



Notetaking Assistance Accommodation Procedures

Follow the steps below to initiate and use your accommodation of Peer Notetaker:

1. **Meet with your professors.** Make an appointment with your instructors (or meet with them during office hours) to discuss details for using your accommodations in their courses.
2. **Initiate the accommodation.** Let your instructors know that you would like to use the Peer Notetaker accommodation. If you have more than one option for Notetaking Assistance, let your instructor know that this is your preferred option for the class.
3. **Confirm Notetaking Assistance:** Log in to your myAccess account and confirm your need for a Peer Notetaker for the course(s) in which the accommodation will be implemented.
4. **Instructor recruits Notetaker.** Your instructor will recruit a Volunteer Notetaker by doing one of the following:
 - a. Invite a Disability Center Senior Notetaker to visit class to explain Notetaking opportunities
 - b. Read an announcement in class and/or show a Disability Center provided slide
 - c. Add the Accommodations Coordinator to Canvas or Blackboard profile to post announcements
 - d. Instructors may also select a class Notetaker and refer to the Disability Center.

Once a Notetaker is identified and signs up, you will be notified and can begin to download notes that are uploaded into myAccess

*If the instructor is not familiar with recruiting, more information can be found at this location: <http://disabilitycenter.missouri.edu/accommodations-services-policies/academic-and-classroom/Note-Taking-Guide.pdf>

5. **Download your notes!** To view slides with screenshots on how to download notes, please visit the page for "Use of Peer Notetaker" in the myAccess Student Guide on our website: <http://disabilitycenter.missouri.edu/guides/myaccess-guide/index.php>

Keep in mind

It is always important to attend class because you are responsible for your own academic success. Having a Notetaker is a reasonable accommodation and is NOT a substitute for attending class.

Frequently Asked Questions

Q: Can I identify my own peer notetaker?

A: Yes absolutely! If you happen to know a student in the class, please feel free to ask them if they might be interested in serving as a Notetaker. If they are, be sure to provide us their information via the form on our website so that we can give them details about signing up and responsibilities as a Notetaker, in addition to how to receive the Notetaker Stipend at the end of semester.

Q: The third week of class goes by and I don't have a notetaker. What do I do?

A: Contact the Accommodations Coordinator via email at mudcnotes@missouri.edu for assistance.

Q: How long will the notes be available?

A: The notes will be available in our myAccess system until the end of the current semester. If you would like to have the notes longer, you can save a copy of them for yourself.