

AccessAbility Services

Dear Course Instructor:

In order to meet the disability related needs of your student(s), we ask that you help us to recruit Volunteer Note Takers in your courses.

Live and Recorded Lecture Messages:

At the **beginning** of your live or recorded lecture, please read the In-Class Announcement Script to your class:

AccessAbility Services is recruiting volunteer note takers to assist students with disabilities. Volunteers play an essential role in allowing students to access course materials, which they may otherwise not have access to.

Benefits to being a Volunteer Note Taker include:

- *Giving back to the UTSC community*
- *Gaining campus volunteer experience*
- *Co-Curricular Record Approved position*
- *It can motivate you to take more comprehensive notes*

To sign up, please register on the AccessAbility Services website portal called myAIMS, at www.utoronto.ca/ability.

Provide a copy of your class notes following each lecture. You may do this by uploading a copy of your notes to the web module.

Posting to Class Pages:

Please post a message to Quercus, class message boards, and any other online platform used in your course delivery. For your convenience we have provided a message below to copy/paste onto a course page or PowerPoint file.

AccessAbility Services requires Volunteer Note Takers

Register to become a note taker today

Co-Curricular Record (CCR) Approved Position

1. Go to <https://www.utoronto.ca/ability/myaims-0> and select **myAIMS for Note Takers**
2. Follow the simple step-by-step process to register.
3. Upload notes files into the AccessAbility Services myAIMS note taking portal

**If you have questions please contact AccessAbility Services
(416) 208-2662 or notetaking@utoronto.ca**

To ensure confidentiality, please do not identify the student(s) and/or their disability.

Tips if no one volunteers after initial recruitment effort:

- Please remind the class that the opportunity is approved for CCR recognition, and will count towards official volunteer hours with UTSC which can be used on their CV and resume
- Please remind the class that their notes will only be provided to students who have been approved for disability related note taking accommodations.
- Please contact AccessAbility Services if you have difficulty recruiting volunteers: 416-208-2662 or notetaking@utsc.utoronto.ca

Thank you for your assistance