

# Signing Up to Be a Notetaker

Volunteers must be enrolled in the same class as the student who requires notes. Once you are matched with a student in our system, you will receive an email notifying you of a new notetaking assignment. You can then log into your AIM account and begin uploading your notes.

The receiving student will download the notes directly from AIM. This process is designed to protect the privacy of both the volunteer and the student receiving notes.

## How to Sign-Up

- Log into AIM. The link can be found on the AAS webpage and in Pack Portal under Campus Tools. You will use your A-State email and password.
- Complete and submit the Notetaking Volunteer Application.

## Volunteer Responsibilities

- Attend class on a regular basis and take comprehensive, legible notes. Comprehensive notes are more than simply posting the PowerPoint slides that have no additional notes beyond what the professor provided in the slides. If you are unsure if your notes are adequate, please review the What do Effective Notes Look Like? section of this document.
- Post notes to your AIM account with AAS no less than twice a week. If you do not know how to post notes in AIM, please see the How to Post Notes to AIM section of this document or contact our office.

The AAS student receiving note-taking accommodations should remain anonymous to you. If you learn who the student is, please keep their information private.

If at any point you are unable to continue volunteering, please notify the AAS office immediately so we can arrange an alternative.

## After Submitting the Application

- On the left side of your screen, you should see different tabs. Click on the Notetaker tab. If you do not see this tab, you may need to log out, then log in again for the change to take place.
  - Under Add Courses you should see small boxes. In those boxes, enter the CRN for each class you want to take notes for.
    - If you do not know the CRN for your course(s), you can find them on your class schedule.
  - Click submit, then type in your name to sign the contract.
  - Check the boxes that appear beside your classes and change internship to volunteer hours. Then click submit, and you are done!
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