

# Notetaking

Providing notetaker assistance is a cooperative effort between the professor and the SSD Office. DAS utilizes the faculty assistance in order to recruit a notetaker. We greatly appreciate your assistance in the following:

1. Please inform the student if you can provide the student(s) with complete lecture notes, or if the lecture notes are posted online via Blackboard. Please note: some students (due to their disability) may require a notetaker in addition to the notes you provide. The student will let you know if this is the case.
2. If lecture notes are not available, you can assist the SSD office by identifying a student in your class who you believe would be a competent and dependable notetaker. Please refer all interested students to sign contact the SSD office to complete paperwork and receive instructions. Please note: Notetakers are assigned on a first-come, first-serve basis. Your referral will be taken into strong consideration, but may not be assigned as the notetaker for this class if another student requests the assignment first. If you cannot recommend a student to become a notetaker, please make the following announcement in class or through a Blackboard announcement, not mentioning the name(s) of the student(s):

**There is a student in our class who needs a copy of the class notes. If you have a 2.5 GPA, take accurate and legible notes, and regularly attend class, please see me at the end of the class.**

3. Feel free to print the following information sheet to distribute to interested notetakers. [Notetaker Procedures.](#)

Potential notetakers should be sent to the SSD office in Boyle Education Center to sign up as a Notetaker, and to receive further instructions regarding the SSD Notetaking. Occasionally, multiple students sign up as the potential Notetaker. Selection is made on a first-come, first-served basis.

If we are not successful in recruiting a notetaker, we may request a copy of faculty notes or loan a digital recorder in order to capture the lecture.

If you have any questions or concerns, please contact **SSD at 541-383-7583.**