Training Guide for Notetakers
Using the Access ODS Online Portal
Go to https://accessods.mu.edu/clockwork/user/notetakingnotetakers/default.aspx

Click on “Courses/notes” tab and log in with Emarq username and password.
Check that the auto-populated contact information is correct & click next to continue.

Profile

First name: Harry
Last name: Potter
Student number: 001234567
School email: Harry.potter@Marquette.edu
Alternate email:

New note taker welcome message
☑ Mailing address is primary
Mailing address:
123 Campus Street
Milwaukee, WI 53233

Permanent address:
The Cupboard Under the Stairs
4 Privet Drive
Little Whinging, Surrey

Phone (Home):
Phone (Alternate):
Check the box to agree to terms of notetaking accommodation & click next to continue.
Select courses for which you’d like to be available as a notetaker & click next to complete registration.
To cancel your notetaking services, choose course from drop down menu

Congrats, you’re a notetaker for BISC 3150!

Click link to upload notes file (more on next page)
To upload lecture notes:

1. Select which lecture period these notes are from (required)

2. Choose notes file from your computer

3. Click submit to upload file

If there was an exam, class was cancelled, or no notes were taken for another reason, write this in the comments box, choose a lecture date, and click submit.
Lecture Notes

BISC 3150 section 101 Lecture (1560): Judith Maloney

Your note(s) were uploaded successfully and should appear in the list below.

<table>
<thead>
<tr>
<th>Lecture date</th>
<th>Comments</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-Dec-2017 (Monday)</td>
<td>Exam day; no notes</td>
<td>no file available</td>
</tr>
<tr>
<td>11-Dec-2017 (Monday)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Open file after uploading to make sure it is legible and pages are not cut off, etc.

That’s it! You will be paid $4 for each upload, aka each “download file” that appears.
(Max of 3 uploads per week. Multiple uploads on the same day are considered one upload.)