

Steps to Use Class Notetaker System

Step 1: Use the OAA portal to send accommodation notifications to your professors. You will need to select the “Notetaking” accommodation for each class in which you plan to utilize access to peer notes.

Step 2: Click on “Notetaking Services” in the menu bar on the left side of the screen. Select “Confirm Now” for any course in which you would like access to the class notetaker’s notes (if/when one is available).

Step 3: Talk with your professor about the following:

- Request your professor’s help identifying a class notetaker. Faculty receive many emails and may have overlooked OAA’s email requesting their help, so an in-person reminder from you never hurts!
- Listen for your professor to make an announcement during class regarding the need for a notetaker. If 2 class meetings occur without your professor having announced the need for a notetaker during class, contact OAA to let us know the classes for which you have not heard an announcement.
- If your professor suggests a student who would be a good notetaker, send the student’s name to OAA so we can reach out to explain notetaker responsibilities.
- If you identify your own class notetaker, send the student’s name to OAA so they can be set-up in the system and receive volunteer hours as compensation.

Step 4: Continue attending class and taking your personal notes. Utilize alternative notetaking accommodations such as “permission to audio record class” and/or “permission to utilize technology” to assist with your notetaking. If you have any questions or concerns about obtaining class notes, please contact OAA to discuss.

Step 5: Each time a class notetaker uploads notes, you will receive an email notification that new notes are available to view and download. You should log in to the OAA portal and click on Notetaking Services in the menu on the left side of the page. You will be able to see each of your classes listed, along with each set of notes that is available.

Step 6: Notify OAA immediately if you are concerned with the quality or content of notes uploaded by the class notetaker, if uploads are not occurring on a regular basis, or if you would like to discuss additional notetaking-related accommodations.