**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 your class list in CLIQ**

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**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 either...**
  - Send an email to the entire class or
  - Make a verbal announcement in class

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**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 is 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, ask them to complete the attached application. 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.

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 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 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, go to your CLIQ toolbar and click on “CLASSES.” Select this semester, and then 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 the 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? ________________________________________________________________

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