

# Notetaker Handbook

**Accessibility Services**  
Riverland Community College

Austin, East Building N002

**Suhai Boyer**  
Accessibility Services

[accessibility@riverland.edu](mailto:accessibility@riverland.edu)

Email/Scan Notes to  
[accessibility@riverland.edu](mailto:accessibility@riverland.edu)

Accessibility Services at Riverland Community College is committed to a positive educational experience for all students. As a notetaker, you become a vital link in that experience by representing Accessibility Services in serving students with disabilities. In addition, you may find being a notetaker enhances your classroom attentiveness and improves your semester grade! These policies and procedures will define what is expected of you. Contact Accessibility Services, at [accessibility@riverland.edu](mailto:accessibility@riverland.edu) with any questions. Accessibility Services looks forward to working with you. Your skill and dedication are greatly appreciated!

## Confidentiality

As a notetaker, you may be naturally curious about the student you are notetaker for, or perhaps, the nature of your classmate's disability. We ask that you please respect the student's right to privacy. This is a highly sensitive subject, and the student may be uncomfortable discussing their personal information with a service provider. Accessibility Services will not disclose the identity of the student or his/her disability to others – please join us in keeping this confidential.

## Scanning Handwritten Notes

You can hand write notes (as long as they are organized and legible to others), scan your notes in the Accessibility Services Office (Austin, East Building, N002, M-F, 8:00 am to 4:00 pm), or from your personal scanner, and email them to [accessibility@riverland.edu](mailto:accessibility@riverland.edu). The Subject line of each email/scan must list the class title, number/section, and date the notes were taken (for example: Subject: ENGL 0967-01 8.24.20). If the next class period is an exam/quiz and the class meets daily, you must provide the notes the same day, or in a timely manner if it does not meet daily. Please strive to have your notes ready to send prior to the next class meeting.

## Typed Notes

Another option is to type your notes and send them to [accessibility@riverland.edu](mailto:accessibility@riverland.edu) listing the class title, number/section, and date of class session the notes were taken in the Subject line (Subject: ENGL 0967-01 8.24.20). If this is the method that is chosen, electronic notes must be provided to the student no later than 4:00 pm the day following each class and 10:00 am for notes from night classes.

## Class Punctuality & Attendance

- It is important that you are on time and ready when class begins.
- Excessive absences will result in the discontinuation of your provision of this service. You will be allowed two absences maximum if absolutely necessary. However, if you miss more than two class periods, unless they are both excused, your job may be given to another student in the class. You are responsible for getting substitute notes for missed class days. Notify Accessibility Services of any absences at [accessibility@riverland.edu](mailto:accessibility@riverland.edu)
- If an emergency or lengthy absence is anticipated, please contact Accessibility Services with as much advantage notice as possible, so that other arrangements can be made.
- Notetaking is a supplemental service and is not intended to replace class attendance. Accessibility Services will work with the faculty of your course to ensure the student requiring notes does not miss classes.
- You will be notified if the student withdraws from the class.
- If you withdraw, please notify Accessibility Services, so other arrangements can be made.

## Note Taking Format

- Notetakers who are assigned to assist students who are deaf or hard of hearing will be given additional formatting instructions by the Accessibility Services. All other students who receive this accommodation do so with the understanding that they are receiving supplemental notes. They are, with some exceptions, expected to take notes for themselves.
- Write the class title, course number/section, date notes (Subject: ENGL 0967-01 8.24.20) are taken on the top of the paper or typed document. Include this same information in the Subject line of emails sent to [accessibility@riverland.edu](mailto:accessibility@riverland.edu) to assist in forwarding notes in a timely manner.
- Number each page.
- Leave one inch margins top/bottom, and right/left on the page.
- Please collect handouts and make appropriate notations. You will also scan these for distribution to the student. Please write clearly on all handouts.
- You are not responsible for giving the student any course materials posted on Brightspace/D2L.
- Abbreviations may be used if explained the first time used during each week's notes.
- Write clearly and legibly.
- Organize your notes in a consistent fashion.
- Accuracy is imperative. Write down test and quiz dates, due dates, homework assignments mentioned in class, room numbers, book titles, etc.

## Thank you – You're making a difference!

Thank you for your time and cooperation. If you have questions, please contact the Accessibility Services for assistance. We look forward to working with you!

Accessibility Services  
Riverland Community College  
Austin, East Building, N002

Suhai Boyer - Accessibility Services Specialist

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