Notetaking

with myDRS

First Things

 Request notetaking as an accommodation for your class through myDRS.

 Send your Faculty Notification Letter to your professors

DRS will recruit a volunteer notetaker

• First, we'll email your class and ask for a volunteer

• If there are no responses, we'll work with your professor to find someone.

 We may ask you if you're comfortable with someone from DRS making an inclass announcement

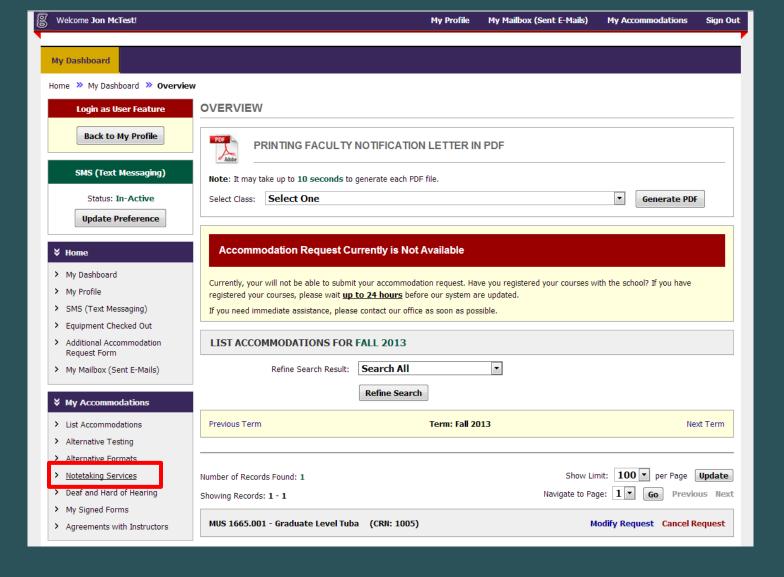
Your Responsibilities

- Let DRS know if you no longer want notes for a particular class. This way we can relieve the volunteer.
- Let DRS know if you have any concerns or problems regarding your notes.
- **If we don't hear from you, we will assume everything is going well.**
- Download your notes

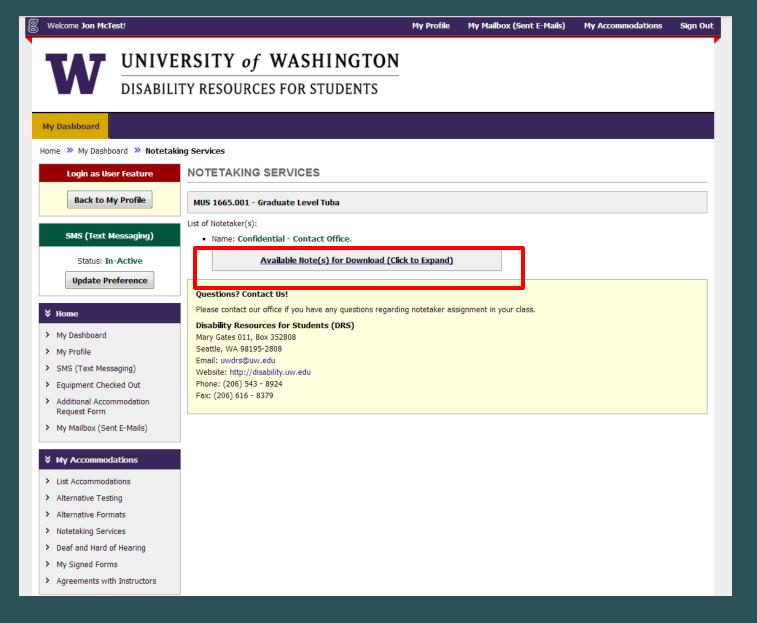
The volunteer notetaker for your class will be uploading her/his notes to the myDRS database on a regular basis.

What happens once the notes are uploaded?

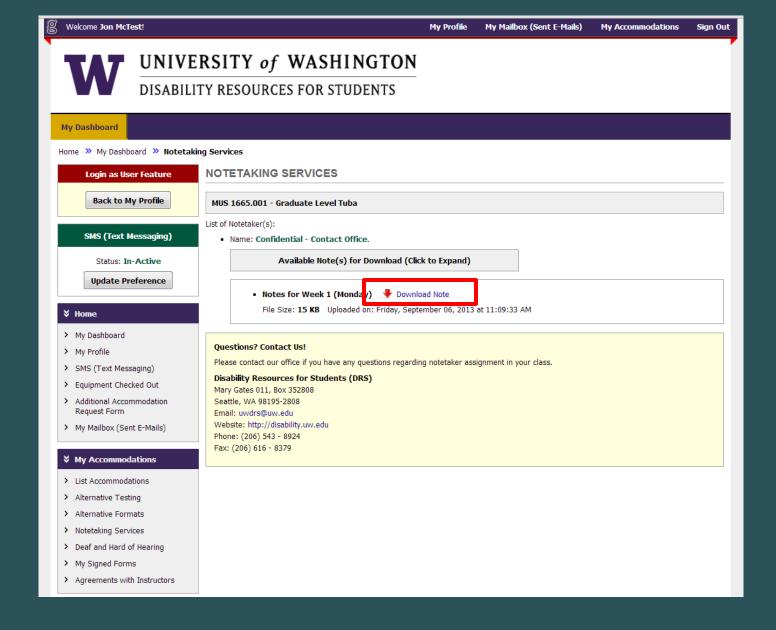
- You will receive an email notification that new notes are available
- You can log in to myDRS and download the notes (see next slides)



• Once logged-into your myDRS account, click on <u>Notetaking Services</u> in the "My Accommodations" menu on the left



• Click on <u>Available Note(s) for Download</u>



• Click on <u>Download Note</u>

Your notes should now be downloaded to your computer!