

Volunteer Notetaking with DRS

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
 - Note: if you handwrite your notes, you will need to scan them onto a computer to upload them to myDRS (additional info on this in following slides)
- > 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
- > IF YOU'RE GOING TO MISS CLASS: Find a friend to take notes for you and 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

- > **Typed Notes: Upload to myDRS** (instructions are on following slides). Typed notes are encouraged over handwritten notes, however, we understand that handwritten notes are better suited for some classes.
- > **Handwritten Notes: Scan, then upload to myDRS** (if using a UW scan station, you can email to yourself and then upload from your computer).
- > **Files must be: PDFs or Word documents, at 300 DPI**
 - *If you have any issues uploading your notes through myDRS, please email drsnotes@uw.edu ASAP.*

Please **DO NOT** upload photos of notes taken with phones or cameras.

UW Campus Scan Stations

All UW scan stations are not the same, but no matter which scanner you use, there will be instructions attached to it. Just make sure to *save your files as PDFs*.

Click [here](#) for a complete list of scan stations on campus.

- > **Suzzallo Library: Multiple throughout the building but 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 Library: North and South Ground**
- > **Foster Business Library: Level 1**
- > **Health Sciences Library: 2nd and 3rd floor**
- > **Odegaard: 1st and 2nd floor**
- > **Engineering Library: 1st floor room 101**

UPLOADING NOTES TO MYDRS

Signing up through myDRS

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

The screenshot shows the homepage of the University of Washington's Disability Resources for Students (DRS). At the top, the University of Washington logo and name are visible, along with navigation links for Students, Parents, and Faculty & Staff. Below this is a main navigation bar with links for Home, About Us, New to DRS?, DRS Students, Faculty & Staff, Alternative Testing, and News & Updates. The main heading is "Disability Resources for Students" over a background image of cherry blossoms. A search bar is located on the right side. The main content area includes a welcome message, a description of DRS services, and a list of resources for faculty and hours of operation. At the bottom, there are two prominent buttons: a yellow "myDRS" button and a purple "New Student Application" button. A red arrow points to the "myDRS" button.

W UNIVERSITY of WASHINGTON

Students / Parents / Faculty & Staff

HOME / ABOUT US / NEW TO DRS? / DRS STUDENTS / FACULTY & STAFF / ALTERNATIVE TESTING / NEWS & UPDATES

Disability Resources for Students

Disability Resources for Students

Disability Resources for Students

Welcome to Disability Resources for Students (DRS), a unit within the Division of Student Life. DRS is dedicated to ensuring access and inclusion for all students with disabilities on the Seattle campus enrolled in our undergraduate, graduate, professional, Evening Degree and Access programs for over 40 years.

DRS serves 3000+ students with either temporary or permanent physical, health, learning, sensory or psychological disabilities. We partner with students and faculty jointly in the process to establish accommodations, services and access to academic programs.

myDRS
Current DRS students log into myDRS

New Student Application
Click above to apply for DRS services

SEARCH
Search for:

FACULTY

- Instructor login to myDRS
- Resources for Faculty

HOURS & SCHEDULE

Spring Quarter (Apr 1 – Jun 7)
Mon-Fri: 8:30am-5pm

Coordinator on Duty (COD)
(drop-in for short questions)
Mon/Wed/Fri: 11am-12pm
Tuesday/Thurs: 2-3pm

Closed on US Holidays

Enter your netID and password



Please sign in.

UW NetID:

Password:

[Forgot your password?](#)

Sign in

[Learn about account recovery options](#)

[Learn about UW NetIDs](#)

[Learn about UW NetID sign-in](#)

[Obtain a UW NetID](#)

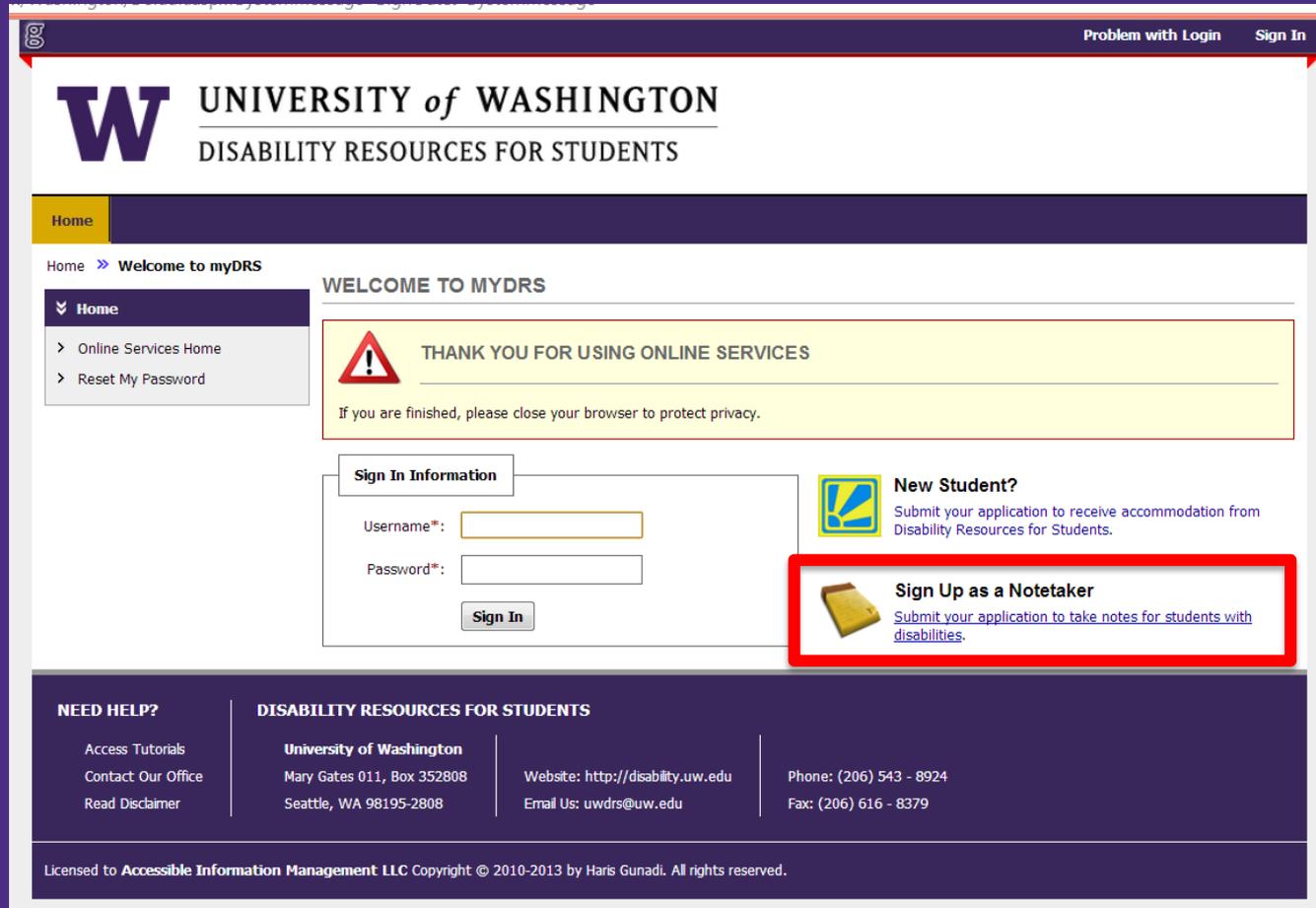
[Need help?](#)

Sign in reduces how often you have to reauthenticate to access UW resources.

Learn how to [sign out](#) at the end of your browsing session.

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

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



Problem with Login Sign In

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DISABILITY RESOURCES FOR STUDENTS

Home

Home >> Welcome to myDRS

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*:

Sign In

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

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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.



reCAPTCHA™ stop spam, read books!

Continue to Step 2

1. Enter your *Student ID Number* in the School ID field.
2. Enter your *NetID* as your **USERNAME**. DO NOT create a new username (it won't work). You will use your NetID and password to login to myDRS as well.
3. Enter your UW email address.
4. Enter the security text.
5. Click Continue to Step 2.

The screenshot shows the 'NOTETAKER HOME' interface. On the left is a navigation sidebar with 'My Dashboard', 'Notetaker', and 'Logout' options. The main content area is titled 'NOTETAKER HOME' and shows the current term as 'Spring 2014'. Under 'Request a Notetaking Assignment', 'Step 1' involves selecting a term, with '2014 - Spring' selected. 'Step 2' involves entering course registration numbers (Subject, Number, Section) and clicking 'Search'. A grid of input boxes is provided for multiple classes. A 'Continue to Verify Your Classes' button is at the bottom.

NOTE: Typically you will find the SLN number(s) in the recruitment email you receive from our office, however, you can also find the SLN numbers for all your classes on MyPlan.

1. Select the correct school term.
2. Enter the SLN of the class you are volunteering for in the boxes under “Step 2.”
NOTE: If you are willing to share notes for other classes you are in, please enter their SLNs. If we have a DRS student in any of your other classes, we will assign you and you’ll be notified via email to start uploading notes.
3. Click Continue to Verify Your Classes.

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

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DISABILITY RESOURCES FOR STUDENTS

My Dashboard **Notetaker**

Home > Notetaker Access > **Notetaker Home**

Tools

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

NOTETAKER HOME

Previous Term **Term: 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 Schedule Cancel

NEED HELP?

- Access Tutorials
- Contact Our Office
- Read Disclaimer

DISABILITY RESOURCES FOR STUDENTS

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

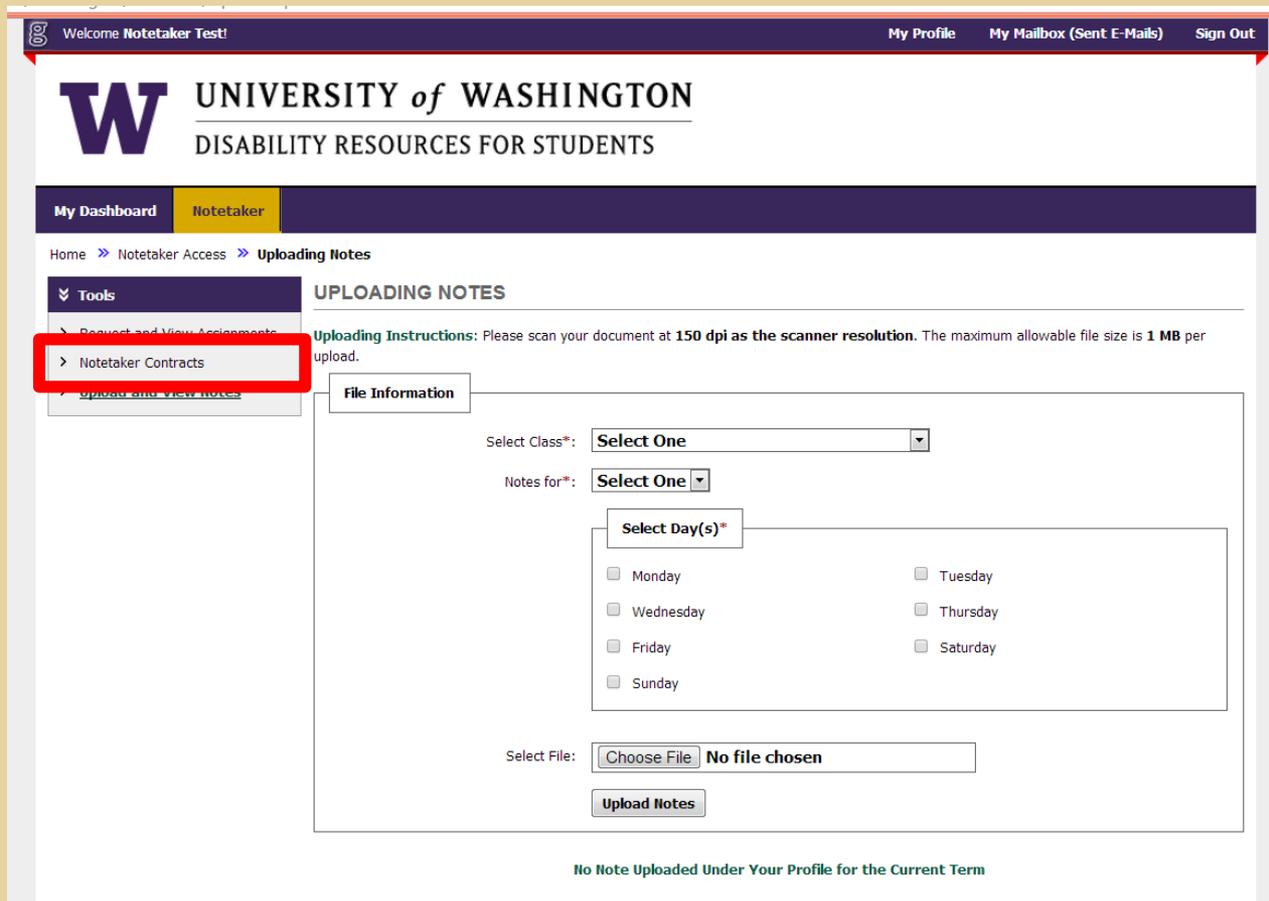
Phone: (206) 543 - 8924
Fax: (206) 616 - 8379

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1. Check box(es) next to your class(es)
2. Click on Submit Your Class Schedule

Uploading Notes

Click on Upload and View Notes under "Tools" on the left side of the screen. Clicking that link will take you to this screen:



The screenshot shows the 'Uploading Notes' page in the Notetaker system. At the top, there is a navigation bar with 'Welcome Notetaker Test!', 'My Profile', 'My Mailbox (Sent E-Mails)', and 'Sign Out'. Below this is the University of Washington logo and the text 'UNIVERSITY of WASHINGTON' and 'DISABILITY RESOURCES FOR STUDENTS'. A navigation menu on the left includes 'My Dashboard' and 'Notetaker'. Under 'Tools', the 'Upload and View Notes' link is highlighted with a red box. The main content area is titled 'UPLOADING NOTES' and contains 'Uploading Instructions: Please scan your document at 150 dpi as the scanner resolution. The maximum allowable file size is 1 MB per upload.' Below the instructions is a 'File Information' section with the following fields: 'Select Class*' (a dropdown menu showing 'Select One'), 'Notes for*' (a dropdown menu showing 'Select One'), and 'Select Day(s)*' (a group of radio buttons for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday). At the bottom of the form, there is a 'Select File:' field with a 'Choose File' button and the text 'No file chosen', and an 'Upload Notes' button. A footer message at the bottom of the page reads 'No Note Uploaded Under Your Profile for the Current Term'.



- In the “File Information” section, select the appropriate class from the drop down menu. Then, select the corresponding week from the “Notes for:” drop down menu.

n/Washington/notetaker/Upload.aspx

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*: **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



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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)*

Monday

Tuesday

Wednesday

Thursday

Friday

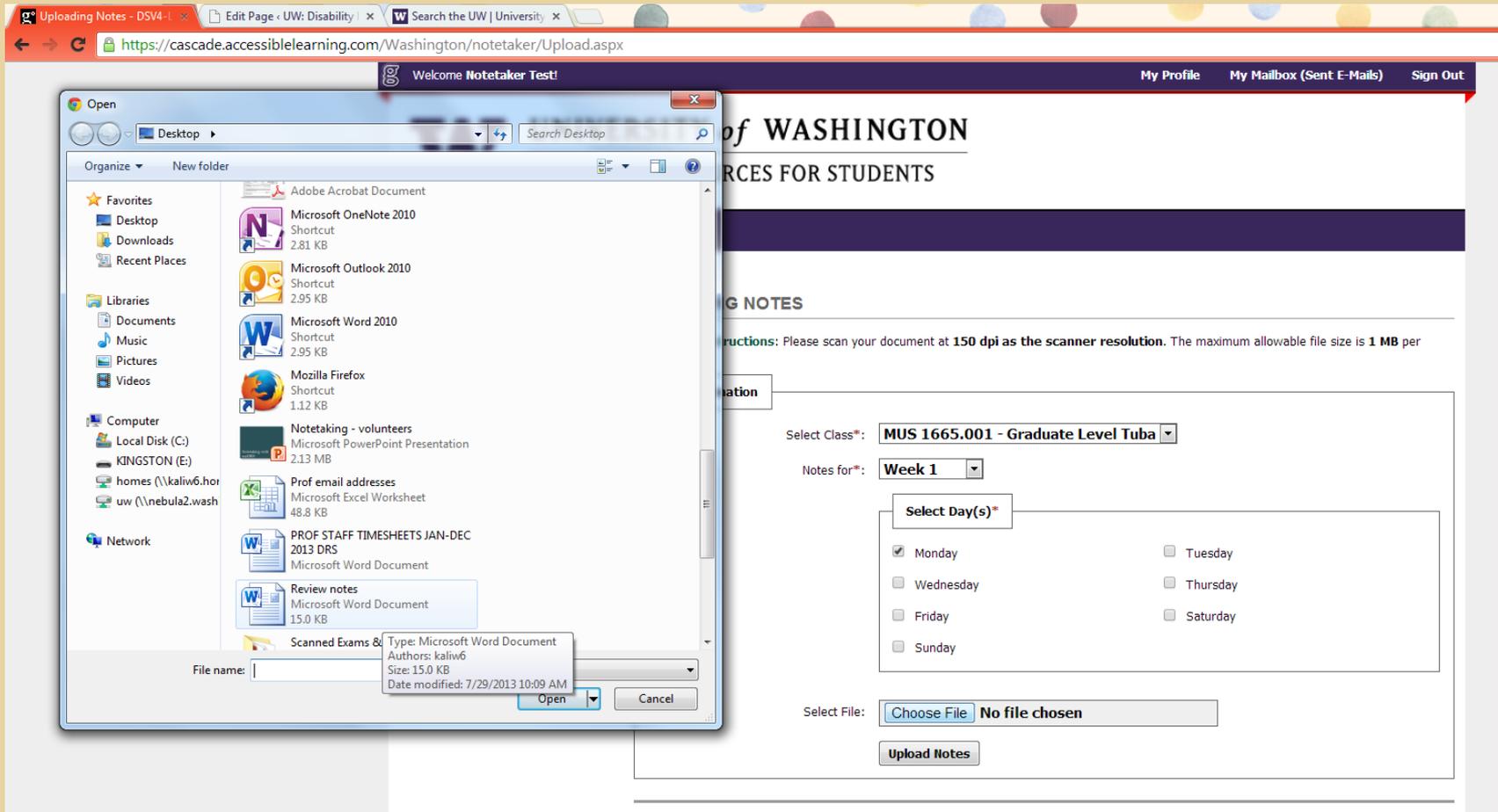
Saturday

Sunday

Select File: No file chosen

Select the day the notes were taken in the "Select Day(s)" box.

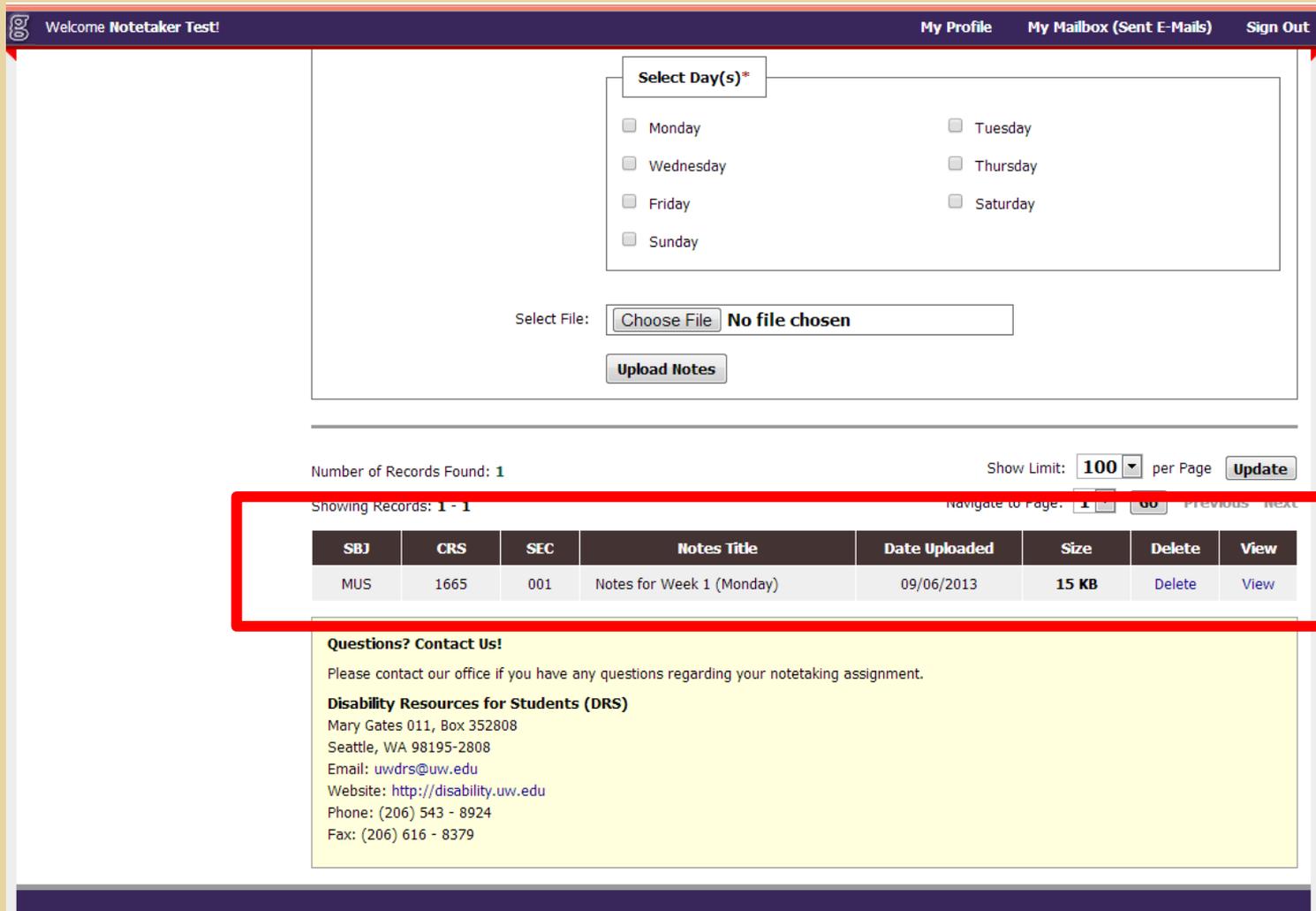




1. Click "Choose File" and select the correct file from your computer
2. Click "Open"
3. Finally, click "Upload Notes"



Once uploaded, the files will appear and you can view your notes here:



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

Select Day(s)*

Monday Tuesday
 Wednesday Thursday
 Friday Saturday
 Sunday

Select File: No file chosen

Number of Records Found: 1 Show Limit: 100 per Page

Showing Records: 1 - 1 Navigate to Page:

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.

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Seattle, WA 98195-2808
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Website: <http://disability.uw.edu>
Phone: (206) 543 - 8924
Fax: (206) 616 - 8379



Notetaking Resources

If you would like some tips on best practices for notetaking, please explore the resources linked below:

- > [Cornell Notetaking Method](#)
- > [Utah State University College Notetaking Training](#)

**Thank you so much
for volunteering to
be a notetaker!**
