Using DRC Connect for Peer Notetaking:

So you've been given accommodation for peer note taking... Here are the steps to follow to use this in DRC Connect!

1. You will see a notification on your Dashboard that you need to confirm your need for peer notetaking services. Follow the prompt. Click on "Notetaking Services" under the "My Accommodations" menu



2. Once you're on the Notetaking Services page, you will see a prompt to confirm your request for peer notetaking services. Click "Confirm Now" as pictured below.

¥ Home					
> My Dashboard	Previous.Term Term: Summer 2023	Next.Term			
> My Profile	FREDDY DOES MATH MATH-231.01 - Freddy Learns Calculus And Passes				
> Request for Appointment	Please Confirm Your Notetaking Services Request				
> Change My Login Information					
> SMS (Text Messaging)	Please use the following link to confirm that you will need Notetaking Services for your course: Confirm.Now				
 Additional Documentation Needed 					
	TEST 100.001 - Test Class For Notetaking				

3. DRC Connect should process your request and your screen should look like this after you have confirmed you would like note taking for the class.

Previous Term	Term: Summer 2023	Next Term			
FREDDY DOES MATH MATH-231.01 - Freddy Learns Calculus And Passes					
No Notetaker has Been Assigned to this Class					
Please refer to your instructor once you have confirmed your need for peer notetaking services. Your instructor will recruit a notetaker, refer them to DRC Connect to apply for notetaking, and you will be connected with the notes for your class once the notetaker has submitted everything they need on their end. You can reach out to drc@uwrf.edu OR Lee, at haylee.spindler@uwrf.edu with any questions in the mean time.					

4. Now, you wait. A notification email will be sent to your class instructor by our office. They will help with recruiting a notetaker for the class. This student will need to apply through DRC Connect to be a note taker for

your class. Your instructor and our office will work to get you connected, but please don't hesitate to reach out with questions in the meantime.

5. Once you are matched with a notetaker, it is simple to retrieve your notes! You will log into DRC Connect and click on "Notetaking Services" from your Dashboard page. You will see "Available Notes for Download" once notes are uploaded for your class. Click on "Available Notes for Download"

TEST 100.001 - Test Class For Notetaking

List of Notetaker(s):

• Name: Confidential - Contact Office If You Have Any Questions or Concerns.

Available Note(s) for Download (Click to Expand)

6. You should see what is pictured below (titled differently) and be able to download the files to your personal computer. These notes are expected to be uploaded through DRC Connect on a regular basis by the notetaker. If this is not your experience, please let the DRC know so we can follow up.

•	Notes for Week 1 (Monday, Wednesday, Friday)			Ŧ	Download Note	
	File Name: (0727Y28) EligibilityApplication-Mouse (3).pdf					
	File Size: 99 KB	Download Count: 1	Last Download	I: T	hursday, August 10, 2023 at 12:14:48 PM	