes <i>Contact us if you need to switch notetakers</i>	Selected	Notes

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Lecture Notes for BIO 2145 001

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[view download history](#)

Lecture date	Notetaker	Comments	Download
May 15 (Thu)	Notetaker 1058	notes	 View notes
May 6 (Tue)	Notetaker 1061	notes	 View notes
May 1 (Thu)	Notetaker 1063	notes	 View notes
June 4 (Wed)	Notetaker 6		 View notes
June 4 (Wed)	Notetaker 21		 View notes
May 7 (Wed)	Notetaker 33	notes	 View notes
May 7 (Wed)	Notetaker 33	notes	 View notes

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[view download history](#)

Lecture date	Notetaker	Comments	Download
May 15 (Thu)	Notetaker 1058	notes	View notes
May 6 (Tue)	Notetaker 1061	notes	View notes
May 1 (Thu)	Notetaker 1063	notes	View notes
June 4 (Wed)	Notetaker 6		View notes
June 4 (Wed)	Notetaker 21		View notes
May 7 (Wed)	Notetaker 33	notes	View notes
May 7 (Wed)	Notetaker 33	notes	View notes

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Download History for

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Lecture date	Date downloaded	Comments	Download
May 15 (Thu)	May 30 2014 (12:03 PM)	notes	View notes

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Note-taking Procedures

You must be approved by your advisor for a notetaker accommodation before you can use the note-taking system. The following procedures only apply to you if you have been approved for a note-taking accommodation.

Step 1

You must indicate that you require a note-taker for each course that you would like to receive notes for. Click on the 'Courses / Notes' link in the main menu, then click on 'No - change this' beside each course for which you require a note-taker.

Step 2

If a note-taker is available for a course you will see a button called 'select a notetaker' in the 'Notetaker availability' column of your course list. Click on the button to view the list of available notetakers. You are able to browse sample notes that each notetaker has uploaded in order to help you make your decision.

Step 3

Once you have selected a notetaker, you are able to download the notes that have been uploaded by your notetaker. Click on the 'Notes' button beside the course you wish to download notes for. Note that you should download your notes at least once per week. If you wait until the night before a test or exam, the system could be unavailable and no one will be able to assist you after hours.

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Your comments are welcome!

Please fill in the details below and click the 'Submit' button at the bottom to send us your comment, question or suggestion:

Name:

Email:

Comment:

Type your comment and click 'Submit my comment' ...

The word 'restoration' has which letter in 9th position?

[Generate a new question](#)

Please type the answer:

Submit my comment

Cancel

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Thank you for your submission.

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