

Getting Students Connected with Notetakers

The Disability Resource Center is now using DRC Connect to connect students with notetaking accommodations. As an instructor, your position is simple in this process. You will just need to recruit students and refer them to our notetaker application. Our office will send you an email if this is necessary. Below is an example email of what you receive if a student in your class has a peer notetaking accommodation.

EXAMPLE EMAIL:



Dear Professor,

There is at least one student with a documented disability in your **FREDDY DOES MATH MATH-231.01 - FREDDY LEARNS CALCULUS AND PASSES (CRN: X1234)** class who requires the assistance of a peer notetaker. Please assist our office by identifying a student in the class who you believe would be a competent and dependable notetaker. If you do not know of any students in your class with good note taking skills, please make the following announcement **not mentioning** the name(s) of the student:

Disability Resource Center has requested a copy of lecture notes for a student in our class. If you take accurate and legible notes, and attend class regularly, please see me after class. Disability Resource Center pays at the end of the semester for your commitment to this request (\$30/credit).

At the end of the class, chat with the student about their interest. Please direct the prospective notetaker to use this link <https://whitney.accessiblelearning.com/s-UWRF/DefaultLocal.aspx> to apply for notetaking. Have them reach out to the Disability Resource Center if they have any questions. Please contact Lee Spindler at haylee.spindler@uwrf.edu if you have difficulty recruiting a notetaker. The notetaking position will be filled on a first submission, first hired basis. Disability Resource Center employs only one notetaker per class, regardless of how many students may request the accommodation.

I appreciate your assistance in this matter. If you have any questions, please do not hesitate to call at us anytime.

END EXAMPLE EMAIL

Students requesting notetaking may also approach you about this process. If they do so and you have not received an email like above, please contact the DRC. Outside of getting notetakers connected with the application, instructors will not need to anything else during this process.