

CDAR Notetaking Policies and Procedures – Faculty

Notetakers are employed and trained by the University of Idaho to scribe instructional material presented during course lectures which are then provided to students receiving Notetaking Services as an accommodation through the Center for Disability Access and Resources.

Notetakers are assigned to courses based on the Notetaker's experience and knowledgebase.

If a Notetaker is not enrolled in the course as a student:

- The Notetaker will introduce themselves to the instructor prior to their first day of attendance in class.
- The Notetaker will sit in an area that allows view of the board and ability to hear the speaker.
- All instructional material relayed by the instructor or displayed on the board/PowerPoint may be included in the notes.
- The Notetaker is NOT allowed to step out of their role as a Notetaker during class.
- On exam days the Notetaker will attend class for the first 10 minutes to document all announcements, then will quietly leave the classroom.
- If the instructor is comfortable doing so, the Notetaker may be added to BbLearn (as a guest) in order to document announcements or comments into the notes.
- The Notetaker may use a laptop in order to facilitate ease in capturing instructional material in the fast-paced lecture environment.

If a Notetaker is enrolled in the course as a student:

- The Notetaker may participate in class as a student while scribing instructional material to be provided to CDAR Notetaking Services for student(s) enrolled in the course receiving notetaking as an accommodation.

Students receiving Notetaking as an accommodation are able to:

- Access their lecture notes through OneDrive within 24-hours of lecture.
- Delete their lecture notes at the end of the semester.

Only student(s) receiving Notetaking Services as an accommodation through the Center for Disability Access and Resources are able to access the instructional notes produced.