

HOW TO SET~UP A CLASS NOTE~TAKER

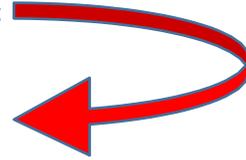
GUIDANCE FOR FACULTY

This memo is for the faculty of students with a notetaking 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 note-taker.

Please keep all information regarding the student's identity, disability and accommodation(s) **confidential**, unless the student indicates an interest in making their 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 YOUR CLASS LIST IN CLIQ



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 means the student has been a reliable note-taker for ADS in the past, and -- if willing -- 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 ...
 - Send an email to the entire class and/or
 - Make a verbal announcement in class

SAMPLE SCRIPT TO READ IN CLASS OR USE AS AN EMAIL TO PROCURE A VOLUNTEER NOTE-TAKER

Dear Students,

We have one or more students in this class who are eligible to receive supplemental notes taken by a classmate, and I'm looking for a volunteer note-taker. This person would simply take class notes and then scan and upload them via Gateway, where the recipient(s) will be able to access them.

If you are someone who:

- will attend every (or nearly every) class
 - takes thorough, legible notes that capture the essential information presented
 - could scan your notes with a phone app or scanner, and upload them to the Gateway within a day of the class
- ...then you would make a great note-taker!**

Past note-takers have reported that they had their best semesters when serving as a class note-taker, as they made sure to take good notes and then looked them over for clarity before sharing (which served to reinforce all the information presented). *This could be you!* As a thank-you for your efforts, note-takers will be given the option of receiving a **gift card** to the Bookstore/Devil's Den, based on the number of on-time uploads, or a certification of their volunteer service to support students with disabilities. Whichever option you choose, our class note-taker will be providing a much-needed service. Furthermore, **being a note-taker would be a great addition to any resume.**

If you're interested, please see me after class or email me with your interest and a picture of your notes. The class note-taker will receive specific guidance on how to scan and upload notes from Access and Disability Services. If you have any note-taking-related questions, you can email notes@dickinson.edu.

If you'd like to be the class note-taker, thanks for your prompt reply!

2. SELECT THE BEST NOTE-TAKER

- Ask your volunteer 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.
- If you have more than one student volunteer, please contact notes@dickinson.edu for a note-taker application. Once the students have submitted their applications, please review each applicant's notes and determine which is the most accurate reflection of your lecture(s). Please keep in mind that only one student can be selected as the class note-taker in CLIQ.

If no one volunteers to be the class 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 with the course information.
- 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 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

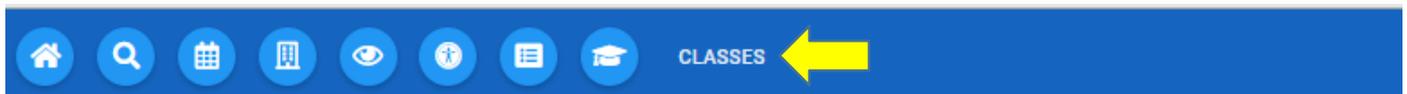
CLICK *Confirm*

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.

The assigned note-taker will receive further instructions about how to upload their notes from ADS.

HOW TO ACCESS THE NOTES

If you wish to review the notes that are being uploaded, go to your CLIQ toolbar and click on "CLASSES." Select the current semester, and then click the  icon on the far-right side of the page. Links to each upload will appear.



ICON SUMMARY

 Signifies a student who is a recipient of notes in the class

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

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

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