



Disability Services

Manual for Notetakers

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What is the Notetaking Service?

Through the peer notetaking service, students with disabilities receive copies of lecture notes because they are unable to take their own legible copy of lecture notes. Eligibility for the notetaking service is determined by Disability Services. This may be for reasons such as:

- Vision impairment
- Hearing impairment
- Specific learning disability
- Writing impairment
- Physical disability

Under this scheme students from the same lecture group are recruited as Notetakers to deliver clear, accurate lecture notes in a timely fashion. In order to protect the confidentiality of both the Note Recipients and the Notetakers, Disability Services has in place an anonymous distribution for notes.

The service is only provided when lecture notes are not available on the web or from the lecturer. The notetaking service is *not* a replacement for attending lectures. Recipients of the service must still attend all lectures, tutorials and practicals.

Notetakers are paid an hourly rate by Disability Services.

Working as a Peer Notetaker

When you are offered, and accept, a position as a Notetaker you will receive the following in addition to this Instruction Manual:

- A Letter of Appointment which states the conditions and duration of your appointment
- Pay Paperwork, which has important forms (Tax File, Bank Account etc) for you to complete and return in order for your payment to be processed.

Important Note: You will only be paid for your notes if you are formally employed as a Notetaker and have been provided with a letter of appointment by Disability Services. You will not be paid if someone in your class directly asks you to take notes for them, unless you contact Disability Services first and are determined to be a suitable Notetaker for the unit of study and then provided with a letter of appointment.

Peer Notetaker Responsibilities

As a Notetaker you are an employee of Disability Services, and are expected to undertake the following commitments:

- Take complete, detailed notes at all lectures.
- Provide typed notes.
- Attend all lectures – advise Disability Services immediately if you are unable to do so.
- Upload notes in a timely fashion – within two days of the lecture – advise Disability Services if you are unable to do so.
- Keep an accurate record of the delivery of lecture notes.
- Advise Disability Services if the lecture notes are made available on the web.
- Alert Disability Services immediately to any change in contact details or availability for notetaking.
- Complete an accurate pay claim at the end of semester.
- Respect the privacy of Disability Services clients, and do not disclose any information, that you may come into contact with, outside of this service (e.g. if you happen to know who the clients are.)

Disability Services Responsibilities

As an employer of Notetakers, Disability Services commits to the following:

- Respect and maintain privacy in relation to your personal, financial and academic details.
- Provide you with training on the use of equipment.
- Provide equipment for you to use in order to carry out the delivery of your notes.
- Provide assistance with equipment, administrative matters (like pay claims) or general queries about Notetaking.

- Process your pay claim in an accurate and timely manner.
- Advise you if the recipient no longer requires the service that you are providing.

Guidelines for Notetaking

Be sure to do the following for all notes:

- Record the **date, lecture number** and **subject code** at the beginning. This is so the recipient will know what your notes are and can easily keep them in order. It also means that Disability Services can verify the work you have completed.
- **Type** your notes. This will ensure that your notes are easy to read and come out clearly and in an appropriate size if printed.
- Check your **spelling**. This is important, especially for phrases and jargon that are not part of ordinary language usage. Check with the lecturer if you do not know how to spell a word; chances are that others in the lecture are unsure as well. If you use abbreviations, ensure that you have provided the details of what these stand for so that the recipient can understand the notes.
- Use **headings** or **key phrases** to **structure your notes**. Be sure to use headings and key words that are used in the lecture to structure your notes. This will not only make it easier for you when it comes to revision time, but it will also mean the recipient will be better able to understand them in relation to the lecture content.
- **Highlight** key phrases. Make important points or words stand out. This way the recipient will know that they are important and should be studied more thoroughly in course readers or research.
- Ensure your notes are **well spaced**. Taking good notes doesn't mean filling up every available space on the page. Your notes will be easier to read if you use spaces between points.
- Use **examples** if appropriate. Be sure to include examples to illustrate a point if the speaker does so as well. Examples are often useful in demonstrating the concept and should not be left out if possible.

- Upload **lecture notes only**.
You should not deliver anything other than lecture notes. Photocopied handouts, tutorial notes, web notes etc should not be included.

Uploading Notes

Your notes must be uploaded within two days of the lecture; this is to ensure that recipients do not fall behind in their course work. Ideally you will deliver them on the day of the lecture, but if this is not possible then it must be within two days.

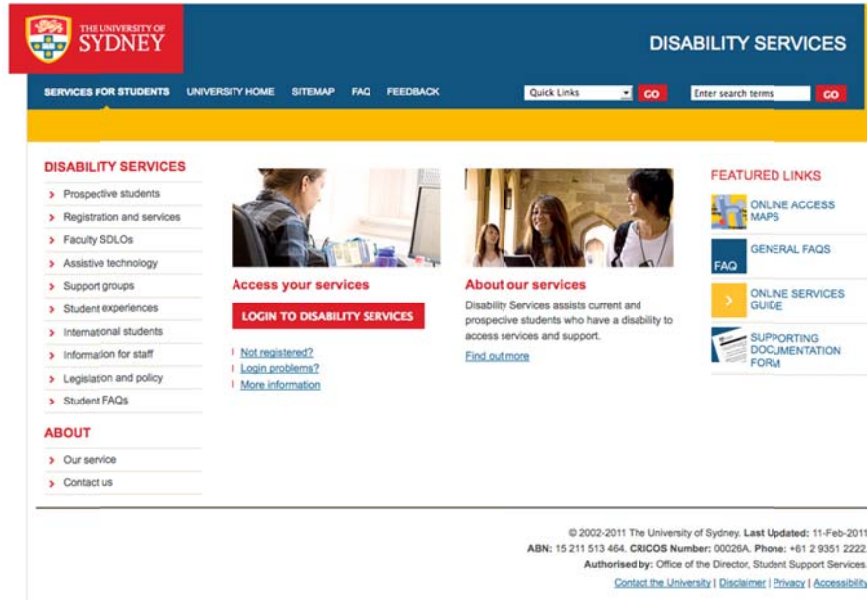
If you do not deliver your notes or continue to deliver them late, you will jeopardise your current and future employment as a Notetaker.

Being reliable in delivering your notes is expected. If you are having difficulty in meeting this expectation please contact Disability Services. One or more of your student peers will be relying on the notes you provide and so it is important that Disability Services is aware of any difficulties so that we can ensure students are not disadvantaged.

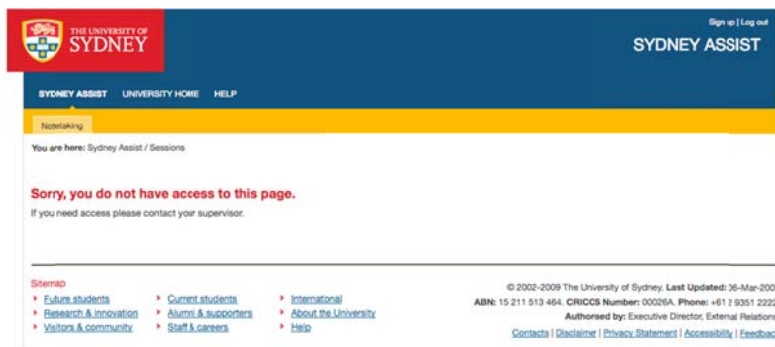
How to Upload Notes

Uploading your notes involves logging in to our online system using your unikey. *Instructions are also available online should you misplace your notetaking manual. CHECK!!!*

Go to the home page of Disability Services, <http://sydney.edu.au/stuserv/disability/> and click on the large red box to log in to Disability Services. This will bring up a page asking for your Unikey and password.



The next screen you see will say “Sorry, you do not have access to this page”. Please disregard this message, and click on the Notetaking tab.



You are now in the main Notetaking section of the system. In the detail column, you will see the Subjects (UOS) for which you are the Notetaker, the status of that Notetaking request, as well as the Notes that have been submitted.

In the example below, the Notetaker has been offered a position for the Semester 1 UOS, but has not yet accepted the position. All that is needed is to click on the link to Accept in the Action column, and the position is yours.

On this screen, there is also a direct link if you need to quickly email the Notetaking Coordinator. This link will open a new email in your default email client.

There is also a link to [Important dates and pay information](#). Occasionally new information will be linked here to keep you up to date, but you will also receive an email outlining any changes.

To submit your notes for the Notetaking recipients, click on the link to Submit new notes.

The screenshot displays the Sydney Assist Notetaking interface. At the top, there is a navigation bar with 'SYDNEY ASSIST', 'UNIVERSITY HOME', and 'HELP'. Below this, a yellow banner indicates the current page is 'Notetaking'. The main content area shows the user's profile: 'Mr [redacted]', created on '18 Jul 2010', with a status of 'active'. A 'Submit new notes' button is visible. A table lists notetaking requests with columns for status, subject, year, semester, notes, and action. The table contains 10 rows of data. On the right, there is a 'TOOLS' section with links for 'Logout', 'Email Notetaking coordinator', and 'Important dates and pay information'. Below this is a contact details section for the user, including fields for name, profile, SID, email, faculty, degree, and phone.

status	Subject	Year	Semester	Notes	Action
pending	BMED2801	2011	Semester 1	There are no notes submitted	Accept Decline
pending	BMED2802	2011	Semester 1	There are no notes submitted	Accept Decline
pending	BMED2803	2011	Semester 1	There are no notes submitted	Accept Decline
pending	BMED2806	2011	Semester 1	There are no notes submitted	Accept Decline
approved	AMME2302	2010	Semester 2	There are no notes submitted	View active requests (0)
approved	AMME2200	2010	Semester 2	There are no notes submitted	View active requests (0)
approved	AMME2301	2010	Semester 1	There are no notes submitted	View active requests (0)
approved	AMME2500	2010	Semester 1	There are no notes submitted	View active requests (0)

On the next screen, there is a dropdown box for Notetaking Subject. The UOS for which you are the Notetaker will be in this list. Select the one for the notes you are uploading.

To submit a file of your notes whether you have scanned them, or typed them into a Word document, click on the Browse link under Attachments/File and locate the file on your computer, press Submit. **Please only submit one file per submission, as your timesheet will be checked against the submissions, and if the hours don't correspond, there may be a delay in processing while submissions are checked.**

Please note: It is always better in this system to upload files as *.doc or *.pdf (not *.docx). **Please don't zip files together**, as for some students with disabilities, this is a very difficult format to work with.

If you have any more information, or just a hint to go along with the upload, you can type this directly into the Notes section. (For instance, if you want to highlight an example on page 3, or if there are additions to a previous file.)

Once your notes have been uploaded, you will see them in the Notes section. You can check on them at any time by clicking the link to View all Notes.

Notetaking | Payments

[Submit new notes](#)

Notetaking

status	Subject	Year	Semester	Notes	Action
approved	BMED2801	2011	Semester 1	View all notes (1 submission)	View active requests (1)
approved	BMED2802	2011	Semester 1	There are no notes submitted	View active requests (1)
approved	BMED2803	2011	Semester 1	There are no notes submitted	View active requests (1)
approved	BMED2806	2011	Semester 1	There are no notes submitted	View active requests (1)
approved	AMME2302	2010	Semester 2	There are no notes submitted	View active requests (0)
approved	AMME2200	2010	Semester 2	There are no notes submitted	View active requests (0)
approved	AMME2301	2010	Semester 1	There are no notes submitted	View active requests (0)
approved	AMME2500	2010	Semester 1	There are no notes submitted	View active requests (0)

TOOLS

- [Logout](#)
- [Email Notetaking coordinator](#)
- [Important dates and pay information](#)

Mr [Redacted]

[view full profile](#)

SID [Redacted]

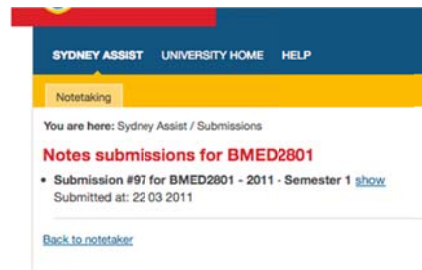
EMAIL [Redacted]

FACULTY
Faculty of Engineering and Information Technologies

DEGREE
Bachelor of Engineering and Bachelor of Medical Science (BH021)

CONTACT DETAILS

This is what the View all notes page looks like. To see the notes, click on the Show link. This will allow you to view the files you uploaded.



If you are having trouble with the online system please contact Disability Services. Likewise, if you are unsure whether the notes uploaded correctly you can check with Disability Services.

Cancellation of Notes

It is important that you check your university email address regularly as Disability Services will send emails to this address from time to time. One reason that you may be contacted is regarding the cancellation of notes. If the notes recipient withdraws or no longer requires notes then we will no longer require your services. An email will be sent if this is the case. You will not be paid for any notes uploaded after Disability Services has advised you that they are no longer required, however you will be paid for all notes uploaded up to that date.

Alternatively, if you withdraw from the unit of study for which you are hired to be a Notetaker, it is imperative that you inform Disability Services. This will enable us to hire another Notetaker in a timely manner for the recipient. Please do not delay letting us know if you withdraw.

Payment

Notetakers are paid in a lump sum at the end of semester after submitting pay claim paperwork. If Notetakers are not Australian citizens they must provide proof of their eligibility to work. Payment will be made direct deposit into an Australian bank account.

The rate of pay is \$10.00 per lecture hour.

At the end of semester when your lectures are over, you will be sent an email advising that it is time to CLAIM YOUR PAY! You may not do so until you have

uploaded all of your notes. To claim your pay you must submit your timesheet online.

Pay Paperwork

Before you can claim your pay, you will need to submit your pay paperwork. This includes the following:

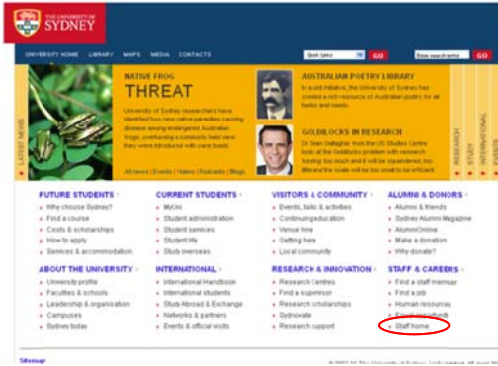
- A signed copy of your letter of appointment.
- A copy of photo ID (e.g. Drivers license or Passport)
- Your visa (if you are an international student.)
- Your bank account details (including BSB)
- Your tax file number.

Your paperwork cannot be accepted without the above information so be sure to bring it all with you for speedy processing.

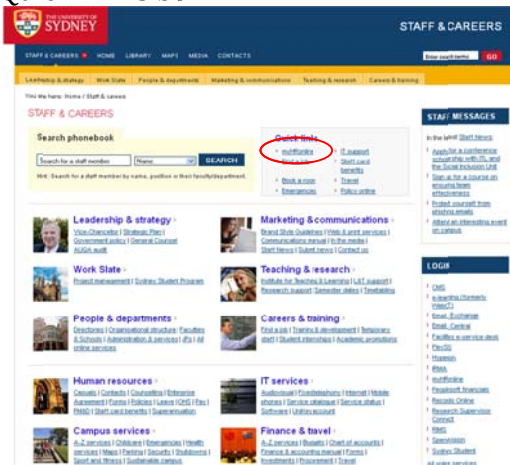
You will receive the paperwork in an email towards the end of the semester, and it will be up to you to print it, complete it, and return it to Disability Services in time to submit your timesheet after your last lecture notes are uploaded. If you have previously been a Notetaker and are already set up in MyHRonline, you will not need to resubmit any paperwork

How to Submit Your Timesheet

1. From the University homepage, go to the Staff Home page (bottom right hand corner).



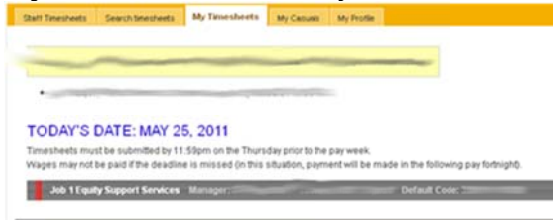
2. On the Staff and Careers homepage, click on the link to myHRonline in the Quick Links box.



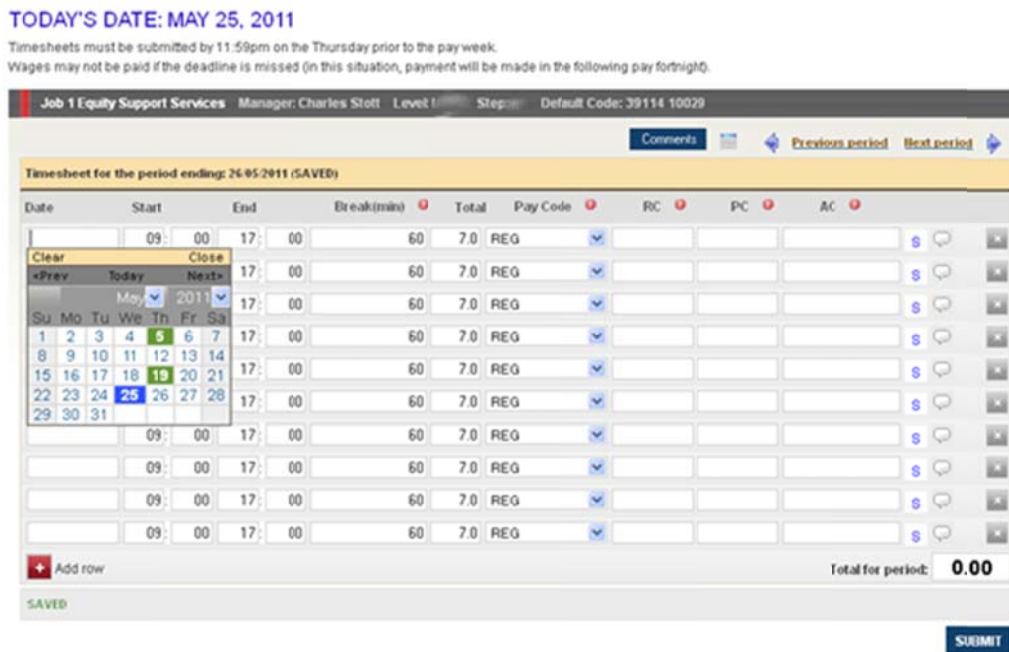
3. Enter your unikey and password, and on the next page, go to Timesheet (link under My Favourites in the bottom right hand corner).



4. You will see a grey bar with the Job title Equity Support Services. Click on it to expand the timesheet entry area.



5. If you click in the Date field, a calendar box will appear and you will be able to put in the dates for your lectures. In the Start and End fields, put the lecture times – you will have to use 24 hour time, so if the lecture started at 3:00 pm and finished at 5:00 pm, you would enter 15:00 to 17:00. Change the Break field to 0. If you were taking notes for more than one Unit of Study, I would suggest you enter all of the dates and times for one, and then enter all for the next. You can add extra rows by clicking the red + sign next to Add row. The system automatically saves entries once they have been entered (there will be a green tick at the end of the row), so if you can't finish it all at once, you can come back to it.



6. Click on the speech balloon icon at the end of each row, and a comment box will open on a new line. In the Employee comment field, type the Unit of Study code that applies to the date and time entered. It is important to do this, as it will be checked against submissions in the notetaking system. If there is any ambiguity, I will have to check with you, and it may delay the processing of your pay claim.

TODAY'S DATE: MAY 25, 2011

Timesheets must be submitted by 11:59pm on the Thursday prior to the pay week.
Wages may not be paid if the deadline is missed in this situation, payment will be made in the following pay fortnight.

Job 1 Equity Support Services Manager: Charles Storr Level: LW03 Step: 01 Default Code: 20114 10029

Timesheet for the period ending: 26/05/2011 (SAVED)

Date	Start	End	Break(mins)	Total	Pay Code	RC	PC	AC
02/05/2011	09:00	17:00		60	7 REG			
Employee comment:				Supervisor comment:				
03/05/2011	09:00	17:00		60	7 REG			
Employee comment:				Supervisor comment:				
09/05/2011	09:00	17:00		60	7 REG			
Employee comment:				Supervisor comment:				

7. Once you have entered all the times and dates for your lectures, click on the Submit button.

Employee comment: Supervisor comment:

09:00 17:00 60 7 REG

Employee comment: Supervisor comment:

09:00 17:00 60 7 REG

Employee comment: Supervisor comment:

09:00 17:00 60 7 REG

ADD row Total for period: 0.00

SAVED

Submit

Payroll deadlines can be checked online, and timesheets processed prior to the deadline will be paid the following week.

If you would like to know more about the timesheet system, there is a video presentation that can be accessed from the following link:

http://sydney.edu.au/sydneypeople/myhronline/frequently_asked_questions_employees.shtml#timesheets.

How to Print your Payment Summary for your Tax Return

From the front page of MyHROnline, click on the tab, My Pay, then Payroll Details. As well as your current payslip, and your payslip history, you will be able to view your Payment Summary. If you click on the Serial Number, you will be able to print out the Payment Summary to include with your Tax Return.

Person: [Redacted]
Job: 03, [Redacted]

Serial#	Tax Year	Period Start	Period End	Gross Amount	Tax Amount	Date Issued	ATO Income Type	Payment Summary Type
[Redacted]	2010	01-JUL-2009	30-JUN-2010	[Redacted]	[Redacted]	01-JUL-2010	Salary or Wage Income	Normal
[Redacted]	2009	01-JUL-2008	30-JUN-2009	[Redacted]	[Redacted]	30-JUN-2009	Salary or Wage Income	Normal
[Redacted]	2008	01-JUL-2007	30-JUN-2008	[Redacted]	[Redacted]	30-JUN-2008	Salary or Wage Income	Normal

Records 1 to 3 of 3
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[User Preferences](#)

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Future Employment

The Peer Notetaking Service is an integral part of accessibility to education for students with disabilities. Not only our clients, but also Disability Services, value the service that our Notetakers provide.

Notetakers who supply good notes and who are reliable are regarded highly, and if you prove to be so, Disability Services will continue to offer you notetaking work if required by a client in your unit of study.

If you would like to continue to work as a Notetaker just tick the box on your record of hours form, or alternatively tell the Disability Services Administrative Officer. An email will be sent before semester to let you know we are getting ready to recruit, so be sure to check your university email address regularly even during vacation time.

If you have any friends who would like to become Notetakers, we are only too happy to receive an application from them.

Contacts

Administrative Officer
Disability Services
Tel: 8627 8422
Email: note.takers@sydney.edu.au
Website: sydney.edu.au/disability