Note Taking Program

Contact Us:
myACCESS Note Taking Program
Universal Design Technology Lab
Bailey-Howe Library, Room 200
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Email: notes@uvm.edu
Website: http://www.uvm.edu/notes

How to Request a Note Taker:
1. Submit accommodation letters and follow up with each of your instructors. You must have a note taking accommodation to be eligible.
2. Visit the myACCESS Student Portal and select the “Notes—for Students” icon.
3. In the “I require a note taker” column, for any course you would like to receive notes, select “Change this.” A ‘Yes’ in this column indicates that a request has been made.
4. If there are note takers available, you may review sample notes and then choose your note taker at this time. The note taker will be alerted that it’s time to begin uploading notes!
5. If there is NOT a note taker available at the time you make your request, your instructor will be notified and asked to make an announcement to the class. When a note taker becomes available, you will be notified via email.

Important Reminder
It is imperative that you check for timeliness and quality of your course notes early and often. If you encounter any issues, please let us know as soon as possible via email or submit a comment directly from your portal!
FAQs

What if it’s a few weeks into the semester and there is still no note taker available for my course?
Please follow up with your instructor first. In many cases, instructors will not make a request for a note taker until you have met with them in person to discuss your accommodation letters. If you have met with your instructor and are still concerned about the status of your notes, please contact us!

What if the note taker I selected stops submitting notes or the quality of their notes is not what I expected?
Please contact us! We will contact your note taker and/or work with your instructor to secure an alternate note taker for the course, if possible.

What if I no longer require a note taker in a course in which I already indicated ‘Yes’?
If you determine that you no longer need a note taker for a particular course, you can follow steps 1-3 for How to Request a Note Taker (on front), where you will change the “I require a note taker” column to ‘No.’

There is more than one note taker in my course, can I see notes from all note takers?
Yes! You have the ability to view notes for any note taker who has uploaded notes for your course. If you find that you like a particular note taker’s style, you can always identify their notes by their unique Note Taker number. For example, the image below denotes notetakers 120, 330 and 309 have all uploaded notes for the Jan. 15th lecture for this PSYC 110 course.