How to Request Course Notes

Students registered with Student Accessibility Services (SAS) who have a **Note Taking accommodation** are required to complete this process at the beginning of **each semester** to access note-taking supports.

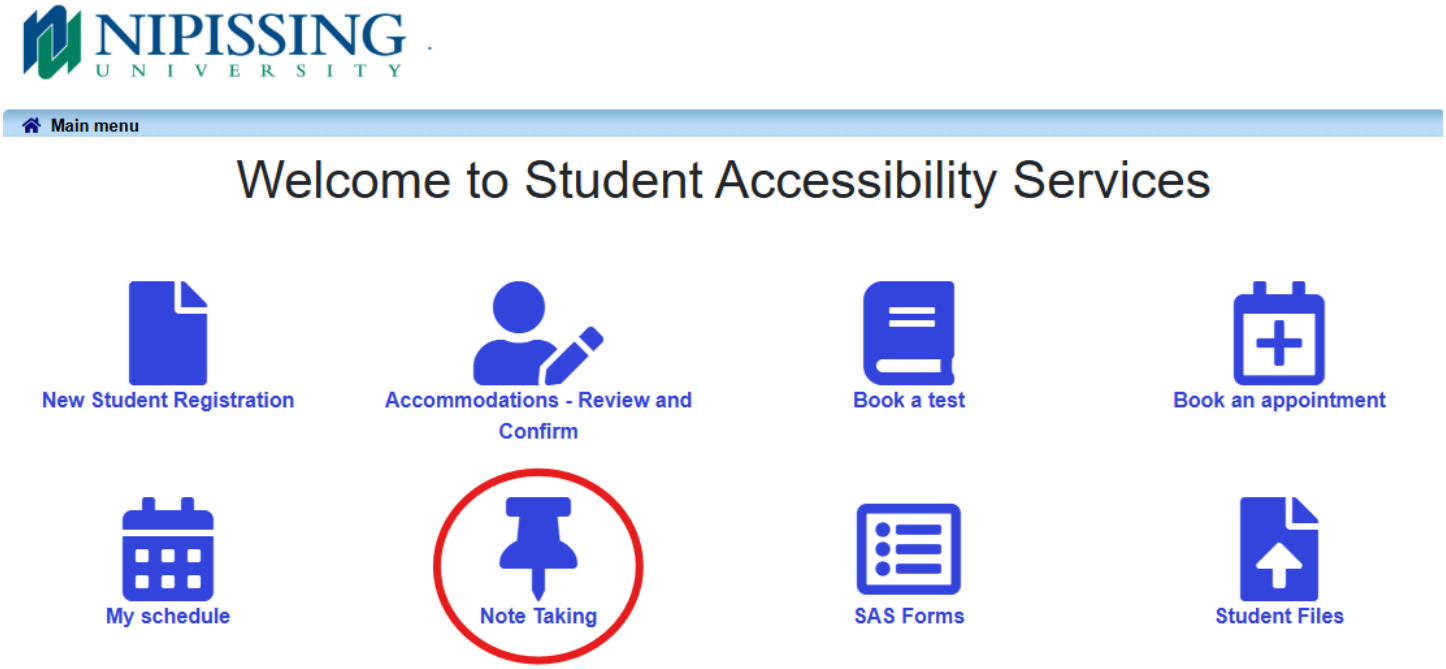
Please Note: You must have a **Note Taking accommodation** in your Accommodation Plan and have **Reviewed and Confirmed your Accommodations** for the current course and term to access this section of the portal. If you expect to be able to complete the steps below but cannot access this section, please reach out to us.

1. Access the Student Accessibility Services (SAS) ClockWork Portal

The first step to requesting notes is to access the ClockWork Portal from an internet browser. Please avoid using Safari.

2. Navigate from the Main Menu to the Note Taking Page

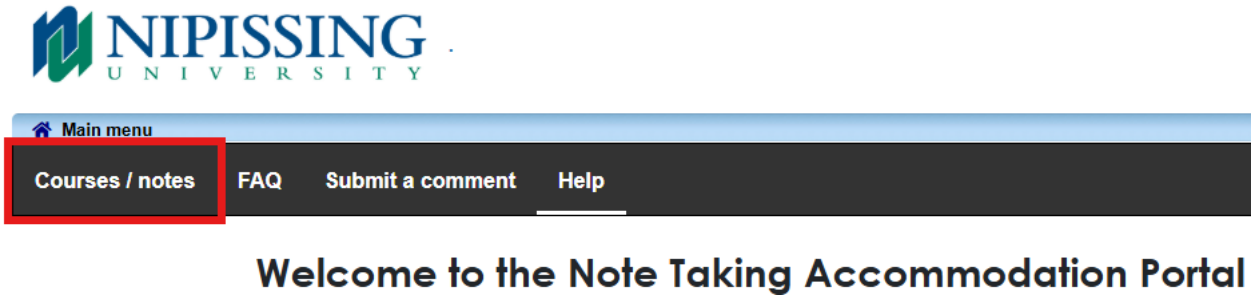
Click on the 'Note Taking' icon on the Main Menu.



Student Accessibility Services
sas@nipissingu.ca
(705) 474-3450 ext. 4362

3. Navigate from the Note Taking Welcome Page to the Courses/Notes tab

Click on the 'Courses/notes' tab at the top of the page.

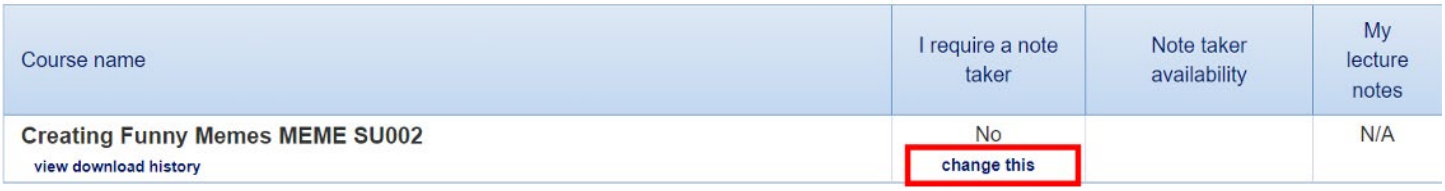


4. Request Notes

This section allows you to request note-taking support for each of your courses.

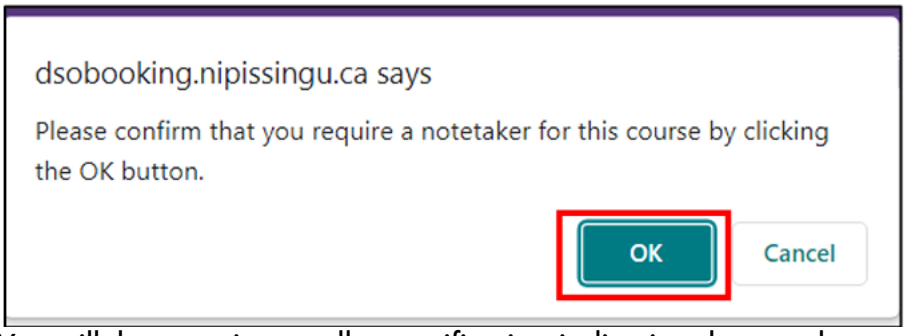
Click **'change this'** under the column **'I require a note taker'** for **each course for which you require notes**.

Please Note: If 'change this' does not appear on your screen, please contact us.



5. Confirm

Click 'OK' to confirm.



You will then receive a yellow notification indicating that you have successfully marked required notetaker.

6. Allow up to Two Business Days for SAS to Process your Request

The previous steps will notify SAS that you require access to the Note Taking accommodation. We appreciate your patience while we complete next steps.

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Please Note: While we try our best to minimize any delays, the process may take us up to two business days. If you have not received information about next steps after two business days, please reach out to us at sastech@nipissingu.ca.

7. Complete your Jamworks Account Registration

You will receive an email from Jamworks in your Nipissing University email asking you to **set up your password**. Click on this link and follow the steps provided by Jamworks.

Please Note: This step is only required if you have **not** already set up a Jamworks account under Student Accessibility Services' Jamworks licence.

8. Download the Jamworks App

Download the Jamworks app on the device you will use to record your lectures. It is recommended that you use your personal mobile device. Please reach out to sastech@nipissingu.ca if you have any questions or experience any difficulties downloading the app.

9. Review Jamworks' Student Onboarding Page

Review Jamworks' Student Onboarding Page for information and tutorials on how to use the software.

Please reach out to sastech@nipissingu.ca if you have any questions or would like to book an appointment with the Adaptive Technology Technician for assistance getting started with Jamworks.

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