

ClockWork Configuration: Service Providers

Overview

The Services Provider module in ClockWork is primarily structured around notetaking. The ClockWork online web module is limited to peer notetaking. The information collected within this deliverables document is used to configure the web settings for Peer Notetaking online.

List of Service Providers Used

Provide a list of service providers and service request that you would like to manage through the ClockWork interface. Please note that we have listed examples that are commonly used. Change the provided list as needed. Fill in the remaining blanks if you require additional service providers or services:

- Interpreter,
- Professional notetaker
- Specialized tutor
- Real time captioner
- Peer assistant,
- In-Class Notetaker
- Peer tutor
- Scribe
- Teamer
- _____
- _____
- _____

Notetaker and Student Rules

Please indicate if the following should apply for your department's notetaking system :

	Yes	No
Allow notetakers to upload sample notes	<input type="checkbox"/>	<input type="checkbox"/>
Allow notetakers to withdraw themselves as notetakers	<input type="checkbox"/>	<input type="checkbox"/>
Show a notetaker's sample notes in "Download notes" list	<input type="checkbox"/>	<input type="checkbox"/>
Allow a student to cancel an assigned notetaker	<input type="checkbox"/>	<input type="checkbox"/>
Allow students to choose their own notetakers	<input type="checkbox"/>	<input type="checkbox"/>
Maximum sample notes a notetaker can upload	<u> 3 </u>	
Minimum sample notes a notetaker can upload	<u> 3 </u>	

Notetaker signup

Please provide your confidentiality agreement text that will be used when a potential notetaker logs in to the website to signup.

Place your text here

Confirmation email to student for signing up to become a Notetaker

This email gets automatically sent to the student once they have applied to become a notetaker. Please provide an administrative email and from email. You may make changes to text if needed.

Admin email:

From:

To: #<studentemail>#

Subject: Notetaker signup

Hello #<firstname>#,

Thank you for your interest in becoming a volunteer note taker with AccessAbility Services.

In order for your note taker application to be complete, please ensure that you upload your sample notes for:

#<courses>#

Thank you,

Notification email to student for selection of notetaker

This email is automatically sent to the student once they have been selected to be a notetaker. Please provide an administrative email and from email. You may make changes to text if needed.

Admin email:

From:

To: #<email>#

Subject: Notification of selection as a notetaker for #<course>#

Hello #<firstname>#,

You have been selected to be a notetaker for #<course>#. Please login to our website and begin uploading your lecture notes.

If you have any questions or concerns please contact us for more information.

Notification email to students for uploading sample notes

This email is sent automatically to the student once they have uploaded their sample notes. Please provide an administrative email and from email. You may make changes to text if needed.

Admin email:

From email:

To: <#email#>

Subject: Thank you for uploading your sample notes for #<course>#

Hello #<firstname>#,

Thank you for uploading your sample notes for #<course>#. You will be contacted by email once a student selects you to become a notetaker for this course.

If you have any questions or concerns please contact us for more information.

Notification email to student that notetaker has dropped course

This email is sent automatically to the student if their notetaker has indicated that they have dropped the course. Please provide an administrative email and from email. You may make changes to text if needed.

Admin email:

From :

Subject: Notification of notetaker un-availability for #<course>#

Hello #<firstname>#,]

Your notetaker for #<course># has indicated that they are no longer able to provide notes for this class.

You may select another notetaker online if one is currently available.

If you have any questions or concerns please contact us for more information.

Notification email notetaker dropped class to staff

This email is sent automatically to administrative staff when a notetaker indicates that they have dropped a course. It will provide a list of students that are affected by the change. Please provide an administrative email and from email. You may make changes to text if needed.

Admin email:

From:

To: <#email#>

Subject: Notification of notetaker un-availability for #<course>#

Hello,

This is an automated notification that a notetaker has dropped their availability for a course. The notetaker for #<course># has indicated that they are no longer able to provide notes for this class.

All students who were receiving notes from this notetaker have received an automated notification email, directing them to login and select another notetaker if one is available. The following students were affected by this:

#<student>#