

## A Guide to Notetaking Services for Notetakers

### **Step 1.** Register to become a notetaker online each semester

As a notetaker, you must register online through STARS *Online Services*. You will need to have a complete updated semester class schedule for the CRN numbers. You will need to read the notetaker contract carefully, as it outlines important information (attendance policy, confidentiality and payment, etc.)

- Go to [www.uakron.edu/access](http://www.uakron.edu/access) and select “Student Login” on the right side of the page
- Sign in with your UANet ID and password
- Read and sign the Notetaking Contract

### **Step 2.** Confirm your notetaking assignment

- Notetakers are hired on a first come first serve basis. If another student volunteered and submitted his/her schedule first, that person would be chosen as the notetaker. All information of non-matched notetakers will be saved in the case that a notetaker needs to be hired.
- The Notetaker Coordinator will notify you by email if you have been given a notetaking assignment. **Check your UA email regularly and add [lab10@uakron.edu](mailto:lab10@uakron.edu) to your contact list!**
- Once you receive the notetaking assignment email, make sure to confirm that you are still able to fulfill the notetaker position by clicking on the blue link in the email “I agree to take notes in this class, and I am still enrolled in this class”
- The notetaking assignment email will also contain the student’s name and contact information. Contact the student immediately to decide on the method of providing notes that works best for the student who will be receiving the notes. *(If a student’s name is not listed, the student wishes to remain confidential from his/her notetakers and Notetaker Coordinator will contact you directly).*
- Confirmed notetaking assignment can be viewed through STARS *Online Services* by logging in and clicking on the “List Classes” link.

### **Step 3.** Complete notetaker registration requirements

- Print the **Instructor Verification Form** from <http://uakron.edu/access/notetakers/> and upload to STARS with a page of your notes within two weeks of receiving your notetaking assignment. **You must return this form to be paid!**
- Complete the **Notetaker Training and Quiz** on our website <http://uakron.edu/access/notetakers/>. This training and quiz needs to be completed within two weeks of receiving your notetaking assignment. **You must complete this training and quiz to be paid!**

### **Step 4.** Deliver your notes to the student regularly during the semester (possible methods include scanning and uploading notes to STARS, emailing, carbon copy paper or copy card).

- Supplies (carbon copy paper or copy card) can be picked up in Simmons Hall 105. Please return unused supplies at the end of the semester.
- You can email notes to the student or upload notes to the online server by signing into your account in STARS, click on the “Notetaker” tab at the top and select “Upload and View Notes” on the left of the page.

- Students are required to attend class to receive notes. If the student misses class, inform the Office of Accessibility of the Notetaker Coordinator.
- **For peer notetakers of online classes:** In online courses, peer notetakers are only responsible for providing notes that cover lecture materials (live or recorded lectures, PowerPoints, or readings that are intended to take the place of a lecture), and do not provide notes covering course assignments or homework materials. Peer notetakers are never responsible for assisting students with homework, studying, or testing.

**Step 5.** Sign your Invoice (if not signed by the end of the semester, payment to your ZipCard will be withheld)

- Electronic invoices will be made available to you at the beginning of the **12<sup>th</sup> week** of each Fall/Spring semester. You, the notetaker, will need to initiate the invoice by logging-in to STARS *Online Services* account to verify that you did provide notes and that we have your correct address on record. Be sure to provide your “E-Signature” on the online invoice. The student receiving the notes will then be notified via email that he/she can sign the invoice online, confirming that you did indeed provide notes.
- If you are taking notes for multiple students, only one student signature is required for the Notetaker Coordinator to process the invoice.
- The student for whom you took notes will be required to provide feedback to the Office of Accessibility, prior to signing the invoice.
- Invoices **must** be signed by the end of the semester in which you were assigned as a notetaker. **Any invoices signed after the end of exam week of that semester will not be processed for payment.**

*In most cases, any updates or changes regarding your notetaking assignment will be emailed to you.* Please contact the Office of Accessibility, [access@uakron.edu](mailto:access@uakron.edu), with any questions, comments, or concerns.