

Information for Instructors

Peer Notetaking Service

Notetaking Accommodations

Peer notetaking is an essential part of accommodating students with disabilities. A student with a disability may be provided with a notetaking accommodation for various disability related needs.

Class Recruitment Process by Instructors

Course Instructors assist Accessibility Services in recruiting a peer note taker for a student with a disability in their course. In-course and digital announcements by instructors are the most effective method for recruiting volunteers, and therefore critical to providing this accommodation. We ask that you use the following digital recruitment materials in your class and on your Quercus course site:

Be a Volunteer Note-taker with UTM Accessibility Services!

UTM Accessibility Services is recruiting volunteer note-takers to support students with disabilities. Note-takers are responsible for taking notes (in-person and online lectures) and uploading their notes to the Accessibility note-taker database.

How to Register and Upload your Notes:

1. Select the **'Courses/notes'** tab and log in using your UTORid and password:
<https://uoft.me/UTM-notetakers>
2. Upload your notes after each class:
Typed notes - please upload the notes directly online
Handwritten notes - scan your notes at home or use a scanning app on your phone. We also have a scanner at the Accessibility Services Note-taking Kiosk that you may use (room 2240, Student Services Hub, Davis Building)
 - a. Keep your filenames to a reasonable length and avoid using special symbols or characters (only hyphens and underscores are supported by the file system).
 - b. For each course, select either **'Upload lecture notes'** or **'Upload sample notes'**.
 - c. For each file, click the calendar icon to select the date, click on **'Browse'** to attach the document, and click on **'Submit notes'**.
3. Continue to upload your notes until the end of the semester. Please disregard the **'I have been selected'** column and upload your notes whether it displays a 'Yes' or 'No' under this column.

Volunteer note-takers will receive official recognition on their Co-Curricular Record (CCR) if they provide notes in 2 or more half-year courses or 1 full-year course during the academic year. Competencies and skills linked to the position will be highlighted on the CCR. Students can use the CCR to supplement their resume and applications to graduate schools, scholarships, and bursaries.

Note-takers may also request a professional letter of recommendation for their volunteer work with our office.

If you have any questions, please contact us at accessvolunteers.utm@utoronto.ca or 905-828-5422.

At the beginning of a lecture, please read the announcement to the class. We ask that you attempt to recruit three volunteers and encourage them to sign up online as soon as possible.

***Note: To maintain confidentiality, do not identify the name of the student who is registered with Accessibility Services and/or their disability.**

If no one volunteers:

- Outline the benefits of volunteering: it's an opportunity to help others in their community, builds resume, improves note taking skills, and peer note takers are eligible for Co-Curricular Record (CCR) approval. Also, all notetakers are entered in a draw to win a gift card at the end of the semester
- Remind the class that their notes will only be shared with students who have a documented disability and who have been approved for peer note taking accommodations.
- Still, if no one volunteers, please contact Accessibility Services at 905-828-5422 or email accessvolunteers.utm@utoronto.ca
- You can also assist by providing Accessibility Services with lecture slides, your lecture notes, and/or permission to audio record lectures.

Class Announcement by an Accessibility Services Representative (In-Person Classes)

If necessary, we ask for your assistance in allowing one of our **Outreach Team Volunteers** to make an additional class announcement before your lecture begins. The purpose of this additional announcement is to provide students with more information about the benefits and responsibilities of being a peer note taker as well as the importance of this role.

Where possible, we will notify you in advance that an Outreach Team Volunteer will be coming at the beginning of your next lecture to make a three-minute announcement. This may not always be possible and we therefore ask for your collaboration in allowing our volunteers to make a short announcement once they have introduced themselves to you before the start of your lecture. All Outreach Team Volunteers will wear an ID badge.

An Outreach Team Volunteer may be scheduled to make an announcement in your class for any of the following reasons:

1. If no students volunteered during your initial in-class announcement, nor responded to other recruitment methods.
2. If students volunteered during your initial in-class announcement, however they have not completed the online registration or provided sample notes.

3. If students volunteered during your initial in-class announcement, however their sample notes do not meet the disability-related needs of the student who requires a peer note taker.

If you have any questions about the peer notetaking service, please contact us at 905-828-5422 or accessvolunteers.utm@utoronto.ca