The University of Akron
OHIO's POLYTECHNIC UNIVERSITY
Wayne College

A Guide to Note-taking Services for Note-takers

Becoming a note-taker is easy! Simplified into 7 main steps, all you need to do is: 1) apply, 2) register as a note-taker in each course, 3) confirm your notetaking assignment, 4) submit an instructor verification form, 5) deliver notes consistently, 6) sign your invoice, and 7) get paid! Each step is explained in detail below.

Step 1	**Submit a note-taker application online through the STARS online system.**

This step is for first-time users only. Once you have completed the application or if you are a returning note-taker, please proceed to Step 2.

A. To access the STARS *Online System,* visit Office of Accessibility's Homepage and select the STARS icon located on the upper right side of the page. Looks like this ⟶

B. From the log-in page of STARS, click "Sign Up as a Notetaker".

C. Submit an online application using your 7-digit student ID, your UANetID, and your email address. (Your UANetID is at the beginning of your email address. For example if your email is abc12@zips.uakron.edu, your UANetID is abc12). The application looks like this:

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D. You will be sent a confirmation email with your username, password, and a link to sign-in to STARS. Visit the link and proceed to Step 2B.

Step 2	Register online to be a note-taker in each of your courses.

Note-takers register through our *STARS Online System* each semester. Please have ready your complete and updated semester class schedule. You will need to enter the Course Registration Number (CRN) of each class into the STARS online system.

A. To access the STARS *Online System,* visit Office of Accessibility's Homepage and select the STARS icon located on the upper right side of the page.

B. Log in to STARS using your username and password.

C. Select the Notetaker tab next to My Dashboard. Under "Request a Notetaking Assignment", enter the CRN of each course you are currently enrolled and then click "Continue to Verify Your Classes"

Request a Notetaking Assignment

Step 1: Choose Term

Term*: 2015 - Fall ▼

Step 2: Enter Course Registration Numbers

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

[Continue to Verify Your Classes]

D. Next you will be prompted to read and sign the note-taker contract. Be sure to read the contract carefully as it outlines important information (attendance policy, confidentiality, payment, etc.).

Step 3	Confirm your note-taking assignment.

Note-takers are hired on a first come first serve basis. If another student volunteered and submitted his/her schedule first, that person will be chosen. All information of non-matched note-takers will be saved in the event a new note-taker needs to be hired.

A. The Note-taker Coordinator will notify you by email if you have been given a note-taking assignment. ***Check your UA email regularly and add the Note-taker Coordinator's email, wc-adaga@uakron.edu, to your contact list!***

B. Once you receive the note-taking assignment email, make sure to confirm that you are still able to fulfill the note-taker position by clicking on the blue link in the email **"I agree to take notes in this class and I am still enrolled in this class."**

C. The Note-taking Assignment Email will also contain the student's name and contact information. *(If a student's name is not listed, the Note-taker Coordinator will contact you directly since the student wishes to remain confidential from their note-takers.)*

D. Confirmed note-taking assignments can be viewed through *STARS Online Services* by logging in and clicking the *'LIST CLASSES'* link.

Step 4	Complete note-taker registration requirements.

A. Print the **Instructor Verification Form** and return the completed form to Accessibility Services with a page of your notes within two weeks of receiving your note-taking assignment. **You must return this form to be paid!**

B. Complete a brief **Note-taker Training** session with the note-taker coordinator, Cortney Crew. This training needs to be completed within two weeks of receiving your note-taking assignment. **You must complete this training to begin the note-taker position.**

Step 5	Deliver your notes to the student regularly during the semester.

A. You can email notes to the student or upload notes to the online server by signing into your account. When signed in to the *STARS Online System*, select '***Upload and View Notes***'.

B. Students are required to attend class to receive notes. If the student misses class, please inform the Office of Accessibility and the note-taker coordinator.

Step 6	Sign your invoice.

**Please note: if your invoice is not signed by the end of the semester, it <u>will withhold payment</u> to your Zip Card.

A. Electronic invoices will be made available to you at the beginning of the **12th week** of each Fall/Spring semester. You, the note-taker, will need to initiate the invoice by logging-in to your *STARS Online Services* account to verify that you provided notes and your address is correct. Be sure to provide your 'E-Signature' on the invoice online. The student receiving notes will be notified via email that (s)he can sign the invoice online, confirming that you did take notes.

B. If you are taking notes for multiple students, only one student signature is required for the Note-taker Coordinator to process the invoice.

C. The student for whom you took notes will be required to provide feedback to the Office of Accessibility prior to signing the invoice.

D. Invoices must be signed by the end of the semester in which you were assigned as a note-taker. Any invoices signed after the beginning of the next semester will not be processed for payment.
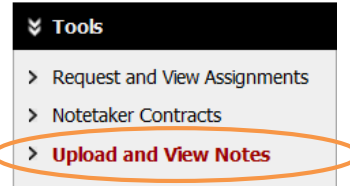
The next section is a **STARS User Guide for Note-takers**.

Uploading Notes to STARS

Step 1	Visit STARS Online Services

- Log into STARS using your UANetID and password.

- On the LEFT HAND SIDE of the page under 'TOOLS' select 'UPLOAD AND VIEW NOTES'
  - *Looks like this* ⟶

Step 2	Fill out the 'File Information'

- Select class, week, and day(s) for which you will be uploading

- Browse your computer or flash drive for the file you are uploading

Step 3	Select 'Upload Notes'

- You will get a message that you were uploaded correctly. It will look like this:

- All notes you upload for the semester will be listed. Below is what you will see. If you posted the incorrect notes you can delete and re-load the correct notes.

Number of Records Found: 4

Showing Records: 1 - 4

Show Limit: 100 per Page Update

Navigate to Page: 1 Go Previous Next

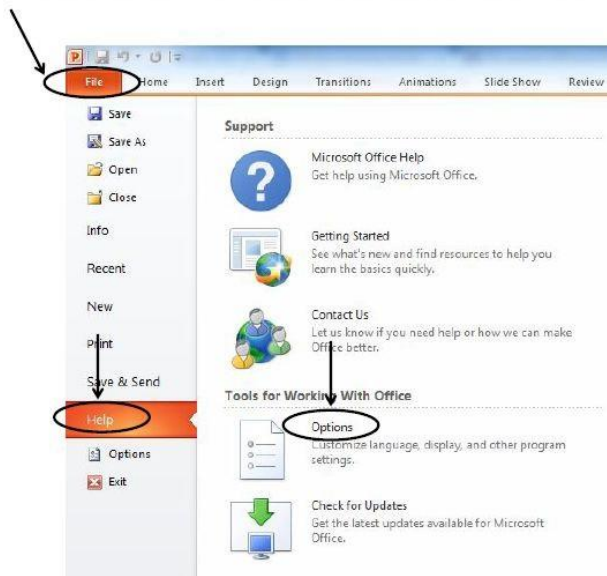| SBJ	CRS	SEC	Notes Title	Date Uploaded	Size	Delete	View
2820	161	012	Notes for Week 2 (Monday, Wednesday)	03/01/2012	9 KB	Delete	View
2820	161	012	Notes for Week 5 (Monday, Wednesday)	03/01/2012	9 KB	Delete	View
2820	161	012	Notes for Week 4 (Monday, Wednesday)	03/01/2012	9 KB	Delete	View
2820	161	012	Notes for Week 3 (Monday, Wednesday)	03/01/2012	9 KB	Delete	View

How to Reduce File Size for Uploading Notes to STARS

Compress Pictures in PowerPoint

When you do not need every single pixel in an image to get an acceptable version of it for your target destination, you can reduce or change the resolution. Reducing or changing the resolution can be effective with images that you have scaled to be smaller, because their dots per inch (dpi) actually increase in that case. Changing the resolution can affect image quality.
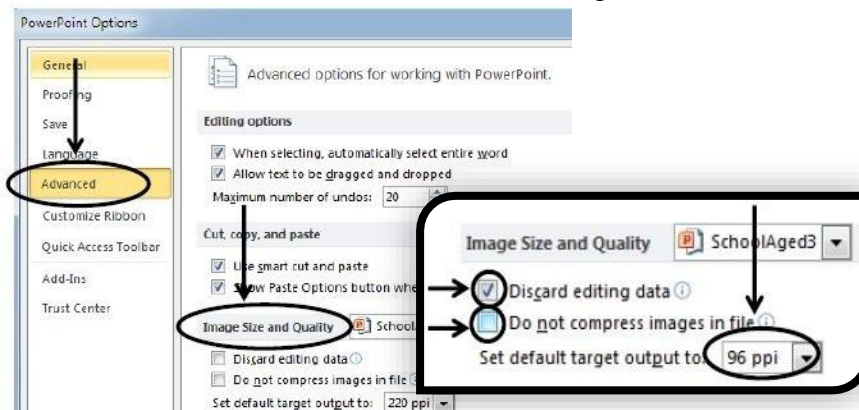
Step 1	Open PowerPoint Options

- **Select: File >> Help >> Options**

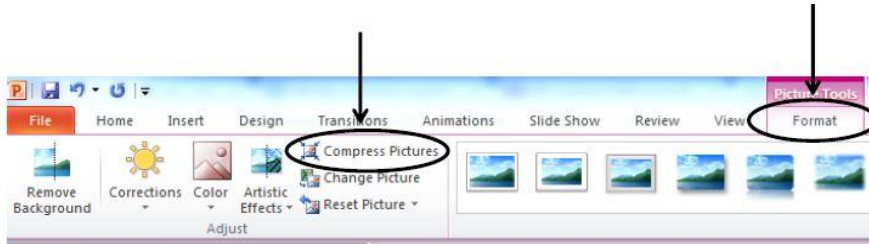| Step 2	Modify Advanced Settings

- Once you have opened PowerPoint Options, select the **Advanced** tab.
- Under the **Image Size and Quality** section:
  - ➢ Check the box '**Discard editing data'**
  - ➢ Uncheck the box '**Do not compress images in file**'
  - ➢ Change '**Set default target output to: 96 ppi** by using the drop down arrow
  - ➢ Once finished, select OK and return to the original document
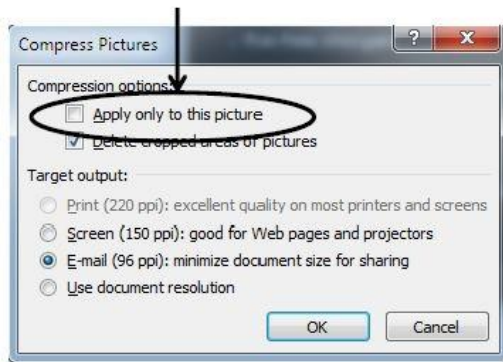
Step 3	Open the 'Compress Pictures' Settings Box

- Select '**Format**' under the '**Picture Tools**' tab

- Find and Select '**Compress Pictures**' located in the Adjust group

    If you do not see the Picture Tools and Format tabs, make sure that you selected a picture. You may have to double-click the picture to select it and then open the **Format tab.*
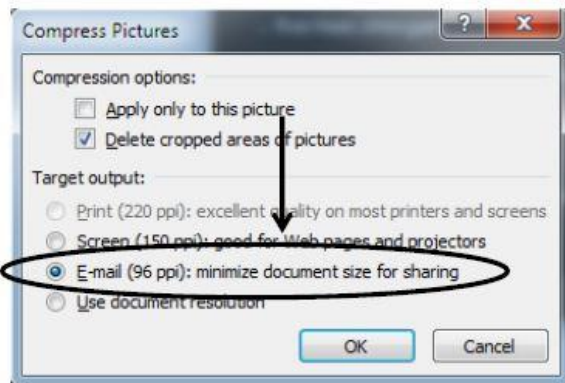

Step 4	Modify Picture Settings

- A **Compress Pictures** settings box will appear – look below **Compression Options**

- To change the resolution for the selected pictures *only* and not all of the pictures in the document, select the **Apply only to this picture** check box.

- To change the resolution for all the pictures in the document, which will reduce the file size more, keep the **Apply only to this picture** box unchecked.

- Under **Target output**, click the resolution that you want. **E-mail (96 ppi)** will reduce the file size the most. Select **OK**.

Step 5	Save Your Changes

- Save your PowerPoint document with a new name. This new document should be a much smaller size than the original document and can now be shared more efficiently.

Signing Note-taker Invoice

Step 1	Initiate Invoice to Verify Notes Were Provided

- Log in to STARS Online Services
- Click Note-taker tab at the top of the screen
- On the 12th week of the semester, a new screen will appear that prompts you to sign your E-invoice
- You will need to initiate the invoice by verifying that you provided notes

Step 2	Sign your Invoice

- Add your "E-Signature"
- Mark the box "I have read and understood the note-taking policy regarding invoicing
- Click "Submit your Invoice"
- If not signed by the end of the semester, payment will be withheld

| **Step 3** | **Confirm That STARS Received Your E-Invoice** |

- You will receive a 'Copy of E-Invoice' email to your UA Email account confirming STARS received your E-Invoice for the class.

- If taking notes for multiple classes, you will receive separate emails for each class.

- The student for whom you took notes will now sign the E-Invoice and rate your services.

- After the E-Invoice is submitted by the student, we will process your payment.

- Payment is in the form of money being credited to your All-Campus Zip Card Account.

- You will see 'completed' next to their course indicating there payment is being issued.