

Using Notetaking Accommodations



Notetaking accommodations provide access to materials 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 may ask their peers for class notes, or they may ask for the instructor's assistance.

Recruiting a Volunteer Notetaker

If a student asks for help finding a volunteer notetaker, ask the class for a volunteer who is willing to share their notes. As a reminder, the student registered with Disability and Access (D&A) should be kept confidential when making a request.

To increase the chance of getting 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.

Below is example text that can be used for the request:

Disability and Access (D&A) 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. Volunteers will be eligible to receive volunteer hours in recognition of 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.

You should only direct student volunteers to the D&A Student Volunteer Notetaker page if students will be using the D&A Student 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.

Questions?

If you have questions about notetaking accommodations, 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.

Sharing Class Notes

Instructors and students should discuss what method works best for providing class notes. Below are some options for exchanging notes.

- Instructor provides access to presentation notes and/or slides directly to the student.
- Instructor creates a UT Box folder shared by the volunteer(s) and student(s) to exchange notes. More information on how to create an anonymous system in UT Box is available on the [Classroom Accommodations section](#) of the D&A website.
- Student Volunteer Notetaker shares notes through the D&A Student Portal (anonymous, instructor is not involved after notetaker is recruited).

More information about notetaking apps and the Notetaking module of the D&A Student Portal is available on the D&A website in the Classroom Accommodations section.

Using Assistive Technology for Notetaking

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