



Using Notetaking Accommodations

Students approved for notetaking accommodations have these accommodations to provide access to material that is being shown or shared during class. These accommodations are intended to be a supplement to the student's notes and **not** a substitute for class attendance. Students can choose to make arrangements with peers to obtain notes or they may request the instructor's assistance. For more detailed information on recommended apps and video tutorials for the SSD Portal modules, visit the [Accommodations and Services webpage](#).

OPTIONS FOR CLASS NOTES

Instructors and students should discuss what methods will work best to provide the student with class notes. Below are several options and ideas to start the conversation regarding what note exchange system or technology will work best.

Note Exchange Systems

- Instructor provides presentation notes and/or slides directly to the student
- Instructor creates shared UT Box folder for volunteer and student to exchange notes (students would not have anonymity)
- Volunteer Notetaker shares notes through the [SSD Portal](#) (anonymous, instructor is not involved after notetaker is recruited)

Notetaking/Transcription Technology

- **Otter AI:** Transcribe audio or Zoom lecture recordings; 600 minutes free per month for each user.
- **Kurzweil 3000 Speech-to-Text** is built into both the [Mac and Windows versions](#) as well as in the [Web App when using Chrome](#) as a browser.
- **Speech-to-Text on phones:** Note apps can be used with the [speech-to-text on smart phones and devices](#).

Free Note Apps

- OneNote, Notes (iOS), Google Keep, Evernote, etc.

RECRUITING A VOLUNTEER FOR NOTETAKING

If the student requests assistance in finding a volunteer, ask the class for a volunteer who can provide their notes to a student who needs notes. To increase the chance of a response, post and announce the request in multiple formats, such as an announcement in lecture, via e-mail to the class roster, and/or post a notice to Canvas. If your TA is assisting in finding a volunteer, please make a copy of this handout for them to reference. **As a reminder:** The student registered with SSD should always be kept **confidential** when making a request.

The following statement can be used to make the request.

Services for Students with Disabilities is seeking the assistance of students to serve as volunteer notetakers. Serving as a volunteer will require little extra work or time and volunteers will be eligible to receive volunteer hours in appreciation for their time. If you are a good notetaker and interested in helping other students, please contact me after class or learn more on the [Student Volunteer Notetaker page](#) of the SSD Website.

Only direct student volunteers to the SSD Volunteer Notetaker page if students will be using the SSD Portal to exchange notes. Otherwise instructors can serve as the point of contact.

If you have any questions about this process or the options listed above, please contact the Disabilities Services Coordinator listed in the last paragraph of the student's Accommodation Letter.

Thank you for ensuring students with a disability have equal access to your course!

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