University of Idaho
Center for Disability
Access and Resources

Bruce Pitman Center Suite 127
875 Perimeter Dr. MS 4257
Moscow, Idaho 83844-4257
Phone: 208-885-6307
Fax: 208-885-9404
cdar@uidaho.edu
www.uidaho.edu/cdar

CDAR - Notetaking Services

Policies and Procedures - Students

Receiving Notetaking as an Accommodation

- Students are required to register with the Center for Disability Access and Resources for each term in which they intent to receive Notetaking Services as an accommodation.
- Students receiving Notetaking Services as an accommodation will take lecture notes on their own until a Notetaker is assigned to the course.
- Students will use their University of Idaho Vandal email and password in order to log in to OneDrive to access notes produced through Notetaking Services.
- It is the student's responsibility to notify CDAR Notetaking Services, immediately, if a course is added/withdrawn or if the student has decided to no longer receive lecture notes for a given course.

Notetaking as an Accommodation

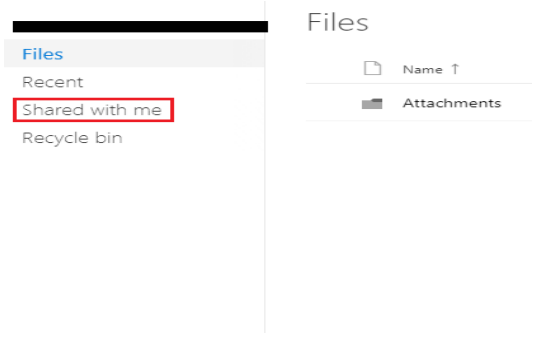
- Once a student has been assigned Notetaking Services as an in-class accommodation, a Notetaker will be recruited to scribe instructional material presented during course lectures.
- After a Notetaker has been assigned to a course, the student will receive an email invitation to the course OneDrive 'shared folder'.

Procedure for Accessing Course Notes

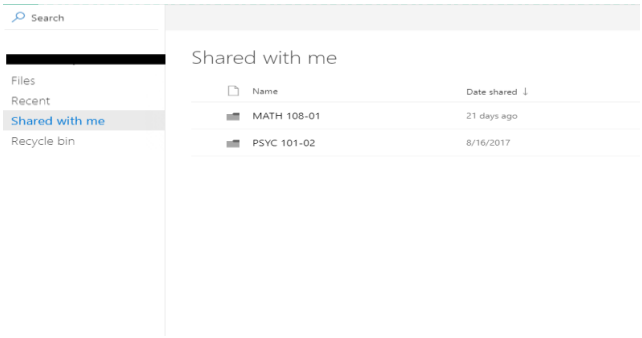
In order to access OneDrive students will need to:

1. Go to onedrive.uidaho.edu
2. Log in with your Vandal email account username and password.

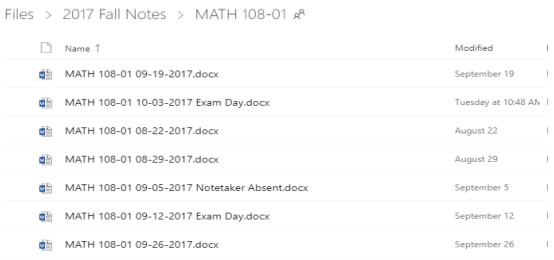
3. Click on the 'Shared with me' button on the left-hand side of the screen (as shown at the right)



4. After selecting the ‘Shared with me’ file, you will see the list of courses for which you have been assigned to receive Notetaking Services.



5. Select a folder in which you would like to view course notes.



6. The course lecture notes will be listed chronologically by date. As shown above, exam dates and Notetaker absences are indicated.

Troubleshooting

- If you are having trouble accessing your notes, try to use the Firefox and Internet Explorer browsers.
- Notes should be available in OneDrive by 9am the next business day.
- Do NOT use the OneDrive