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 Classroom Accommodations section on the SSD website at https://diversity.utexas.edu/disability/accommodations-and-services/#INSTRUCTORS.

NOTE EXCHANGE SYSTEMS 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 could work best.

- Instructor provides access to presentation notes and/or slides directly to the student.
- Instructor creates a UT Box folder shared by the volunteer and student to exchange notes. More information on how to create an anonymous system in UTbox, visit our Classroom Accommodations section on the SSD website.
- Volunteer Notetaker shares notes through the SSD Portal (anonymous, instructor is not involved after notetaker is recruited).

ASSISTIVE TECHNOLOGIES AND EDUCATIONAL RESOURCES

Visit the SSD Assistive Technology webpage at https://diversity.utexas.edu/disability/assistive-technology-2/ to see a list of free technologies that allow students to record, transcribe and take notes independently.

RECRUITING A VOLUNTER 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 email 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!

AUGUST 2021