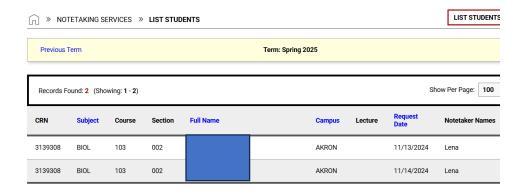
Notetaking Services

In the Notetaking Services Module within the Instructor Portal in STARS, instructors can view requests for notetakers within their course(s). Instructors are also able to view any notes uploaded for the course(s).

Please note, instructors are not required to review the notes uploaded in STARS or monitor uploads throughout the semester. Additionally, not all notetakers provide notes via STARS uploads, so please be aware that there may be instances in which the notetaker and student have made alternative arrangements for the note delivery method.

- Log into STARS and review the FERPA agreement before continuing to view accommodations.
- Navigate to the Notetaking Services Module using the Home menu on the left-hand side of the page.
- The Notetaking Services List Students page will list the course as well as the student who
 requested a notetaker. If there is a notetaker assigned, the notetaker's name will be provided.



• To view notes, select List Notes in the upper right-hand corner. If there are notes uploaded by the notetaker, the file information will be listed along with a link to download the notes.

