

## How To: Request a Peer Note Taker in Your Course

*If any ACCESS student in your course is eligible for the accommodation of a Peer Note Taker, please find some guidelines below to assist you in facilitating the process of requesting a Peer Note Taker in your course.*

**1. Review all ACCESS students' accommodation letters. Arrange a meeting with each student to discuss their accommodations and create a plan for the semester.**

- While it is the student's responsibility to contact you to arrange a meeting, though some instructors like to reach out to their students first.
- If you review an accommodation letter and notice that a student is eligible for the accommodation of a Peer Note Taker, prior to meeting with the student, you may proactively request a Note Taker in your course before you receive the email detailed in Step 2 below.

**2. Email alerts:**

- When an ACCESS student submits a request for a Peer Note Taker in your course, via their myACCESS Student Web Portal, you will receive an automated email alert informing you that "a student requires a Peer Note Taker for one of your classes."
  - *If there is already a Note Taker(s) who have signed up to provide notes for your course, you will not receive an email.*
- At this time, please make an announcement to the class that a Peer Note Taker is needed. You may choose to make an announcement in many different ways, including:
  - Via your course syllabus (if you receive a request for a Peer Note Taker prior to the first class session)
  - Via Blackboard
  - Via email to the class roster
  - Via announcement at the beginning/end of class
  - Via personal selection of a student who you know and/or believe would provide quality, detailed notes for the ACCESS student(s) receiving them
  - Or a combination of any of the above!
- You may encourage as many students as possible to submit their interest in becoming a Peer Note Taker.
  - ACCESS students will have the opportunity to view sample notes uploaded by each Peer Note Taker who has submitted their availability to provide notes for your course. ACCESS students may then select the Note Taker whose note taking style best matches their learning style.

**3. Students in your course who are interested in becoming a Peer Note Taker:**

- Students who are interested in submitting their availability to become a Peer Note Taker for your course (and any other courses in which they are currently enrolled) should visit

the myACCESS Student Web Portal and select the Note Takers icon.

(<https://myaccess.uvm.edu/ClockWork/custom/misc/home.aspx>)

- Once their profile is complete and an ACCESS student selects the Peer Note Taker, the Note Taker will receive an email alerting them to begin uploading their notes for the course for ACCESS students to retrieve.
- Notes are uploaded to and downloaded from the secure myACCESS web portal and notes are housed on our secure server.

#### **4. What if I have a TA for a course who will be providing notes for ACCESS students?**

- If you have a TA in your course who will be providing notes for the semester, please have them visit the myACCESS Student Web Portal and fill out the registration form with their contact information to enter their name into our system.
- Then, either you or the TA should email [myACCESS@uvm.edu](mailto:myACCESS@uvm.edu) with the course and section for which the TA will be providing TA notes for.
  - We will manually add this course to the TAs list of eligible courses for which the TA will provide notes. Since the TA is not enrolled as a student in the course, that course will not automatically populate in the list of courses for which they are available to become a Note Taker.
  - This course will then be available for the TA to view and upload notes on the Notetaker Courses page via the myACCESS Student Web Portal.

*For troubleshooting help or questions regarding the process of securing a Peer Note Taker in your course, please email: [myACCESS@uvm.edu](mailto:myACCESS@uvm.edu). For more information on the Note Taking Program, visit <http://www.uvm.edu/myaccess>.*