

How to Become a Notetaker and Upload Notes

To apply to be a volunteer notetaker please follow these 9 easy steps below:

Step 1: Visit the Online Notetaker Application link:

<https://andes.accessiblelearning.com/USC/ApplicationNotetaker.aspx>.

Step 2: Login with your USC Net ID and password. Click “Continue to Step 2”.

Step 3: Fill in your course schedule (please only enter the 5-digit CRN [MyDSP] listed as course section numbers [in MyUSC course schedule]).

Request a Notetaking Assignment

Step 1: Choose Term
Term*: 2018 - Spring

Step 2: Enter Course Registration Numbers

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 4: Click “Continue to Verify Your Classes”.

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

Step 5: Please read the Notetaker Agreement for Spring 2018.

Step 6: If you agree to the terms, please type your full name. This step must be completed in order to become the Notetaker and be considered for an award at the end of the term.

Step 7: Click “Submit Your Notetaker Contract”.

Required Step

Full Name*

By signing this document electronically and submitting the agreement you are agreeing to all of the terms, conditions, and policies in the **DSP Notetaker Agreement**. Failure to follow any portion of the contract may result in contract termination without notice. DSP reserves the right to withhold or pro-rate assignments for Notetakers who violate any portion of the **DSP Notetaker Agreement**.

Step 8: Confirm the courses you want to take notes for by 1. Checking the check box next to the CRN number and then 2. clicking “Submit Your Class Schedule”.

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 type="checkbox"/>	14693	B	302	000	Communication Strategy In Business	USC

Step 9: You will see System Update is Successful.

1. You will see your course list including the status “Not Assigned”. Once you have been assigned you will receive confirmation email that you have been assigned.
2. Once assigned, your status will change to “assigned”. At this point you are then obligated to begin uploading your notes within 24 hours of class completion.

Now What?

- If you are assigned to take notes, you will receive an email from DSP indicating which course(s).
- If you have any questions, please contact notetake@usc.edu.

How to Upload Notes

Step 1: Visit the following link: <https://andes.accessiblelearning.com/USC/>

Step 2: Login with your USC Net ID and password.

Step 3: Click the "Notetaker" tab near the top of the page.

Step 4: You will see the list of course(s) for which you are assigned as the notetaker. Click "View" next to the course for which you are ready to upload your notes.

Step 5: Scroll down to the "File Information" box. Please title your notes by date (ex. 01/11/18), browse for the appropriate file and upload your notes. If notes are handwritten please upload as a PDF. Please upload within 24 hours of class completion.

Please note: The document types compatible with the note-taking website are doc, docx, pdf, txt, xls, xlsx, and zip. Maximum file size allowed is 15 MB. Preferable formats are doc or PDF.