

HOW TO SET-UP A CLASS NOTE-TAKER

GUIDANCE FOR FACULTY

This memo is for the faculty of students with a note-taking accommodation who have requested to receive supplemental notes from a classmate. In compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, faculty are required to make reasonable efforts to identify and assign a class notetaker.


Please keep all information regarding the student's identity, disability and accommodation(s) confidential, unless the student indicates an interest in making his or her disability status known to others.

The process for establishing a note-taker can be accomplished in three easy steps:

1. RECRUIT POSSIBLE NOTE-TAKERS
 2. SELECT THE BEST NOTE-TAKER
 3. FINALIZE THE NOTE-TAKER ASSIGNMENT IN CLIQ **NEW THIS YEAR!**
- 

1. RECRUIT POSSIBLE NOTE-TAKERS

To identify a note-taker for your class, use one or more of the following strategies:

- Ask a student directly
 - Ask a student who has  in the "Notes" column of your student roster in CLIQ. This indicates that the student has been a reliable note-taker for ADS in the past, and if willing to do so this semester, s/he would likely be a great choice.
 - Ask a student whom you already know to be reliable and detail-oriented.
- Ask the entire class if someone would like to volunteer. You can either...
 - Send an email to the entire class or
 - Make a verbal announcement in class (see sample script below and make copies of the attached application).

SAMPLE SCRIPT TO READ IN CLASS OR USE AS AN EMAIL

TO PROCURE A VOLUNTEER NOTE-TAKER


"We have one or more students in this class eligible to receive supplemental class notes taken by a classmate, and I'm looking for a volunteer note-taker. This person would simply take class notes and then scan the notes and upload them via Gateway, where the recipient will be able to access them. You will receive guidance on how to scan and upload your notes from the Access and Disability Services.

This person needs to be someone who...

- attends every class
- takes thorough, legible notes that you would upload later that day, and
- demonstrates an ability to capture essential information taught in class.

As a thank-you for your efforts, note-takers will be given the option of receiving a certification of their volunteer service to support students with disabilities, or a gift certificate to the Bookstore and Devil's Den, based on the number of times that notes are uploaded within 24 hours of class. Whichever option you choose, our class note-taker will be providing a much needed service, and this would be a great addition to any resume.

2. SELECT THE BEST NOTE-TAKER

- Ask your volunteer(s) to complete the attached application and to show you their notes for your review and feedback.
- If a student indicates having been a note-taker before, but you do not see  next to that student's name on your class list, you might emphasize the importance of timeliness to that applicant, if this is who you select to be your class note-taker.
- Please review each applicant's notes and determine which is the most accurate reflection of your lecture(s). Of course, neatness counts! Please keep in mind that only one student can be selected as the class note-taker.

If you cannot identify a note-taker...

- If you've asked verbally, try sending an email, and vice-versa. Sometimes it does take several requests.
- If you're teaching more than one section of the same class, you can authorize us to supply the notes from one section to a student in the other section. To do so, please email notes@dickinson.edu and include the following information:
 - Note-taker's name
 - Class abbreviation and section that the note-taker is enrolled in (*please include all cross-listings*)
 - Additional class abbreviation and section(s) that these notes could be used for
 - Name(s) of the intended recipient(s) – *those eligible who specifically requested supplemental notes*
- If you're not teaching more than one section of the class, and have had no luck after several attempts (via verbal announcement and email), please contact ADS and we will assist you.

3. FINALIZE THE NOTE-TAKER IN CLIQ

Please do not make a Note-taker assignment until at least one student in your class has made a formal request for one.


- In the NEW CLIQ (be sure to "Launch NEW CLIQ"), go to the Student Roster for the class and ...

CLICK the drop-down button beside the note-taker's name


SELECT *Assign as a Note-taker*

READ the message that appears on the next screen

CLICK *Confirm*

When you return to your Class Roster, in the "Notes" column you'll see this icon: , indicating the student who is the class's assigned note-taker.

HOW TO ACCESS THE NOTES

If you wish to review the notes that are being uploaded, you can access them directly from your list of classes in CLIQ. Simply click the  icon on the far right side of the page and links to each upload will appear.

ICON SUMMARY

 A link to the uploaded notes. It is found on right-most column on your list of classes in CLIQ.

 Signifies a student who has been a reliable note-taker for ADS in the past.

 Signifies the student you have assigned to be the note-taker for the class.

NOTE-TAKER APPLICATION

Full name of class: _____

Abbreviated class name and section #: _____ Professor: _____

(Example: SPAN 101-02)

NOTE: IF MORE THAN ONE NOTE-TAKER APPLIES (THANK YOU!); WE REGRET THAT WE CAN ONLY HAVE ONE PER CLASS

Note-Taker Requirements:

- ✓ Attend every class
- ✓ Take thorough, legible notes that capture the essential information presented in class (show your professor your notes to verify / get feedback on your notes)
- ✓ Commit to scanning and uploading your notes within 24 hours after each class.
- ✓ Approved GPA (if multiple applications are received)
- ✓ Follow the guidelines provided by ADS for how to make your notes reader-friendly and easily accessed.
- ✓ Maintain strict confidentiality regarding the identity of the recipient(s) of your notes, if known.

In Return: Those note-takers who scan and upload their class notes over the course of the semester will be given the option to receive either a confirmation of volunteer service to support students with disabilities or a gift certificate to the Bookstore / Devil's Den. The amount of the gift certificate will be calculated based on your number of "on-time" uploads. To be "on-time," uploads must occur within 24 hours of the class meeting.

Applicant Name: _____ Name you go by: _____

Email: _____@dickinson.edu Graduation year: _____

Time class meets (ex. 9:30-10:20 MWF) _____ Lab? _____

At what time following each class would you be able to scan/upload your notes? _____

Current GPA: _____ (if 1st semester: HS GPA) I take notes: _____ by hand _____ on a laptop

Have you been a note-taker before? _____ ...at Dickinson? _____ ...which semester(s)? _____

What is your note-taking style? _____

FACULTY: PLEASE KEEP THIS APPLICATION FOR YOUR RECORDS

Once you have identified a class note-taker, go to your student roster in CLIQ and select "Assign as a Note-taker" from the drop-down menu beside the student's name. This will automatically generate a notification to ADS, and we'll then provide guidance to the note-taker. Once you've set them up in CLIQ, you're all set!

QUESTIONS? GO TO www.dickinson.edu/ADS-Faculty OR EMAIL notes@dickinson.edu

THANK YOU!