

Tips for Note Takers

Thank you for agreeing to be a note taker for a student in your class. We appreciate your assistance and want to help you fulfill your responsibilities in a professional manner. It is important that all information you learn about the student for whom you are taking notes remain confidential.

Your notes should clearly convey the content of class discussions and presentations.

Methods of Note-taking:

There are multiple methods for taking notes and providing them to the student.

1. **Handwritten:** When handwriting notes, you will need to make copies after each class to share with the student. The Solution Center (or DATC at Stevens Point) can scan copies of your notes and email it directly to student.
2. **Laptop:** If you and the student determine that recording notes on a laptop is the best method, please email the notes directly to the student or print them. When an instructor prohibits the use of laptops in class, the student receiving notes should notify accessibility staff.

Tips for planning:

- Discuss the style and format that will work the best for the student and identify any individual needs or preferences.
- Determine the best method for delivering the notes.
- Attend every class and arrive on time. Make arrangements for a substitute, if possible, should you be absent or decide to drop the class.
- Include the course name, date and page number at the top of each page.
- Capture all of the important information discussed or presented during class, including lectures, PowerPoint presentations, videos, and student presentations.
- Identify opinions in the margins, and use question marks to show uncertainty about spellings or other details.