

# Disabled Students Program Portal Notetaking Instructions

## 1. Login

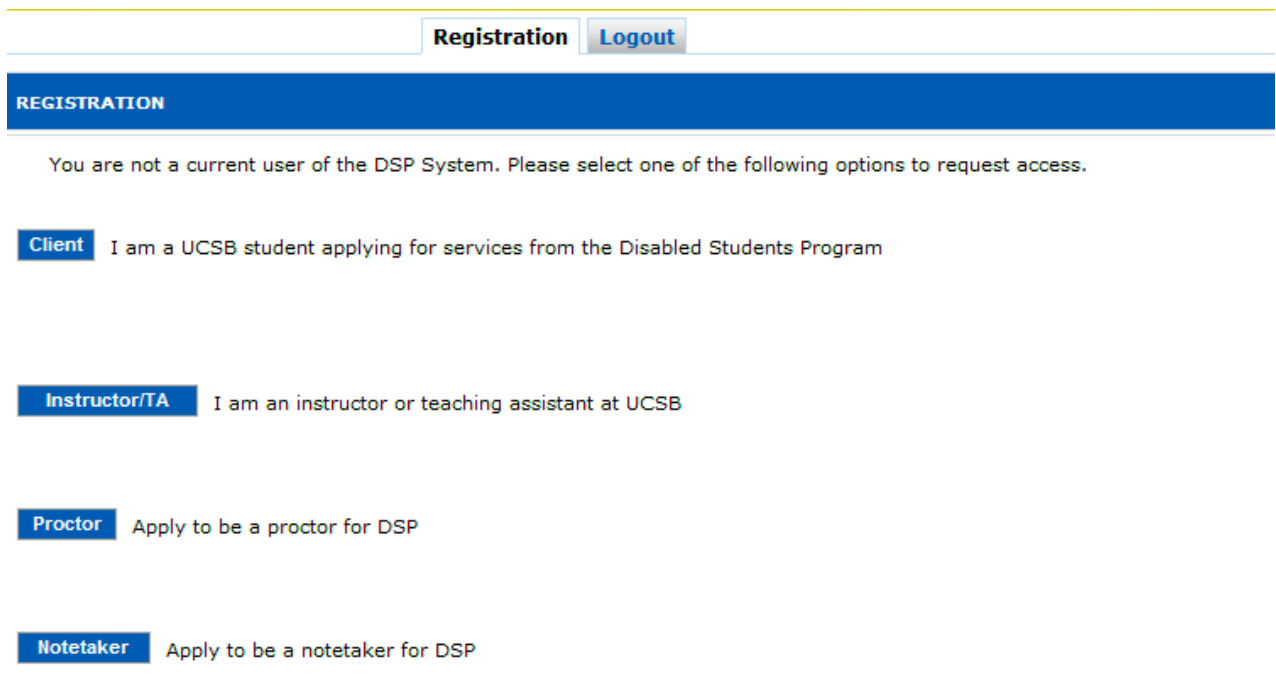
Access the Disabled Students Program website at: <http://dsp.sa.ucsb.edu/services/> or by clicking on **ACCESS SERVICES PORTAL**.



The screenshot shows the top banner of the DSP Services Portal. The banner includes the DSP logo, the text "DISABLED STUDENTS PROGRAM UNIVERSITY OF CALIFORNIA, SANTA BARBARA", and the UCSB logo. Below the banner, the text "DSP SERVICES PORTAL" is centered. The main content area features a login form with two input fields: "USER NAME :" and "PASSWORD :". Below these fields is a "LOGIN" button with a right-pointing arrow.

## 2. Registration

If this is the first time you've logged onto our system, you will be asked which role you would like to use. Click on the **Notetaker** button.



The screenshot shows the registration page. At the top, there are two buttons: "Registration" and "Logout". Below this is a blue header with the word "REGISTRATION" in white. The main content area contains the text: "You are not a current user of the DSP System. Please select one of the following options to request access." Below this text are four options, each with a blue button and a description:

- Client** I am a UCSB student applying for services from the Disabled Students Program
- Instructor/TA** I am an instructor or teaching assistant at UCSB
- Proctor** Apply to be a proctor for DSP
- Notetaker** Apply to be a notetaker for DSP

You will be taken to a notetaker application. Some of the information is already completed based on what is on file with the University. However you will need to include information about your

Date of Birth, Middle Name and Ethnicity (optional). Feel free to add any comments that you feel might be relevant to our selection decision.

[Registration](#) [Logout](#)

## NOTETAKER APPLICATION

### PERSONAL INFORMATION

Name:	Thomas
Phone:	805-893-4381
Class Level:	No information available
GPA:	0
Major(s):	No information available
Perm:	
Email:	No information available
Additional Comment (optional):	<input type="text"/>
	200 characters remaining
DOB:	<input type="text"/>
Middle Name:	<input type="text"/>
Ethnicity:	<input type="text"/>

#### Privacy Statement:

I understand that evaluations concerning me and an unofficial copy of my GPA sent to DSP are to be received, held, and maintained in confidence by that office. They will use these materials as criteria for selection for the position I am applying. I hereby expressly waive any and all rights I might have access to this statement under the Family Education Rights Privacy Acts of 1974 and the Policies and Procedures of the University of California.

I authorize DSP to verify information contained in this application with Official University of California records and to receive information for the purpose of securing employees.

[Submit](#) [Cancel](#)

Check the box next to the authorization to verify reported information and click the **Submit** button.

After you submit your application, DSP staff will review it and you'll be notified on a selection decision typically within 72 hours.

### 3. Update Schedule

In order for us to consider you for a notetaking assignment, we also need for you to submit your schedule. After you submit your application you will be taken to a list of your currently enrolled courses as reported by the University:

<a href="#">Notetaker Home</a>	<a href="#">Instructions</a>	<a href="#">Update Schedule</a>	<a href="#">My Jobs</a>	<a href="#">Logout</a>
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**UPDATE SCHEDULE**

**MY COURSE SCHEDULE**

*Below is your course schedule. Place a check next to each course that you are willing to take notes for. When you are done, click the **Submit/Update Schedule** button at the bottom of the page.*

Course: CHEM 142B Meeting Time: MWF 1:00-1:50 Instructor(s): Perona <input checked="" type="checkbox"/> I am willing to take notes for this course
Course: WRIT 109HP Meeting Time: MW 8:00-9:15 Instructor(s): Mizrahi <input checked="" type="checkbox"/> I am willing to take notes for this course
Course: WM ST 40 Meeting Time: TR 12:30-1:45 Instructor(s): Blake <input checked="" type="checkbox"/> I am willing to take notes for this course
Course: CHEM 146 Meeting Time: MWF 2:00-2:50 Instructor(s): Parsons <input checked="" type="checkbox"/> I am willing to take notes for this course

[Submit/Update Schedule](#)

By default, each of your classes has been selected as a class for which you are willing to take notes. If for some reason you do not wish to apply to take notes for one or more of your classes, deselect the check box prior to submitting/updating your schedule. If at any time you change your mind and wish to sign up to take notes for a class you haven't previously offered to take notes for, simply check off the box next to the class you wish to apply to take notes for and click the **Submit/Update Schedule** button. This is the same process by which you will update your schedule if you add or drop a class. Note that once you have been selected to take notes for a particular course, you may not drop the assignment without approval of the DSP office. Classes for which you are hired will be shown on this page as:

Course: ECON 101  
Meeting Time: TR 3:30-4:45  
Instructor(s): Kapicka  
 You have already been assigned to take notes for this course. Contact the DSP office if you wish to be removed. (805.893.2668)

## 4. My Assignments

Once you have been approved to be a DSP Notetaker you will need to participate in a mandatory orientation session, after which you are eligible to accept Notetaking assignments.

When a DSP student requires notes for a course in which you are enrolled, your application is compared with other notetakers in the same class and if we choose to hire you for a class, you will receive an email from us indicating that you have an assignment.

<a href="#">Notetaker Home</a>	<a href="#">Instructions</a>	<a href="#">Update Schedule</a>	<a href="#">My Jobs</a>	<a href="#">Logout</a>
<b>MY JOBS</b>				WINTER 20
Course	Meeting Time	Status		
ECON 101	TR 3:30-4:45	Hired	<a href="#">View Assignment</a>	

In order to view the basic details of your current notetaking assignment, click on the **My Jobs** tab and the system will display the name of the course, the meeting time and your status (hired, normally). If you wish to view further details of the assignment, click the adjacent button marked **View Assignment**:

<a href="#">Notetaker Home</a>	<a href="#">Instructions</a>	<a href="#">Update Schedule</a>	<a href="#">My Jobs</a>	<a href="#">Logout</a>						
<b>MY JOBS</b>										
<b>COURSE INFO</b>										
Course:	ECON 101									
Instructor(s):	Kapicka									
Meeting Time(s):	TR 3:30-4:45									
<b>ASSIGNMENT INFO</b>										
Assignment Status:	Filled									
Requesting Client(s):	<table><thead><tr><th>Name</th><th>Phone</th><th>Email</th></tr></thead><tbody><tr><td>Hunter</td><td></td><td>@umail.ucsb.edu</td></tr></tbody></table>				Name	Phone	Email	Hunter		@umail.ucsb.edu
Name	Phone	Email								
Hunter		@umail.ucsb.edu								
Typed Notes:	This request <b>does not</b> require typed notes									
<b>AVAILABLE COURSE NOTES</b>										
There are currently no notes available for this course.										
<b>UPLOAD COURSE NOTES</b>										
Date of Notes:	<input type="text" value="3/4/2009"/>		Notes File:	<input type="text"/> <a href="#">Browse...</a> <a href="#">Upload</a>						
<b>COMPLETE ASSIGNMENT</b>										
To complete the assignment, check the box below and click the confirm button. This will certify that you have taken notes for this course.										
<input type="checkbox"/> I certify that I provided notes for the above class for Disabled Students Program										
<a href="#">Confirm Completion of Assignment</a>										
<a href="#">Back</a>										

The detail page of a notetaker assignment shows the following information:

- Course
- Instructor
- Meeting Time: to distinguish between lecture notes and section notes
- DSP students for whom you are taking notes, including their contact information
- Space to upload your notes typed or scanned
- Confirm completion of the assignment button

## 5. Upload Course Notes

In the example shown above, the assignment does not require typed notes therefore there will not be a bonus paid for providing typed notes. However, if you type your notes or scan them, you can upload them to all the students in your assignment at the same time. First set the date of the notes for the actual date of the lecture by typing it into the date box in the format MM/DD/YYYY. Then click the **Browse** button and locate the notes you wish to upload for that lecture. Finally, click the **Upload** button and your notes will be posted and available for the DSP students in your class. Acceptable document types are DOC, PDF, RTF, and TXT. If you are unable to upload a particular type of document, please contact our office and we will attempt to change the settings to allow you to do so.

## 6. Complete Assignment

At the end of the quarter, you should confirm completion of your notetaking assignment. Check the box certifying that you have provided notes for the class and click the “Confirm Completion of Assignment” button. This takes the place of signing your stipend form. **YOU WILL NOT BE PAID UNTIL YOU HAVE VERIFIED EACH NOTETAKING ASSIGNMENT!**

If you have any further questions on Notetaking please contact Elizabeth Ross at [elizabeth.ross@sa.ucsb.edu](mailto:elizabeth.ross@sa.ucsb.edu) or 805.893.6088.