
Notetaker Training Manual 2021 - 2022



THE UNIVERSITY OF BRITISH COLUMBIA

The Centre for Accessibility

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1. Introduction to the Notetaking Program

Note-taking is an essential support service for many students with disabilities and/or medical conditions that interfere with their ability to take notes. The need a client may have for note-taking is determined by a Centre for Accessibility Advisor, based on documented disability and needs assessment.

Each student receiving service has provided current documentation to The Centre for Accessibility and has met rigorous eligibility criteria. This note-taking service allows students with disabilities equal access to lecture materials by "bridging the information gap" that may occur due to the nature of the disability compounded by the use of large classrooms and poor acoustical conditions.

The Centre for Accessibility pays note-takers, and has since 1991. We pay note-takers in order to show that we value the services our note-takers provide and the quality of the notes they produce. These notes are different than usual class notes in their level of completeness and organization.

Notetaking is a great opportunity to add work experience to your resume. In addition to getting paid, we also provide you with a reference letter at the end of each term recognizing your valuable work.

2. Changes to the Notetaking Program – Fall 2021

Instead of emailing your notes to your clients, you will be uploading them to a central departmental website. Please see section 6 (Submission of Notes) for more detailed information on how to submit your class notes.

The advantages of using a centralized website is you don't need to worry about emailing large files and you don't need to worry if your client is receiving your emails. Your name and email address will still be available to your client (s) if they have questions or concerns about your notes. The notes will be organized by date under "Course Notes".

Your client (s) will receive a notification email each time you upload your notes. At the end of each term your notes will be deleted from the system.

3. Responsibilities

As a note taker you are representing The Centre for Accessibility. Therefore you are expected to be confidential, cooperative, unbiased, and respectful to people with disabilities and to The Centre for Accessibility staff. Sexual, racial, and/or physical harassment will not be tolerated. Note takers must demonstrate academic excellence, enthusiasm for learning and be open to feedback from the Centre for Accessibility

Note takers are Required to:

- Take comprehensive notes that are legible, thorough, succinct and meaningful.
- Attend and provide notes from all lectures (including in class and online) and guest lecturers (if applicable). This includes lecture material and other details mentioned in class, particularly notes regarding assessments (upcoming tests, exams and assignments).
- All notes must be uploaded to the Notetaker Module within 48 hours of the lecture (in-class, synchronous or asynchronous). In the event that a Notetaker is unable to attend a lecture, they are responsible to arrange for an alternate Notetaker. It is helpful to choose a back-up student in advance.
- Upload notes from previous lectures if hired after term has commenced
- This service is strictly confidential. If you are aware of the identity of the student who is receiving notes from you, do not disclose this information to anyone.
- The Centre for Accessibility reserves the right to evaluate notes for accuracy and legibility and to request modifications if necessary.

Notetakers are not required to provide:

- Notes for readings outside of class
- Notes for labs (unless requested by the Student Assistant Coordinator)
- Materials handed out during class
- Tutoring, advising or advocacy services

4. Method

Organization and thoroughness are keys to good notetaking. The sequence of facts and information should make sense to the reader. Use formatting tools with consistency.

- Different levels of indentations (to separate information)
- Headings and bullets (to organize information)
- Capitalization, underlining, and asterisks (to help clarify the information being presented)

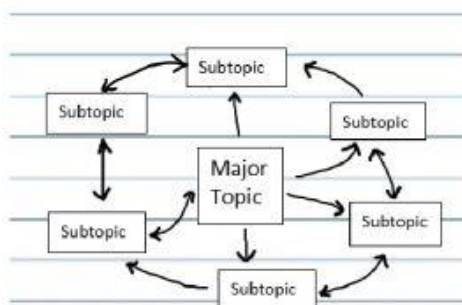
CORNELL METHOD

Cue Column	Notes Column
- Key words	- Key ideas
	- Important ideas
- Key questions	people
	places
	- diagrams, graphs, pictures
	- formulas
	- repeated / emphasized info
Summary	

OUTLINE METHOD

1 Main Idea
• Subtopic
○ Supporting information
○ Supporting information
2 Main Idea
• Subtopic
○ Supporting information
○ Supporting information
* Structured and logical notes
* easy to use and organize

MAPPING METHOD



- Focus on key points vs writing everything that is heard during lecture
- Link subpoints around a major topic
- Critical thinking – find links between topics

CHARTING METHOD

	Heading 1	Heading 2	Heading 3
Topic A			
Topic B			
Topic C			
Topic D			

- Check syllabus to determine categories for notes
- Set up notes in advance with headings

Four different methods of notetaking are illustrated in the above diagrams.

If information is missed during a lecture, leave space in the notes to fill in later. Get the missing information from a peer or seek clarification from the instructor or TA. If you do not understand something during class, do not hesitate to ask questions.

Do not record information that is presented on Power Point slides, rather focus on new content. Cues to watch for are:

- Repetition
- Emphasis – tone of voice, amount of time spent on a specific topic, etc
- Word signals such as “it is important to know that...”

5. Mechanics

Some disabilities make it difficult for the client to read certain fonts and/or highlighting techniques. It is for this reason that the following guidelines are made when recording your notes:

- Record course name and date at the top corner of the first page
- Number each page.
- Do not write your name on your notes.
- If possible notes should be typed. Formulas, graphs and diagrams can be hand written.
- Use a font and font size that is easy to read (i.e., Calibri 12, not Times New Roman).
- If notes are hand written, use a black pen.
- Mark the end of each set of lecture notes with 'End of Session'
- Abbreviations and acronyms should be defined (if not explicit within context of the class)
- Write verbs in the simple present tense, simple past tense and in the active voice (i.e., 'he had a bad day' not 'he had been having a bad day').
- Avoid double negatives (i.e., 'it was unforeseen that...' not 'it was not unforeseen that...').
- Use highlighters sparingly. If used, avoid overly bright, contrasting colors.
- Use wide margins and avoid cramming words onto the bottom of the page.
- Do not repeat ideas but do repeat examples or new ways of saying the information.

6. Submission of Notes

- Edit your notes as soon as possible after the lecture. Do not simply recopy your notes but spend time adding clarification to main points and ensuring completeness.
- If class notes are written alongside the PowerPoint slides that are provided by the instructor, the notes must be clearly marked and thorough.
- Upload notes to the Notetaker Module in the Accommodations Portal; click the link provided in your offer email. Use your CWL to log in. Go to the '**Course/Notes**' tab at the top of the screen and find the folder where you will upload your lecture notes. Find your profile and fill in the missing information.
- Add a brief description in the comments section to label the contents, i.e., lecture title, chapter #, etc. Feel free to add additional information such as 'breakout sessions today – no notes', etc.
- If you run into problems with meeting deadlines or uploading your notes contact the Student Assistant Coordinator at access.assistants@ubc.ca
- Please note that your name and contact information will be available on this page and your client may contact you if they have questions concerning your notes.
- Notes should be uploaded 48 hours after each lecture or earlier. Your client will receive a notification email each time you upload your notes.

7. Confidentiality

The BC Freedom of Information and Protection of Privacy Act protects the privacy of personal information in the custody or under the control of a public body such as UBC. Personal information is any recorded information that uniquely identifies a person, such as their name, address, telephone number, age, sex, race, religion, sexual orientation, or disability.

Notetakers must not give out any information about their clients to a third party. Such information includes, but is not limited to, clients' names and information about their disabilities. Notetakers will not be given the client's name or any information about their client's disability.

8. Resources

UBC Learning Commons <http://learningcommons.ubc.ca/student-toolkits-2/taking-notes/>

University of Saskatchewan Study Skills

<https://libguides.usask.ca/c.php?g=353588&p=3437703>

Contact The Centre for Accessibility – access.assistants@ubc.ca for further questions.