

Peer Note Taking

Student Accessibility Services (SAS) works with faculty to provide equal access to course content. Note taking support is proven to contribute to the success of students with varying disabilities.

Accessing Note Taking Accommodations

Eligibility

Students must be registered with SAS and approved to receive course notes through one or more of the following ways:

- Peer Note Sharing
- Professional Note Taking
- Capture Content by Alternate Means
- Use of a Digital Recorder and/or Smart Pen

Eligible students must have done the following to receive note taking accommodations:

- Review and submit the SAS Note Taking Agreement which includes, but is not limited to the following responsibilities:
 - Receiving course notes as an accommodation does NOT replace attendance.
 - Notes received as an accommodation must NOT be shared.
 - Any recorded content is to be used for personal study use only and is protected by federal and international copyright laws.
- Approve their Letter of Accommodation (LOA) via the ClockWork Portal **each term**.
- **Request their course notes through the ClockWork Portal**

Providing Note Taking Accommodations

Peer Note Sharers:

Note sharers/takers are students registered in the same courses as the student requesting notes, though may be in a different section. SAS has a process to vet any applicants and address issues or concerns that may come up.

Content Capture by Alternate Means and Recordings:

If a student is eligible, they may be assigned a computerized notetaking software to record lecture content and then download summary notes provided by the software.

If requested by a professor, SAS note sharers/takers **and** SAS students who are recording will comply and stop taking notes.

Here are some ways instructors can support students in the classroom and potentially eliminate the need to request notes through SAS, especially when finding a note sharer is difficult.

- **Access to lecture content or notes in advance.** This may also be an official accommodation request on some students LOAs.
- **Access to audio or video recordings of the class,** for students to review or create a transcription or take notes at their own pace.
- **Setting up Closed Captioning,** as a default for all video content, to ensure course content is fully accessible as according to the [OHRC](#) and [AODA](#).
- **Setting up automatic transcription of recordings,** especially those that are in audio format only, such as podcast-style lectures.
- **Work with SAS to provide options** where no access to course notes would seriously impact student's learning. For example, the use of past notes for the course
- **Encourage students to become note sharers/takers** by directing them to SAS during class or via the course shell BlackBoard.

SAS Note Taking Policies

Policy on Recording Course Content

Please refer to the [Student Accessibility Services Recording Course Content Policy](#) for ensuring access to education for students with disabilities while respecting the academic freedoms of faculty.

Student Absences

Notes will be provided to students who may miss a class for disability-related reasons and students who may need to be absent for unexpected reasons are not penalized.

SAS students eligible for course notes as an accommodation are aware that note taking support does not replace regular class attendance. However, neither SAS nor note sharers/takers can monitor the attendance of students.

SAS is dedicated to maintaining the integrity of the accommodation process. Should you have any questions or concerns about absences, please speak with an Accessibility Consultant as soon as possible.

Contact SAS

If you have any concerns or questions regarding note taking accommodations, please email notetaking@nipissingu.ca or reach out to the appropriate Accessibility Consultant.