

**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.

MARQUETTE UNIVERSITY
Be The Difference.

Courses / notes Profile FAQ Submit a comment Help

Thank you for your interest in becoming a notetaker!

Please note that submitting an application does not guarantee your services as a notetaker. You will be notified via email if you have been selected. If you have any questions or concerns, please contact ODS at (414) 288-1645, or ods@marquette.edu.

ClockWork Online Student Access

Check that the auto-populated contact information is correct & click next to continue.



Please fill in your registration information in order to create your account:

Step 1: Update Profile

Step 2: Agreement

Step 3: Courses

Registration complete

Profile

First name: Last name:

Student number:

School email:

Alternate email:

New note taker welcome message

Mailing address is primary

Permanent address is primary

Mailing address:

Permanent address:

Phone (Home):

Phone (Alternate):

Check the box to agree to terms of notetaking accommodation & click next to continue.



Please fill in your registration information in order to create your account:

[Step 1: Update Profile](#)

Step 2: Agreement

[Step 3: Courses](#)

[Registration complete](#)

As an office, we treat disability-related information for the students registered with our office the same way a doctor's office would treat medical information for their patients. As a notetaker, you may be exposed to confidential information within the Office of Disability Services. Please respect the confidentiality of the students we serve by refraining from sharing information you may be exposed to while working for us.

I agree to respect the rules of confidentiality for the office and will not share information with others.

Previous

Next

Cancel

Select courses for which you'd like to be available as a notetaker
& click next to complete registration.



log out

Please fill in your registration information in order to create your account:

Step 1: Update Profile

Step 2: Agreement

Step 3: Courses

Registration complete

Please select the course(s) you are available to become a potential notetaker for:

- BISC 3150 101 Lecture
- DANC 2140 101 Studio
- PHIL 2310 120 Lecture
- PHYS 1002 103 Lecture
- PHYS 1002 422 Laboratory

Previous

Next

Cancel

[Courses / notes](#) [Profile](#) [FAQ](#) [Submit a comment](#) [Help](#)

Notetaker Courses

Courses

Show term:

Spring Session 2018

Refresh

My courses	I have been selected	My lecture notes
BISC 3150Lecture 101	Yes	Upload lecture notes
BISC 4145Lecture 101	No	

[Add a new potential course](#)

I am no longer available to take notes for the following course:

 [Remove this course](#)

Congrats, you're a notetaker for BISC 3150!

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

Confidentiality Agreement Reminder

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To cancel your notetaking services, choose course from drop down menu

To upload lecture notes:

The screenshot shows a web interface for uploading lecture notes. At the top left is the Marquette University logo and the text 'MARQUETTE UNIVERSITY'. Below it is 'ACCESS ODS (Office of Digital Learning Services)'. The main heading is 'Upload a lecture note'. The form includes a 'Lecture date' field with a calendar icon, three 'Browse ...' buttons for file selection, a 'Comments:' text area, and 'Cancel' and 'Submit' buttons at the bottom right. Red boxes and arrows highlight the date field, the first 'Browse' button, the 'Submit' button, and the 'Comments' area.

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

2. Choose notes file from your computer

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.

3. Click submit to upload file

Lecture Notes

BISC 3150 section 101 Lecture (1560): Judith Maloney

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

[Back to courses](#)[Upload a lecture note](#)

Lecture date	Comments	Action
18-Dec-2017 (Monday)	Exam day; no notes	no file available
11-Dec-2017 (Monday)		Download file

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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.)