



# How to Apply to Become an RU Noted Volunteer Note-taker

## Getting Started

Thank you for your interest in becoming an RU Noted volunteer note-taker. By providing your notes to RU Noted you will be supporting a Ryerson student with a disability, improving your already great note-taking practices and joining an excellent team of volunteers. Here's how:

### Step: 1 Registering

- a. Go to: our RU Noted [Notetaking for note-takers log in page](#) ([www.ryerson.ca/sharemynotes](http://www.ryerson.ca/sharemynotes))
- b. Log in with your [my.ryerson.ca](http://my.ryerson.ca) credentials and complete the registration steps:
  - i. Confirm your profile information is correct, and select **Next** (or **2. Agreement**).
  - ii. Read our protection of privacy agreement, and if you agree, check the box on bottom left, then select **Next** (or **3. Courses**).
  - iii. Select all the courses for which you will volunteer your notes. (If no courses are showing, select **Add a new potential course**.)
  - iv. Upload sample notes for each of the courses for which you have selected to be a note-taker (see step 3 below).

You will receive a confirmation email once you have submitted your application.

### Step 2: Making Adjustment

If you registered before Fall 2016, or if you need to make changes to your course selections, select: **Courses / notes**.

- If your current courses are not listed and the text reads “No records to display,” select **Add a new potential course** and select all courses for which you will volunteer your notes.

## Step 3: Providing Sample Notes

If not already completed, upload sample lecture notes for each course by selecting: **Upload sample notes**. Important: your identity will remain anonymous.

- You will receive an email notification after uploading your sample notes.
- “Sample Notes” provides students who need notes an opportunity to preview your notes and select you for their course. You can upload up to six samples

## Step 4: Uploading Notes

When you are selected as a note-taker, you will receive an email confirmation. Please upload your notes regularly for each course.

Choose the date of the lecture and select **Browse** to upload the notes from your computer.

- We accept .jpg, .doc, and .pdf formats.
- We ask that you then please log-in and upload your notes on a weekly basis.

## Contact Us

### RU Noted

Telephone: 416.979.5290

Email: [runoted@ryerson.ca](mailto:runoted@ryerson.ca)

Website: <http://www.ryerson.ca/studentlearningsupport/quick-links/#tab6>

AAS Online Note-Taker Services: [www.ryerson.ca/sharemynotes](http://www.ryerson.ca/sharemynotes)