

# Notetaker Application Steps

1. Log in or create an account in the Accessible Information Management Portal (AIM): <https://whitney.accessiblelearning.com/FSU/applicationnotetaker.aspx>. You will be prompted to log in through the FSU portal, then will be redirected to AIM. After you log in, you should see the page below. Enter in your EMPLID and continue to step 2.

My Dashboard Unified Blogs Staff Access Notetaker Proctor

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ONLINE NOTETAKER APPLICATION

**ELIGIBILITY REQUIREMENTS**

Notetakers are responsible for documenting in a concise but complete manner what transpires during class. These notes must then be uploaded to the SDRS's online portal (AIM). Notetakers are required to be enrolled in the same class as the student for whom they are taking notes.

- Notetaker must be an FSU student.
- Notetaker must be in good academic standing.
- Promptly attend all lectures and other mandatory course sessions (films, sections, and all required activities). In the event a notetaker must be absent from class: Notetakers are required to make arrangements for a substitute notetaker, or for obtaining and delivering notes from another student as soon as possible.
- If no notes are taken in class, upload a document stating there were no notes on for and your full name.
- Notetaker must upload notes within 48 hours of each class session.
- Notetaker must submit legible handwritten or typed notes to the SDRS notetaking online portal (AIM).
- Notetaker must contact the SDRS regarding any problems that arise with their notetaking responsibilities.

Step 1: Specify Login Information

School ID:   
Hint: Enter 9 alpha numeric characters.

Username:

Email Address:

Continue to Step 2

2. On the next page more personal information is required like first name, last name, cell phone number, address, etc. Once submitted, AIM will create a User Profile for you.
3. You will then need to log into the system to request an assignment. Once you log back in, you will see the page below. You must then select *Notetaker* at the top of the page.



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My Dashboard Notetaker

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OVERVIEW

**IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- **Message for Notetaker:**  
**Tips for Notetakers:**  
Frequency is very important for the effectiveness of notes. Notes are to be turned in within 48 hours of a class/test.  
  
Notes need to be legible. Make sure that your scan is of good quality. Look out for blurring, notes being too dark or light, or overall poor quality.  
  
Avoid abbreviations except where class appropriate.  
  
Avoid using a pencil, which can sometimes show up as faded and unreadable. Note: there are classes where using a pencil is a requirement (math for example), so if this is the case, please write heavily so the lines are dark.  
  
Be sure to date your notes and label them with the class and section number and date. If there are multiple pages, be sure to indicate page numbers (especially if they are in separate pdf files).  
  
Page Header examples: CHY 121-0001;  
  
File name examples: CHY121-0001page1.pdf; CHY121-0001page2.pdf;  
  
Check your FSU student email regularly. You will receive periodic reminders of key events throughout the semester, tips and news that pertain to notetaking as well as opportunities that may come up that are exclusive to notetaking volunteers.

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Login as User Feature

Back to My Profile

Home

- > My Dashboard
- > My Profile
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)
- > Housing Accommodation

Important Dates

- > **July 04**  
Independence Day 2019
- > **July 05**  
Post Independence Day
- > **August 15**  
DOS Staff Retreat 2019 - #1
- > **August 16**  
DOS Staff Retreat 2019 - #2

## Notetaker Application Steps

4. You will then be routed to the next page where you will need to enter in the course registration number (CRN) for the class(es) you will be uploading notes for. You may find your CRN by navigating to student central. You will select *My Class Schedule* under academics and your CRN will be listed under class number as shown below.

PSY 2012 - GEN PSYCHOLOGY						
Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	3.00	Letter Graded		Liberal Studies: Social Sciences (Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
3410	0002	Lecture	MoTuWeThFr 11:00AM - 12:15PM	PDA D0201	A. McGraw	06/24/2019 - 08/02/2019

You will then enter your CRN, then select *Continue to Verify Your Classes*.

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**Request a Notetaking Assignment**

**Step 1: Choose Term**

Term\*:

**Step 2: Enter Course Registration Numbers**

3410						

**Important Note:** If you have not signed an agreement for this particular term, the system will require you to submit a notetaker agreement after you click **Continue to Verify Your Classes**.

5. You will then verify your class and submit your class schedule. If you have not completed a notetaking agreement up to this point, you will then be prompted to do so.

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**Step 3: Verify Your Classes**

Please verify your class schedule, if it is correct check the box and click **Submit Your Class Schedule** to request a notetaking assignment.

	CRN	SBJ	CRS	SEC	Course Title	CMPS
<input checked="" type="checkbox"/>	3410	PSY	2012	0002	General Psychology	MAIN

6. You will receive an email where you will need to confirm one last time that you will take notes for the class.

## Notetaker Application Steps

7. Upload notes! Under the notetaker tab, you will see file information. Simply select the class you are uploading the notes for, the week, and the day(s). Choose file and hit upload.

**File Information**

Select Class\*:

Notes for\*:

Select Day(s)\*:

<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Sunday	

Select File:

Thank you for taking notes for a fellow Seminole!

\*If you have any questions about notetaking please email us at [OAS-Notetaking@fsu.edu](mailto:OAS-Notetaking@fsu.edu)