

Notetaker Orientation

This orientation includes an overview of the process to become a notetaker for the Accessibility Resource Center (ARC) and includes information about your role as a notetaker.

Why are notetakers needed?

Notetaking accommodations are available for qualified students with disabilities to ensure equal access to class information. Students requiring a notetaker must request and be approved for this accommodation through the ARC. A notetaking accommodation is not a substitute for class attendance.

Benefits to you as a notetaker

Volunteering to be an ARC notetaker has a number of benefits. Volunteer service looks great on a resume and demonstrates your commitment to seeing a task through. Potential employers may also recognize the level of responsibility involved in your volunteer service.

Many students who served as ARC notetakers have reported taking better notes because they are aware that someone else is depending on them. Taking better notes can help you be more successful in your classes!

Steps to become a notetaker

There are five steps to become a notetaker with the Accessibility Resource Center.

1. Complete the notetaker application
2. Complete the notetaker orientation and quiz
3. Request a notetaking assignment and confirm acceptance of the assignment
4. Identify a back-up notetaker
5. Begin uploading notes to ARConnect

Steps 1 and 2

To become an ARC notetaker, you need to complete an online notetaker application, view the orientation video, and receive a passing score on the

notetaker quiz. The quiz will take approximately 5-minutes and a minimum score of 70% is required.

Step 3

The next steps involve requesting a notetaking assignment in an online accommodation management system called ARConnect. Once you are assigned as a notetaker, you will need to confirm that you accept the assignment. A tip sheet to guide you through this process is available on the ARC [Notetaker Resources](#) web page.

Step 4

As soon as you confirm your acceptance of the notetaking assignment, identify a back-up notetaker and start uploading notes to ARConnect.

Step 5

Notes must be uploaded through ARConnect for the ARC student to receive them. You can use scanners at each campus or mobile scanning apps to convert handwritten notes to an electronic format. Information about the location of scanners at each campus and free scanner apps are available on the [Notetaker Resources](#) web page. Notes must be uploaded within 24 hours of the completion of class.

Tips for good notetaking

Following are some tips for good notetaking:

Be on time. Many professors give important information during the first five or ten minutes of class. Be unbiased. Do not interject your opinions in the notes. Do not include homework or components of individual learning. Include the class name and date on the first page and page numbers on all subsequent pages.

If you provide handwritten notes, please write legibly, and make sure the electronic copy of your handwritten notes is readable. Include as much information as possible. If there is class participation, try to summarize the discussion in your notes. Include examples given by the instructor and how it relates to text or visual information. For example, you may write *slide 3, chart on page 316, the answer to problem 2.1.*

Leave blanks if you are unsure or miss something. Fill in the missing information or ask the instructor for clarification later. If you are not sure of the spelling, write *sp?* above the word and correct the spelling later. Include white space and use formatting such as bold, bullet points, or adding a symbol to emphasize important words or phrases.

Note technical terms that may show up on an exam and include abbreviations with expansions (example: *dept = department*). Your instructor is the subject and content expert. Please ask the instructor if you need clarification about information in the notes.

What do I do if I miss a class?

If you miss a class, you are still responsible for providing notes. Identify a back-up notetaker as soon as you accept the notetaking assignment and make sure the notes are uploaded within 24 hours of the missed class. Printing off materials from Canvas and providing this to the student is not sufficient; you and the back-up notetaker should supplement these materials with information presented during lecture and discussion or lab sections.

Important information

If a class has a lab or discussion section, the notetaker for the lecture will serve as the notetaker for the lab and/or discussion. A notetaker is not a tutor for the student. You may, of course, study with the student if you would like but this is not required. If you have questions or concerns or if there are changes in your notetaking assignment (such as, you drop the class), please email arcnotetaking@uwm.edu.

Proceed to the quiz

Now that you have completed the orientation, it is time to proceed to the quiz.