<u>Guide to Notetaking Services</u>

Step 1. Register to become a notetaker online each semester

As a notetaker, you must register online through STARS *Online Services*. You will need a class schedule including the subject, course and section 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 and select STARS on the right side of the page
- If you have not been a notetaker before, select Sign Up as a Notetaker. If you have, select Sign in under Student and Staff. You will log 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 selected as the notetaker. All information of non-matched notetakers will be saved in the event that another 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 jdarus@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 work best for the student who will be receiving the notes.
- Confirmed notetaking assignment(s) can be viewed through STARS by logging in and selecting the Notetaker icon on the left-hand side.

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 must 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 STARS, click on the Notetaker" icon 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 is absent from 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 available at the beginning of the **12th week** of each Fall/Spring semester. You, the notetaker, will need to initiate the invoice in STARS to verify that you did provide notes. Be sure to provide your "E-Signature" on the online invoice. The student receiving the notes will then be notified 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 <u>not</u> 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, with any questions, comments, or concerns.