

## Notetaker Agreement

Peer notetaking is an accommodation individually approved for eligible students with disabilities and health conditions that impact their note-taking speed, quality, or handwriting/typing capacity.

### Notetaker Responsibilities:

- **Confidentiality:** Note-taking is a confidential service. If you know the student you are providing notes for, do not disclose the student's name or any information about the student to anyone.
- **Attendance:** You are expected to attend each class. If, for some reason, you are not able to attend class, it is your responsibility to obtain the missed notes and upload them to the OAA portal within 24 hours of the class. Should you decide to drop the course or no longer wish to serve as a notetaker, you must notify the Office of Accessibility and Accommodations immediately.
- **Uploading notes:** You are expected to upload notes after each lecture (within 24 hours if you cannot upload them immediately after class). Scanners are available in the University Library (see circulation desk for assistance) and sometimes through the academic department (talk with your instructor for more information). You can also scan notes through a cell phone or another personal device. If a class is canceled or notes are unnecessary for a class session, upload a simple statement about this in the same place you typically upload your notes.
  1. Sign into the **OAA portal** using the following link:  
<https://york.accessiblelearning.com/Samford/>
  2. Select the "**Notetaker**" tab at the top of the page.
  3. On the left side of the page, you will see a box labeled "**Tools**" – click "**Upload and View Notes.**"
  4. You will then select the **course** from the drop-down menu, select the **week** from the drop-down menu, and the **day**.
  5. Click "**Choose File**" to locate the document saved on your computer, then select "**Upload Notes.**"
  6. Check that your submitted notes appear at the bottom of the screen.

- **Communication:** You should check your Samford email regularly and respond promptly to any communications you receive from the Office of Accessibility and Accommodations. Immediately report any problems you experience to **access@samford.edu** or **205-726-4078**. If you are experiencing an issue using the OAA portal, it is best to stop by the office during Drop-In Hours on Tuesdays and Wednesdays from 1:30 PM to 3:30 PM. We rely on open communication from the student and the notetaker to know of any problems; the sooner they are expressed, the sooner we can resolve them.

### **Expectations Regarding Format of Notes:**

- At the top of your notes, record the course name and number and the date.
- Write neatly, using blue or black ink only (no pencil), and write on only one side of each page of notes (do not write on both sides of the paper as this will affect the quality of the scan). If your handwriting may be unclear, you should instead type your notes.
- If you use shorthand or abbreviations, you must provide a key for the student or make a note to the side identifying the shorthand.
- Record all related information from the class, including any changes to assignment due dates or class meetings, anything written on the board, and any information regarding quizzes or tests.
- Uploading *only* content displayed on a presentation slide is not an acceptable form of notes.

#### **\*Policy\***

*Periodic reminders will be sent throughout the semester. Notetakers will be notified of their eligibility for their selected compensation based upon consistent, regular uploads to the portal. If notetakers do not fulfill their responsibility of uploading notes regularly, they will not be approved to be a notetaker in the following semester. Additionally, notetakers may be submitted for an Honor Code violation.*