

Notetaking with
myDRS

Notetaking Introduction

Why do students need notetakers?

There are many reasons why a student may need assistance processing and/or transcribing verbal information into written notes. These disabilities may be visible or invisible .

If I share my notes, does the student need to come to class?

Yes! The notes that you share with the DRS student are meant to supplement the student's own notes, and should not replace class attendance.

When taking notes, please:

- Write legibly or type
- Provide a key for any symbols or shorthand that you use
- Take notes about class announcements (due dates, especially) in addition to the lecture material
- Upload your notes within 24 hrs after class
- Find a friend to take notes for you if you're going to miss class. Let us know if you can't find anyone, so that we can make arrangements.

Your notes may make a huge difference for a student – thanks for volunteering!

Submitting Notes: 2 ways

- Files must be: PDFs or Word documents, at 300 DPI
- Scan and upload: Scan on campus or at home and upload to myDRS (if using a UW scan station, you can email to yourself and then upload from your computer).
- Scan and email from UW scan station: If you're using a UW scan station, you can send the notes directly to drsnotes@uw.edu. **Indicate your name and the course in the subject line or body of the email. And we will upload them.**

Please do not submit photos of notes, taken with phones or cameras

UW campus scan stations

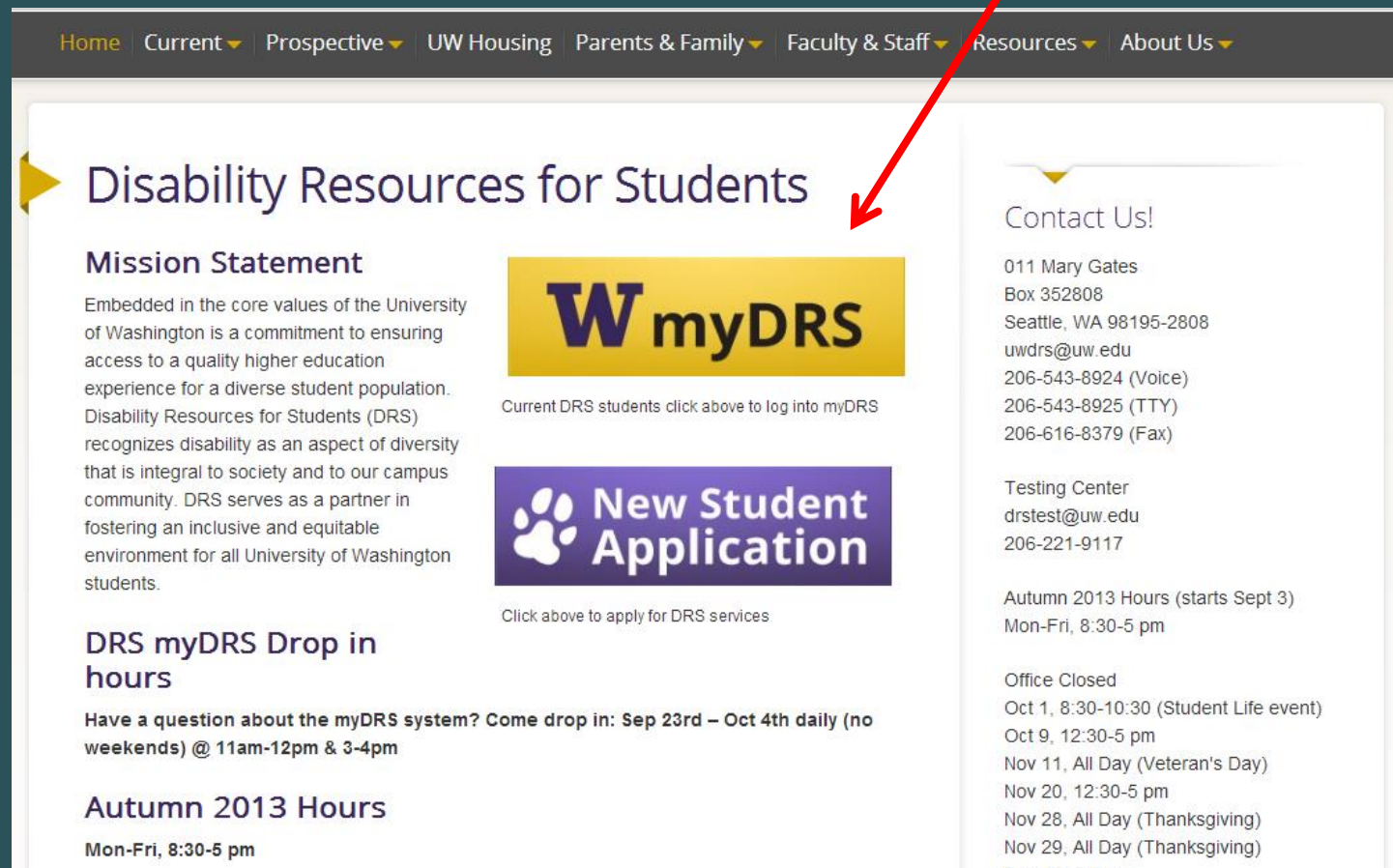
They are not all the same, but no matter which scanner you use, there will be instructions attached to it. Just make sure to save them in PDF.

- Suzallo, a couple scanners are located on the first floor when you walk straight, pass the café and one towards the back by Allen North Library
- Allen, first floor. Take a right when you reach the elevators and it is on your left
- Foster Business in Paccar Hall, level 1
- Health Sciences Library, go downstairs and take a right
- Odegaard, after the remodel, should be one on the first floor.
- Engineering Library, walk straight and it is on your left

Uploading Notes through myDRS

Signing up

Go to disability.uw.edu and click on the yellow myDRS button.



The screenshot shows the homepage of the Disability Resources for Students (DRS) website. A red arrow points from the text above to a yellow button labeled "W myDRS". The website has a dark blue header with navigation links: Home, Current, Prospective, UW Housing, Parents & Family, Faculty & Staff, Resources, and About Us. The main content area is white with a yellow arrow pointing to the "Disability Resources for Students" title. Below this title, there is a "Mission Statement" section, a "myDRS Drop in hours" section, and "Autumn 2013 Hours". To the right of the "myDRS Drop in hours" section, there is a "New Student Application" button. On the far right, there is a "Contact Us!" section with contact information for the DRS office, the Testing Center, and the Autumn 2013 Hours.

Disability Resources for Students

Mission Statement

Embedded in the core values of the University of Washington is a commitment to ensuring access to a quality higher education experience for a diverse student population. Disability Resources for Students (DRS) recognizes disability as an aspect of diversity that is integral to society and to our campus community. DRS serves as a partner in fostering an inclusive and equitable environment for all University of Washington students.

DRS myDRS Drop in hours

Have a question about the myDRS system? Come drop in: Sep 23rd – Oct 4th daily (no weekends) @ 11am-12pm & 3-4pm

Autumn 2013 Hours

Mon-Fri, 8:30-5 pm

W myDRS

Current DRS students click above to log into myDRS

New Student Application

Click above to apply for DRS services

Contact Us!

011 Mary Gates
Box 352808
Seattle, WA 98195-2808
uwdrs@uw.edu
206-543-8924 (Voice)
206-543-8925 (TTY)
206-616-8379 (Fax)

Testing Center
drstest@uw.edu
206-221-9117

Autumn 2013 Hours (starts Sept 3)
Mon-Fri, 8:30-5 pm

Office Closed
Oct 1, 8:30-10:30 (Student Life event)
Oct 9, 12:30-5 pm
Nov 11, All Day (Veteran's Day)
Nov 20, 12:30-5 pm
Nov 28, All Day (Thanksgiving)
Nov 29, All Day (Thanksgiving)
Dec 12, 2-5 pm

Enter your netID



The resource you requested requires you to log in with your UW NetID and password.

UW NetID:

Password:

Log in

Troubleshooting

[Need a UW NetID?](#)
[Forget your password?](#)

Additional Information

[Learn about UW NetIDs](#)
[Learn about "weblogin"](#)
[Contact UW-IT](#)

Login gives you 8-hour access without repeat login to UW NetID-protected Web resources.

WARNING: Protect your privacy! Prevent unauthorized use!

[Completely exit your Web browser when you are finished.](#)

Copyright © 2013 University of Washington

[PRIVACY](#) | [TERMS](#)

[Problem with Login](#)[Sign In](#)

UNIVERSITY of WASHINGTON

DISABILITY RESOURCES FOR STUDENTS

[Home](#)[Home](#) >> **Welcome to myDRS****Home**[Online Services Home](#)[Reset My Password](#)

WELCOME TO MYDRS



THANK YOU FOR USING ONLINE SERVICES

If you are finished, please close your browser to protect privacy.

Sign In Information

Username*:

Password*:



New Student?

Submit your application to receive accommodation from Disability Resources for Students.



Sign Up as a Notetaker

[Submit your application to take notes for students with disabilities.](#)

NEED HELP?

[Access Tutorials](#)[Contact Our Office](#)[Read Disclaimer](#)

DISABILITY RESOURCES FOR STUDENTS

University of Washington

Mary Gates 011, Box 352808

Seattle, WA 98195-2808

Website: <http://disability.uw.edu>Email Us: uwdrs@uw.edu

Phone: (206) 543 - 8924

Fax: (206) 616 - 8379

Licensed to Accessible Information Management LLC Copyright © 2010-2013 by Haris Gunadi. All rights reserved.

- Click on the link under “Sign Up as a Notetaker”


Home

Home >> Online Notetaker Application

Home

- > Online Services Home
- > Reset My Password

ONLINE NOTETAKER APPLICATION



ELIGIBILITY REQUIREMENTS

Thank you for volunteering to be a notetaker!:

- Note: If you are currently registered as a notetaker with our office, please login to myDRS and sign up through My Dashboard.
- Please contact DRS if you have any questions: 206.221-9117; drsnotes@uw.edu
- Thanks!

Step 1: Specify Login Information


School ID*:

Hint: Enter 7 alpha numeric characters.

Username*:


Email Address*:

Please enter email address that ends in @uw.edu, for example:
yourusername@uw.edu.



Type the text

Privacy & Terms



Continue to Step 2

- Enter your School ID
- Use your netid as your username. DO NOT create a new username (it won't work!). You will also use your netid password when you log in.
- Enter your UW email address
- Enter the security text
- Click Continue to Step 2

Home » Notetaker Access » Notetaker Home

Login as User Feature

[Back to My Profile](#)

Tools

- Request and View Assignments
- Notetaker Contracts
- Upload and View Notes**

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out from NetID](#)

NOTETAKER HOME

Previous Term **Term: Spring 2014** Next Term

Request a Notetaking Assignment

Step 1: Choose Term

Term*: **2014 - Spring ▼**

Step 2: Enter Course Registration Numbers

Important Note: System will only search 20 classes at a time. Please enter at least course subject and number.

Accommodation Term: **2014 - Spring ▼**

Course Subject:

Course Number:

Section Number:


[Search](#) [Start Over](#)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Important Note: If you have not signed a contract for this particular term, the system will require you to submit a notetaker contract after you click **Continue to Verify Your Classes**.

[Continue to Verify Your Classes](#)

- Select the correct school term
- Enter the SLN of the class you are volunteering for in one of the boxes under “Step 2.” (The search function on this page is less reliable than entering the SLN)
 - **If you are willing to share notes for your other classes, please enter your other SLN’s. In the even that a DRS student requests notes for one of those classes we will then assign you and email you a notification**
- Click Continue to Verify Your Classes

Welcome **Notetaker Test!**

My ProfileMy Mailbox (Sent E-Mails)Sign Out

**UNIVERSITY of WASHINGTON**
DISABILITY RESOURCES FOR STUDENTS

My DashboardNotetaker

Home >> Notetaker Access >> **Notetaker Home**

Tools

- > Request and View Assignments
- > Notetaker Contracts
- > **Upload and View Notes**

NOTETAKER HOME

Previous TermTerm: **Fall 2013**Next Term

Step 3: Verify Your Classes

Please verify your class schedule, if it is correct check the box and click **Submit Your Class Schedule** to request a notetaking assignment.

	CRN	SBJ	CRS	SEC	Course Title	CMPS
<input checked="" type="checkbox"/>	10154	AFRAM	150	0AA	Intro Af-Am History	Seattle

Submit Your Class ScheduleCancel

NEED HELP?

- Access Tutorials
- Contact Our Office
- Read Disclaimer

DISABILITY RESOURCES FOR STUDENTS

University of Washington

Mary Gates 011, Box 352808
Seattle, WA 98195-2808

Website: <http://disability.uw.edu>
Email Us: uwdrs@uw.edu

Phone: (206) 543 - 8924
Fax: (206) 616 - 8379

Licensed to **Accessible Information Management LLC** Copyright © 2010-2013 by Haris Gunadi. All rights reserved.

- Click on the box next to your class
- Click on Submit Your Class Schedule

g Welcome Notetaker Test! My Profile My Mailbox (Sent E-Mails) Sign Out

UNIVERSITY of WASHINGTON

DISABILITY RESOURCES FOR STUDENTS

My Dashboard Notetaker

Home » Notetaker Access » Uploading Notes

Tools

- > Request and View Assignments
- > Notetaker Contracts
- > **Upload and View Notes**

UPLOADING NOTES

Uploading Instructions: Please scan your document at **150 dpi as the scanner resolution**. The maximum allowable file size is **1 MB** per upload.

File Information

Select Class*: Select One

Notes for*: Select One

Select Day(s)*

☐ Monday☐ Tuesday

☐ Wednesday☐ Thursday

☐ Friday☐ Saturday

☐ Sunday

Select File: Choose File No file chosen

Upload Notes

No Note Uploaded Under Your Profile for the Current Term

- Click on Upload and View Notes in the left hand tool menu, to view this screen

UNIVERSITY of WASHINGTON

DISABILITY RESOURCES FOR STUDENTS

My Dashboard **Notetaker**

Home >> Notetaker Access >> **Uploading Notes**

Tools

- > Request and View Assignments
- > Notetaker Contracts
- > **Upload and View Notes**

UPLOADING NOTES

Uploading Instructions: Please scan your document at **150 dpi as the scanner resolution**. The maximum allowable file size is **1 MB** per upload.

File Information

Select Class*: **MUS 1665.001 - Graduate Level Tuba**

Notes for*: **Select One**

- Select One
- Week 1**
- Week 2
- Week 3
- Week 4
- Week 5
- Week 6
- Week 7
- Week 8
- Week 9
- Week 10
- Week 11
- Week 12
- Week 13
- Week 14
- Week 15
- Week 16
- Week 17
- Week 18

Select File: **No file chosen**

- ☐ Tuesday
- ☐ Thursday
- ☐ Saturday

No Note Uploaded Under Your Profile for the Current Term

- Select the appropriate class from the drop down menu
- Select the corresponding week from the “notes for” drop down menu

Welcome Notetaker Test! [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [Sign Out](#)

UNIVERSITY of WASHINGTON

DISABILITY RESOURCES FOR STUDENTS

[My Dashboard](#) [Notetaker](#)

Home » Notetaker Access » **Uploading Notes**

Tools

- Request and View Assignments
- Notetaker Contracts
- Upload and View Notes**

UPLOADING NOTES

Uploading Instructions: Please scan your document at **150 dpi as the scanner resolution**. The maximum allowable file size is **1 MB** per upload.

File Information

Select Class*: **MUS 1665.001 - Graduate Level Tuba**

Notes for*: **Week 1**

Select Day(s)*

<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Sunday	

Select File: **No file chosen**

- Select the day the notes were taken in the “Select Day(s)” box

Uploading Notes - DSV4-1 | Edit Page - UW: Disability | Search the UW | University | <https://cascade.accessiblelearning.com/Washington/notetaker/Upload.aspx>

Welcome Notetaker Test!

My Profile My Mailbox (Sent E-Mails) Sign Out

of WASHINGTON

RCES FOR STUDENTS

ING NOTES

Instructions: Please scan your document at 150 dpi as the scanner resolution. The maximum allowable file size is 1 MB per

Select Class*: **MUS 1665.001 - Graduate Level Tuba**

Notes for*: **Week 1**

Select Day(s)*

<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Sunday	

Select File: **Choose File** **No file chosen**

Upload Notes

The screenshot shows a web browser window with the URL <https://cascade.accessiblelearning.com/Washington/notetaker/Upload.aspx>. The page has a dark blue header with navigation links: 'My Profile', 'My Mailbox (Sent E-Mails)', and 'Sign Out'. Below the header, the page title is 'of WASHINGTON' and 'RCES FOR STUDENTS'. The main content area is titled 'ING NOTES' and contains instructions: 'Instructions: Please scan your document at 150 dpi as the scanner resolution. The maximum allowable file size is 1 MB per'. There are three dropdown menus: 'Select Class*' set to 'MUS 1665.001 - Graduate Level Tuba', 'Notes for*' set to 'Week 1', and 'Select Day(s)*' with a table of days. The 'Select Day(s)*' table has checkboxes for Monday (checked), Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Below the table is a 'Select File' section with a 'Choose File' button and the text 'No file chosen'. At the bottom of the page is an 'Upload Notes' button. A Windows file explorer window is open over the page, showing the 'Desktop' view. It lists several files, including 'Review notes' (Microsoft Word Document, 15.0 KB). The 'Open' button in the file explorer is highlighted with a red box. The 'Choose File' button and the 'Upload Notes' button on the web page are also highlighted with red boxes.

- Click Choose File: select the correct file from your computer
- Click Open
- Click Upload Notes

Welcome **Notetaker Test!**

My Profile

My Mailbox (Sent E-Mails)

Sign Out

Select Day(s)*

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

☐ Sunday

Select File:

Choose File

No file chosen

Upload Notes

Number of Records Found: 1

Show Limit: 100 per Page

Update

Showing Records: 1 - 1

SBJ	CRS	SEC	Notes Title	Date Uploaded	Size	Delete	View
MUS	1665	001	Notes for Week 1 (Monday)	09/06/2013	15 KB	Delete	View

Questions? Contact Us!

Please contact our office if you have any questions regarding your notetaking assignment.

Disability Resources for Students (DRS)

Mary Gates 011, Box 352808

Seattle, WA 98195-2808

Email: uwdrs@uw.edu

Website: <http://disability.uw.edu>

Phone: (206) 543 - 8924

Fax: (206) 616 - 8379

Once uploaded, you can delete or view your notes

Some Notetaking Resources

- Cornell Notetaking Method
- More info on Cornell wide-margin notes
- 5 Notetaking methods
- Free notetaking training