



William & Mary Note Taker Program



About:

Students who have a diagnosed condition for which peer notes would be a helpful supplement in order to be successful in the class, may benefit from our Note Taker Program. In order to qualify for this accommodation, students register online with Student Accessibility Services and make an appointment for an in-person meeting to discuss it in detail. Once the accommodation has been approved, SAS can assist in recruiting a note taker for the student's courses.

We mostly rely on volunteers to fill the role of a note taker. However, for some courses, we are less successful which is where our paid note takers come in. As a paid note taker, your responsibility will be to attend a course for which you may or may not be registered and take notes for the student. Your role is imperative for this student's success and we and the student greatly appreciate your help.



Responsibilities:

Note takers must upload their notes after each class using the notes drop off portal – be diligent as someone is relying on those notes!

We prefer that you type your notes, as they are more legible and more easily submitted.

If you must handwrite notes (such as in a math course for which writing down equations is easier), you can come to our office (Campus Center 109) to have them scanned. Alternatively, there are scanners in Swem or a free app called Tiny Scanner for iOS and Android.

If you are going to miss class, let us know as soon as possible so we can find a back up.



Hiring Checklist:

To ensure that you get paid for your notes, please ensure that you fill out all of the forms listed below.

- Student Hourly Employment Form
- Payroll Direct Deposit Authorization (along with a voided check)

Please note, if you are not already an employee of the university, you must also come in to fill out your I-9 and bring with you

- A social security card or birth certificate along with your driver's license



FAQ's:

Q: When trying to upload my notes, it says I am not enrolled in the class. What should I do?

A: Ensure that you put only your username (not the entire email address) in the username box. Also, when searching for your course, use the full name rather than the course code. Ex.: If Human Anatomy (KINE 301) is your course, search with "Human Anatomy" not "KINE 301".

Q: I handwrite my notes. How should I upload them?

A: Handwritten notes should be scanned and uploaded as pdfs. There is a free app called Tiny Scanner that allows you to scan notes using your phone.

Q: I missed class and was unable to take notes. What should I do?

A: Notify us as soon as possible by contacting sas@wm.edu. We try to find two note takers for each course so that we have a back-up but sometimes that is not possible.

Q: Is there any compensation for providing my notes?

A: You will be paid an hourly minimum wage.

Q: I want to know who is getting my notes before I provide them. Is that possible?

A: SAS operates on strict confidentiality and privacy must be respected. Therefore we cannot disclose who will be receiving your notes.



Uploading Your Notes

1. Go to <https://wm-accommodate.symlicity.com/notesdropoff/>

The screenshot shows the 'Note-Taker Dropoff Portal' interface. At the top, there's a search bar and a 'Software by Symlicity' logo. Below the header, the title 'Note-Taker Dropoff Portal' is displayed. A progress bar indicates three steps: 1. Note Taker Login, 2. Submit Notes, and 3. Confirmation. The 'Username' field is labeled 'your email address' and contains a text input box. The 'Course' field contains a text input box with a dropdown arrow. A 'Submit' button is located below the input fields. At the bottom, it says 'Accessibility Services Management System'.

2. Enter your W&M username (not the entire email address) and the course for which you are uploading notes – then hit SUBMIT
Note: when typing in the course, type in the name of the course rather than the course code (ex.: for Social Psychology (Psyc 202) Type in “Social Psychology” rather than Psyc 202).

This screenshot shows the same 'Note-Taker Dropoff Portal' but with example data entered. The 'Username' field now contains 'jwilson@univ.edu'. The 'Course' field contains 'Chemistry 111 (CHM111)'. A mouse cursor is hovering over the 'Submit' button. The progress bar and other interface elements remain the same.



3. Give the notes a title (optional: add the date on which they were taken)

The screenshot shows the 'Note-Taker Dropoff Portal' interface. At the top, it says 'Accorimodate by simplicity'. Below the title, there are steps: '1 Note Taker Login', '2 Submit Notes', and '3 Confirmation'. The main form area has a 'Course*' dropdown set to 'Chemistry 111 (CHM111)'. The 'Note Title*' field contains 'Chapter 1'. The 'Date Note Taken' is set to '2016-03-07'. There are 'Select' and 'Clear' buttons next to the date. Below this is a 'Document' section with a 'File' upload area. It includes a note: 'For files over 10 Mb, please use the Large Upload button. It requires latest version of Flash plugin to be installed on your system, and your browser needs to allow popups from this site.' There are 'Browse...' and 'No file selected.' buttons, and a 'Large Upload (Flash)' button. A 'Description' text area is below the file upload. At the bottom of the form are 'Submit' and 'Cancel' buttons. To the right of the form, there is a 'COURSE INFORMATION' table.

COURSE INFORMATION	
Title	Chemistry 111
Instructor	Mary Harper (mharp@wm.edu)
Code	CHM111
Days	Monday, Wednesday, Friday
Start Time	2:00 pm
End Time	3:00 pm

4. Browse your computer and select the appropriate file (optional: add a description)

5. Click SUBMIT

The screenshot shows the 'Note-Taker Dropoff Portal' after submission. The URL bar shows 'hp?mode=thanks'. The page has the 'Accorimodate by simplicity' logo. The title is 'Note-Taker Dropoff Portal'. Below the title, the steps are: '1 Note Taker Login', '2 Submit Notes', and '3 Confirmation'. A message in the center says 'Thank You. Your notes have been received.' Below this message is a 'Submit More Notes' button. At the bottom of the page, it says 'Accessibility Services Management System'.



THIS FORM IS SUBMITTED TO STUDENT FINANCIAL AID FOR PROCESSING
 All combined student employment is limited to no more than 29 hours per week.
 For additional information or help access the [Student Employment Form Instructions](#)

[Reset Form](#)

Employer: W&M <input type="checkbox"/>		Banner ID:		Date	
Last Name:		First Name:		Middle Initial:	
Type of Student: Undergraduate <input type="checkbox"/>		Does this student have another Campus job? <input type="radio"/> Yes <input type="radio"/> No Dept		TYPE OF ACTION: New Hire	
Is the student on an F1 or J1 Visa?		Is this student an Athlete?			
ACTION REQUESTED AND ASSIGNMENT INFORMATION - HOURLY PAYMENTS ONLY - A TIMESHEET IS REQUIRED					
Position Number (Required) ST375W		Position Title SAS Class Note Taker			
Estimated Hours Per Week: 3		Hourly Rate: \$ 7.25		Effective Date: End Date:	
Timesheet Dept Org. # 210000		Timesheet Dept. Name Student Accessibility Services		Timesheet Approver Name: Lesley Henderson Timesheet Approver Posn #: FP009W	
Description of Duties: Student is responsible for taking accurate, thorough notes of assigned class sessions and uploading them or otherwise transmitting them as described by SAS.					
ONE TIME PAYMENTS ONLY					
Position Number (Required) Choose One		Position Title:			
# Of Hours (Required)		Hourly Rate:		Effective Date (Student may <u>not</u> begin work until this form has received all approvals)	
Dept Org#		Dept Name:		Approver's Name: Approver's Position Number:	
ADDITIONAL INFORMATION					
Special Notes:					
SEPARATION INFORMATION					
Last Day of Work		Separation Reason			
LABOR DISTRIBUTION					
Index	Account	Activity	Percentage	Amount	
APPROVALS (Where Applicable)			FUNDING APPROVALS (based on source of funding)		
1. Student Signature		Date	5. Graduate or Dean's Office		Date
2. Supervisor		Date	6. Sponsored Programs		Date
3. Department Chair or Athletic Business Office		Date	7. Investment Administration		Date
4. Dept Contact Name and Phone Number			8. Athletic Compliance Approval		Date
I-9		SFAO	HR - Transactions		

**THE COLLEGE OF WILLIAM AND MARY / VIMS
PAYROLL DIRECT DEPOSIT AUTHORIZATION**

Name (Please print or type)	Banner ID
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Please indicate the department and building name where this form can be returned for correction (if needed):

Department	Building Name
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Please indicate the type of transaction you are requesting:

You may have a total of two Direct Deposits.

1. Deposit	Enter a dollar amount or "my net pay"	each pay period into my	Select account type	account with	Financial Institution
2. Deposit	Enter a dollar amount or "my net pay"	each pay period into my	Select account type	account with	Financial Institution

If depositing into a checking account, please attach a voided check.
(it must include your pre-printed name and address)

If depositing to a Credit Union or into a savings account, please attach one of the following:

A completed direct deposit sign-up form 1199-a (available from your financial institution)
or
Correspondence from your financial institution listing your account and their routing number

Note: The information requested is necessary to identify your account and your financial institution's routing number.

I hereby authorize the College of William and Mary to initiate credit entries (deposits) and, if necessary, debit entries and adjustments for any credit entries made in error, to my account(s) listed above. To ensure proper distribution of my pay, I agree to immediately notify the Payroll department of any changes to this information. This direct deposit request will remain in effect until I notify, in writing, the Payroll department to terminate it, or until my employment with the College is terminated. I also attest, that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform the Payroll department immediately.

Signature

Date

(This testament is being made as required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War & National Defense)

Return this form to: The College of William and Mary, Payroll Office, P.O. Box 8795, Williamsburg, VA 23187-8795