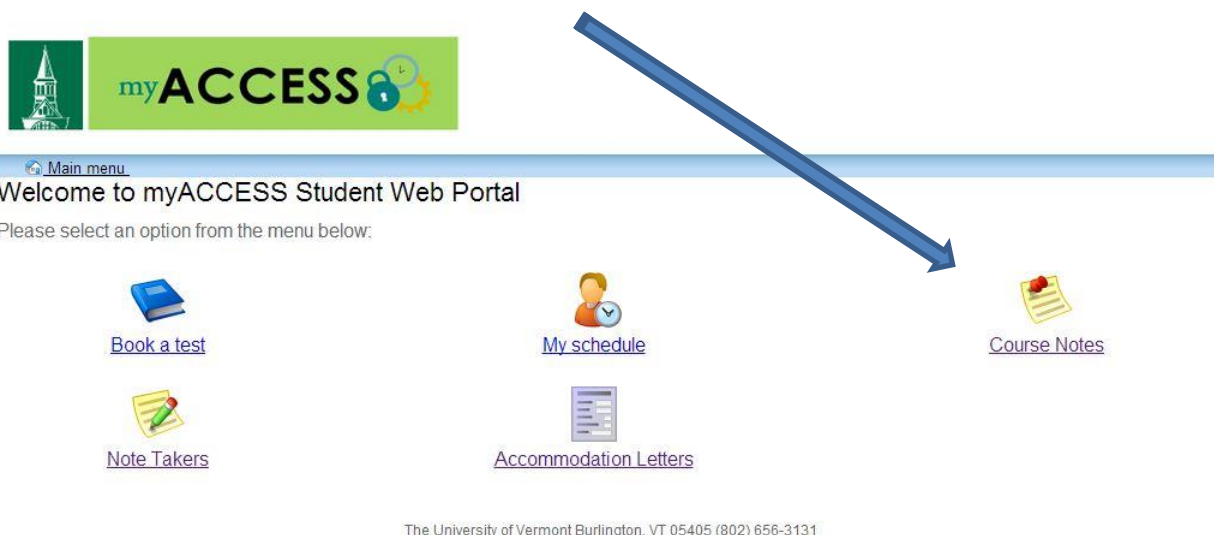


How To: Request a Note Taker & Download Notes

Once you have submitted your letter(s) and met with your instructor(s) to discuss your accommodations for the semester, follow the steps to request a Note Taker for the course(s) in which you would like to receive notes, if you are eligible for a Note Taking accommodation.

1. Navigate to the [myACCESS Student Web Portal](http://www.uvm.edu/myaccess): <http://www.uvm.edu/myaccess>

- Select the Course Notes icon from the Student Web Portal home page.
- Login to our secure web portal using your UVM netID and password.



2. To request a Note Taker:

- Select Courses/notes from the top menu bar.
 - On the courses page, your enrolled courses will be listed in the "Course name" column.
- In the "I require a note taker" column, the default indicates 'No.'
 - For any course in which you would like to receive notes, select "Change this" and the "I require a note taker" column will be changed to indicate 'Yes.'
- If there is a Note Taker who has already submitted their availability to become a Note Taker for that course, the "Note taker availability" column will have the option to 'select a notetaker' and you may proceed directly to Step 3 below.
 - If there is NOT a Note Taker available at the time you submit your request, your instructor will receive an automated email asking them to make an announcement to the class to help facilitate the process of finding a Peer Note Taker in that course.
 - You may login to your portal to view whether or not a Note Taker has signed up to provide notes in any course(s) where there was previously no Note Taker available.

3. To select a Note Taker:

- If there is a Note Taker available in any course, you will have the option to 'select a notetaker' in the "Note taker availability" column.
- If there is more than one Note Taker available, you have the option to 'Check sample notes' for each available Note Taker. This allows you to select the Note Taker whose note taking style best matches your learning style.
- Select 'Choose this notetaker' in the "Action" column once you have determined which Note Taker you would like to receive notes from for the semester.

4. To download notes:

- Note Takers are expected to upload notes following each classes session, or at minimum once a week.
- To download notes, once a Note Taker uploaded them, login to your myACCESS Student Web Portal:
 - Select the Course Notes icon.
 - Select Course/notes from the top menu bar.
- On the Courses page in the "My lecture notes" column, select 'Notes.'
 - A list of all notes uploaded by your selected Note Taker will be available to view, along with the lecture date and any comments provided by your Note Taker.
 - In the "Download" column, select 'View notes' to download notes for the selected lecture date.

5. What if it is a few weeks into the semester and there is still no Note Taker available for my course?

- Please email notes@uvm.edu with your course information. We will work with your instructor to facilitate the process of finding a Note Taker for that course.
- Typically, once a Note Taker is found and selected for your course they will submit ALL notes from prior class sessions, so even if you did not have a Note Taker selected for a few weeks, you should still have access to the notes for the time in which there was no Note Taker available.

6. What if the Note Taker I selected stops submitting notes or the quality of their notes is not what I expected?

- If you notice that a Note Taker has stopped submitting notes and/or there are notes missing from previous class sessions, please email notes@uvm.edu. We will contact your Note Taker.
- If the quality of the notes provided by your selected Note Taker is not what you expected, please email notes@uvm.edu.
 - If there are other Note Takers available, we will cancel your chosen Note Taker and allow you to select a different Note Taker.

- If there are no other Note Takers available, we can work with your instructor to find another student in the class who is interested in becoming a Peer Note Taker, if possible.

7. 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 course, login to your myACCESS Student Web Portal:
 - Select the Course Notes icon.
 - Select Course/notes from the top menu bar.
 - For any course in which you no longer require a Note Taker, select "Change this" and the "I require a note taker" column will be changed to indicate 'No.'

For troubleshooting help or questions regarding requesting a Note Taker, downloading notes, etc. email: myACCESS@uvm.edu. For more information on the Note Taking Program, visit <http://www.uvm.edu/myaccess>.