Disability Services For Students (DSS)
Note-Taker Duties and Responsibilities

Note-takers are required to:

1. Attend EVERY class. If you have to miss a class, you are responsible for obtaining notes from a classmate and uploading them onto SAKAI.

2. Type all notes unless otherwise agreed upon with one of the DSS Note-taking Assistants. Many times science and math notes are scanned. If notes are scanned, please follow the following guidelines:

   a. **Ensure that your notes are LEGIBLE**
   b. **Do not write too close to the margins**
   c. **Do not write double-sided**
   d. **Please check all scanned notes before uploading**

3. Taking notes within PowerPoint lecture is acceptable. Please take notes in the 'note section' of the slide OR if you are writing directly in the slide, use a different color font to distinguish your notes from the class lecture

4. **Notes must be provided within 24-hours of every class!**

5. If there are no notes for any reason **(e.g., exam, class canceled, etc.)** please inform us within a 24-hour period of time. You may either upload a document on SAKAI that specifies that no notes were taken OR you may email us at dssnotes@etal.uri.edu

6. If you receive any feedback regarding your notes, we ask that you are flexible and willing to adapt your notes to the needs of the student who requires the notes.

7. All notes must be uploaded using the following format for the file name:

   a. **CLASS_SECTION_DATE OF CLASS (e.g., AVS 101_0001_9-21-16)**
   b. If you are uploading notes that encompass more than one class (please check first with your supervisor) then please specify the date range (e.g., AVS 101_00019-21-16 through 9-23-16)

8. Please submit all previous notes taken for the course since the beginning of the semester as soon as possible

9. Maintain CONFIDENTIALITY. It is our policy NOT to make the identity of the student note-receiver known, but if you find out, please DO NOT share that information with anyone. Please let us know if a professor gives you this information so that we may re-explain our policy to him/her.

10. Inform us if any time during the semester, you are unable to fulfill the requirements of this position (e.g., drop the class, major illness/injury, or personal issue). **It is your responsibility to inform DSS.**

Uploading Notes To SAKAI :

Use the following procedure to upload all notes to SAKAI:
1. Login to SAKAI
2. Click on 'DSS Notes #' Tab. This tab may be in 'More Sites'
3. Once in the tab, select 'Resources' (Left hand-side)
4. Select 'Upload Files' from the 'Add' drop down menu located next to the course name
5. Search for the file on the computer by selecting 'Choose File' and then 'Open'
6. **MAKE SURE YOU HAVE SAVED YOUR FILE ACCORDING TO OUR FORMAT**

(Please make sure that your file is saved as Microsoft word or PDF file to make it accessible to all users)

7. Click, 'Upload Files Now'

Compensation:

In exchange for your time we provide options for compensation for our note-takers in the form of roughly $100 stipend. This is the amount *per course.* The stipend is given to students in the last pay period of the semester in one lump sum amount.

Under the following conditions we reserve the right to terminate your position *without pay*:
- If your notes do not meet the requirements of timeliness and quality and this has not been corrected after initial contact by the DSS Note Assistant
- If you have taken notes for less than half of the semester (e.g., if you or the note-receiver drop the course)
- If you fail to inform us that you are unable to fulfill the note-take duties outlined in this agreement

If you would like to receive community service, we will provide you with a letter awarding you 44- hours of community at the end of the semester.

Scanning Notes:

Notes that involve extensive graphs, charts,or equations on a regular basis can be scanned rather than typed. Please note that you may only scan your notes if this has been agreed upon with the DSS Notes Assistant.

If you do not have access to a scanner the following is a list of scanners available for student use:
- LL4-Library Computer Lab
- Instructional Technology Lab Room 217 in Chafee Hall
- Language Lab in Room 301 in Swan Hall
- Dean of Students Office