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## 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 notetaking apps and video tutorials for using the Notetaking module of the D&A Portal, visit the [Classroom Accommodations section](#) on the D&A website.

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### 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, is available on the [Classroom Accommodations section](#) on the D&A website.
- Volunteer Notetaker shares notes through the D&A Portal (anonymous, instructor is not involved after notetaker is recruited).

### Assistive Technologies and Educational Resources

Visit the [D&A Assistive Technology webpage](#) to see a list of free technologies that allow students to record, transcribe and take notes independently. These may be used instead of, or in addition to, a volunteer notetaker in class.

### Recruiting a Volunteer for Notetaking

If the student requests assistance in finding a volunteer notetaker, ask the class for a volunteer who is willing to share their 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 send them a copy of this handout as a reference.

**As a reminder:** The student registered with D&A should always be kept *confidential* when making a request.

### The following statement can be used to make the request.

*Disability and Access is seeking the assistance of student(s) to serve as volunteer notetaker(s). Serving as a volunteer means sharing the notes you are already taking in class and volunteers will be eligible to receive volunteer hours in appreciation for their time. If you attend class regularly, take notes, and are willing to be part of making our class more accessible for your classmates with disabilities, please contact me after class or learn more on the [Student Volunteer Notetaker page](#) on the D&A Website.*

Only direct student volunteers to the D&A Volunteer Notetaker page if students will be using the D&A Portal to exchange notes. Otherwise, instructors or TAs can serve as the point of contact by emailing the notes, creating a [shared UT Box folder](#), or whichever system works best for the course structure.

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### For more information:

#### Disability and Access

- **PHONE:** (512) 471-6259
- **EMAIL:** [access@austin.utexas.edu](mailto:access@austin.utexas.edu)
- **WEB:** <http://diversity.utexas.edu/disability/>
- **ON CAMPUS:** Student Services Building (SSB) 4.206

If you have any questions about this process or the options listed above, please contact the Access 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!***