



## **FACULTY NOTETAKER ANNOUNCEMENT**

**TO:** Faculty

**FROM:** Office for Access & Accommodations (OAA)

**DATE:**

**RE: Student's Name –**

The above-named student will need to utilize a note taker in your class. Please read the announcement below during the next class session. If no one comes forward to pick up the packet, you may need to repeat the announcement at the next class session. If you have any questions, please contact our office. Thank you.

**\*\*Please do not announce the student's name in class due to confidentiality.**

## **FACULTY NOTETAKER ANNOUNCEMENT**

**THERE IS A STUDENT IN THIS CLASS WITH A DISABILITY WHO HAS REQUESTED THE SERVICES OF A VOLUNTEER NOTETAKER. THE STUDENT VOLUNTEER WILL RECEIVE A \$100 AWARD AT THE END OF THE SEMESTER. IF YOU WOULD BE WILLING TO ASSIST SOMEONE BY SHARING A COPY OF YOUR CLASS NOTES, PLEASE IDENTIFY YOURSELF TO ME AFTER CLASS. I WILL GIVE YOU A PACKET WITH INSTRUCTIONS ABOUT HOW TO COMPLETE THIS ARRANGEMENT.**

**OFFICE FOR ACCESS & ACCOMMODATIONS (OAA)  
SIU CARBONDALE  
STUDENT HEALTH CENTER 220  
Phone: 453-5738  
Email: [disabilityservices@siu.edu](mailto:disabilityservices@siu.edu)**

**OAA arranges volunteers to share notes with students that have disabilities. Volunteer note takers are given a Volunteer Award of \$100 per class, per semester *only if they have provided notes for the entire semester.* If you need more information, call OAA at 453-5738.**

**Thank you for volunteering to assist our students.**

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## **GENERAL INSTRUCTIONS**

### **Step 1: Register Online**

The first step to becoming a note taker is to register online through the DSS Note Taker Portal <https://augusta.accessiblelearning.com/SIU/ApplicationNotetaker.aspx>. Select "Sign Up as a Note Taker." You will be prompted to enter in your SIU ID and password (the same credentials you use for your SIU email and Salukinet).

### **Step 2: Enter schedule**

You will need to have your complete schedule printed or open in another window with course information and the course CRNs.

### **Step 3: Review note taker contract**

Please read your note taker contract carefully, as it outlines important information and your payment information.

### **Step 4: Submit registration and wait for matching confirmation email**

If you are identified as a "match" for a class, you will receive an email from Disability Support Services to confirm the assignment.

### **Instructions to Upload Notes**

**Step 1:** Go to the DSS Student Portal <https://augusta.accessiblelearning.com/SIU/> You will be prompted to enter in your SIU ID and password.

**Step 2:** Select the Note Taker tab and scroll down to the bottom of the page to view the details of the classes that you are assigned as the note taker.

**Step 3:** Under file information select the class you want to upload notes for, select the week and the day the notes are for and click on “Choose File” to select the file to upload, then click upload notes.

### **File Format**

File formats can be in either a PDF format file or a word document file. Handwritten notes (must be clearly legible) can be scanned and saved as a PDF file. Please note you should upload one file per lecture. If you have multiple scanned pages for a lecture, combine them into a single file.

**The format for the name of the file should be the course name (e.g. MATH 101) and Date (e.g. Sept 1).**

If there are no notes for a class meeting, please load a file stating the reason “no notes for today” and the reason why (e.g. test day, professor canceled class).

### **Remember:**

- ◆ Attendance and promptness are essential. Try to find a back-up person in case you are sick. Sometimes a classmate is willing to share their notes.
- ◆ If the student you share your notes with is absent, **you do not have to share notes for that day.**
- ◆ At the end of the semester, a Volunteer Award of \$100 will be mailed to the address you indicated when registering as a note taker. It takes several weeks to process these documents.

## TIPS ON VOLUNTEER NOTE TAKING

- Notes can be scanned at the OAA Office, Student Health Center, 220.
- Use the best penmanship you can. If possible, type your notes.
- Record test and quiz dates as well as canceled class dates.
- If you miss something, double check with the instructor or another student.
- Try to sit near the student you share notes with.
- Emphasize important materials with an asterisk, a check, or by underlining.
- On the first page of each day's notes, put the date, the class, and the student's name.
- Make marginal notes of where the concepts discussed in class may be found in the book, if the instructor refers to it.
- Emphasize vocabulary words by underlining.
- Leave blanks whenever you may have missed something that can be filled in later.
- Record examples the instructor uses.
- Do not use abbreviations only you understand. If particular vocabulary comes up often in the lecture, discuss with the student what abbreviations the two of you can agree on.