Volunteer Notetaking with DRS

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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 <u>within 24 hrs after class</u>
- 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

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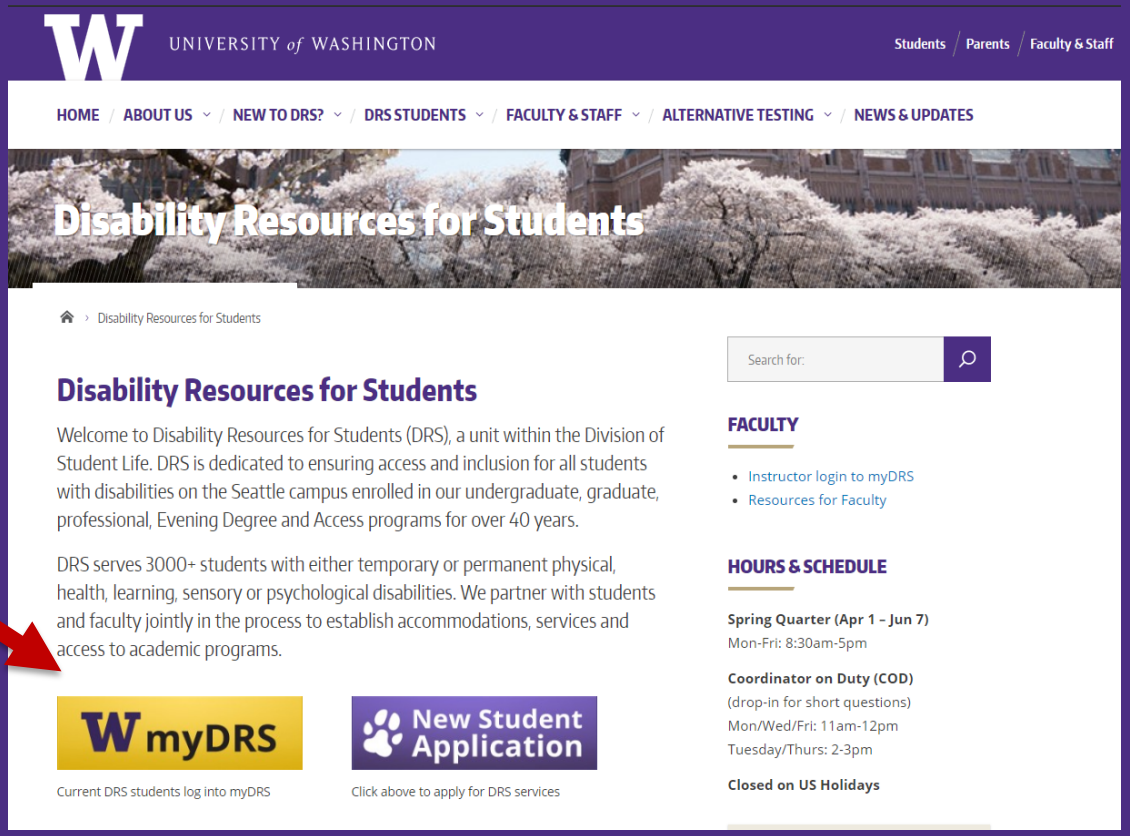
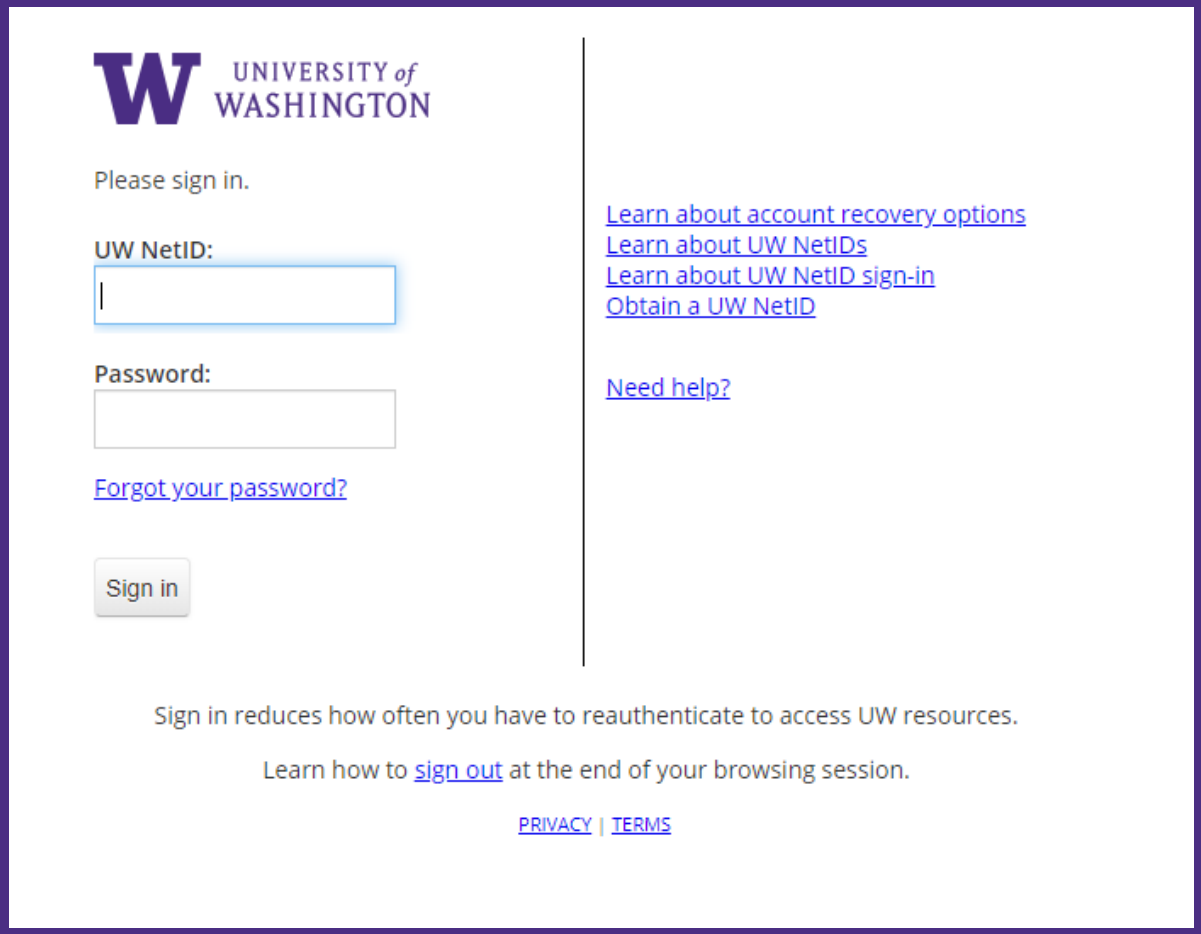
Signing up through myDRS

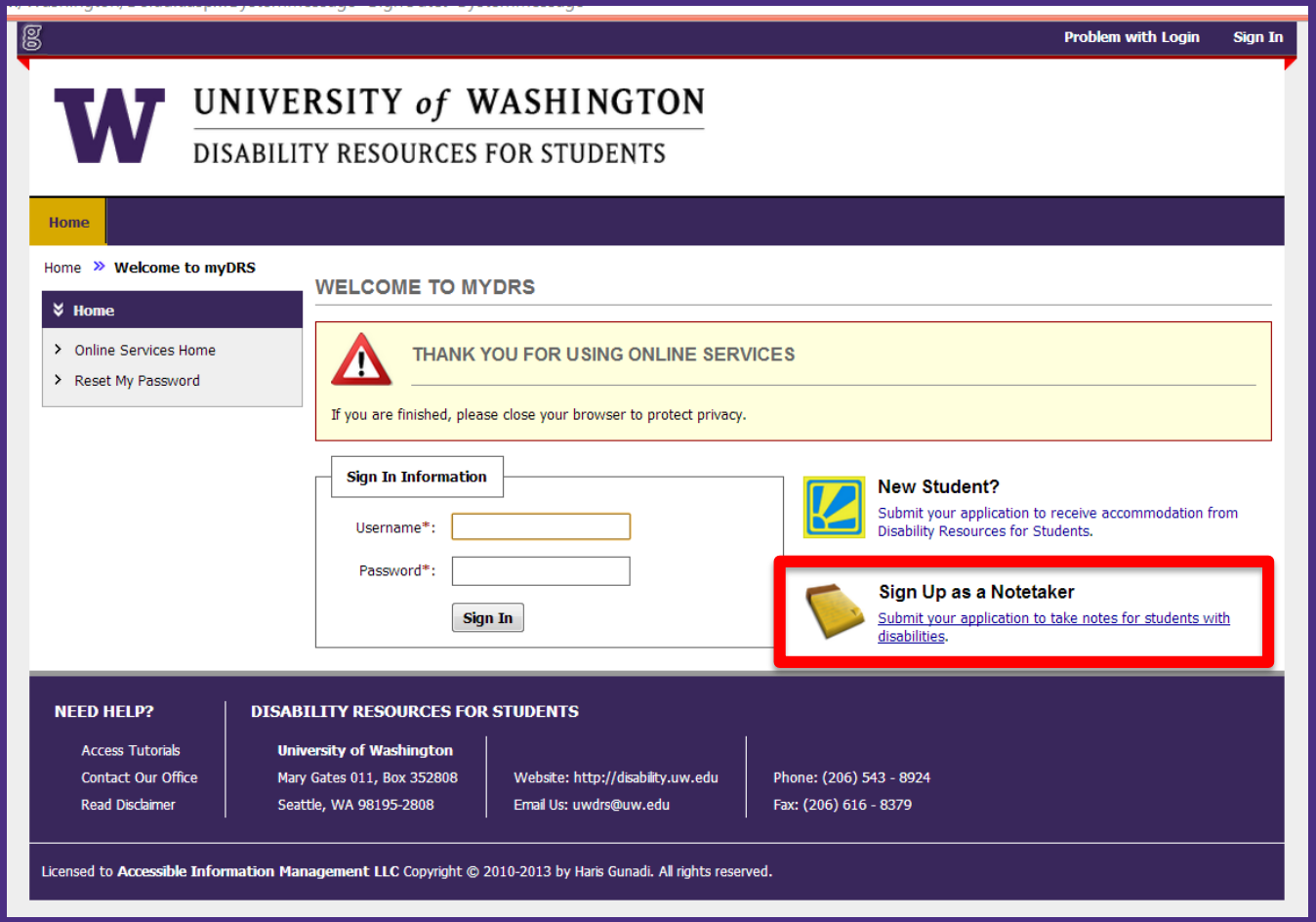
Go to disability.uw.edu and click on the yellow myDRS button.

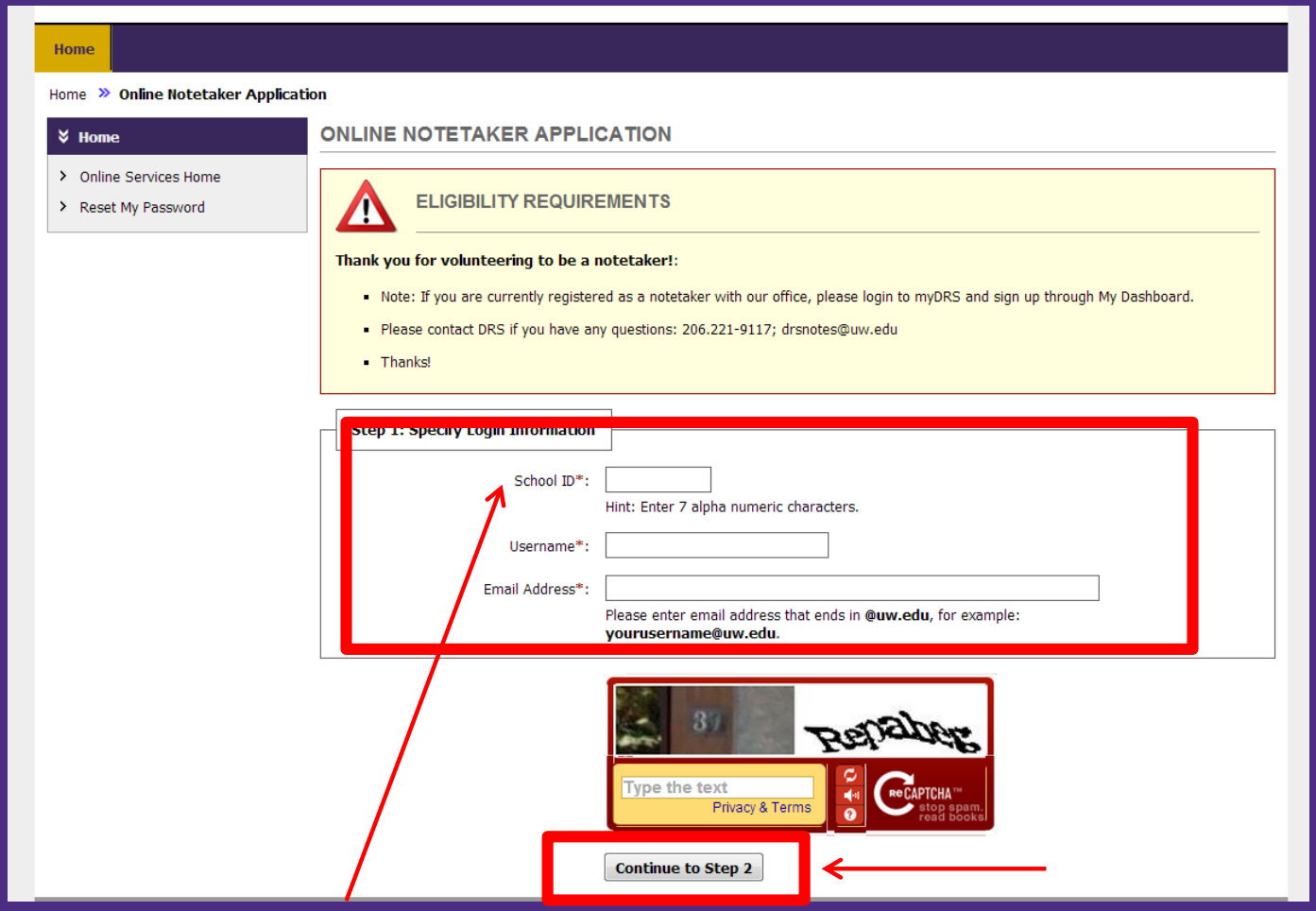


Enter your netID and password



Click on the link under "Sign Up as a Notetaker"





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.

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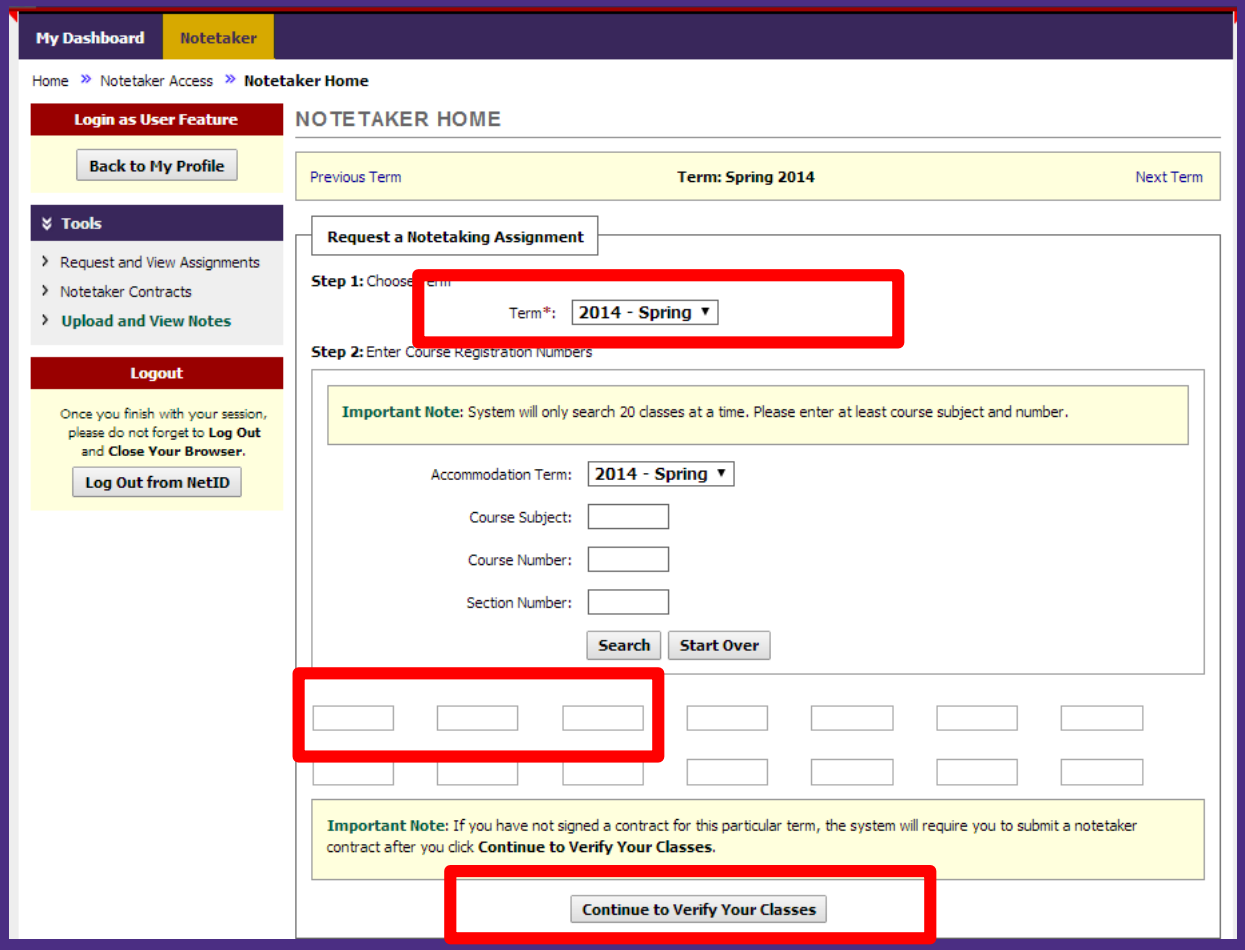
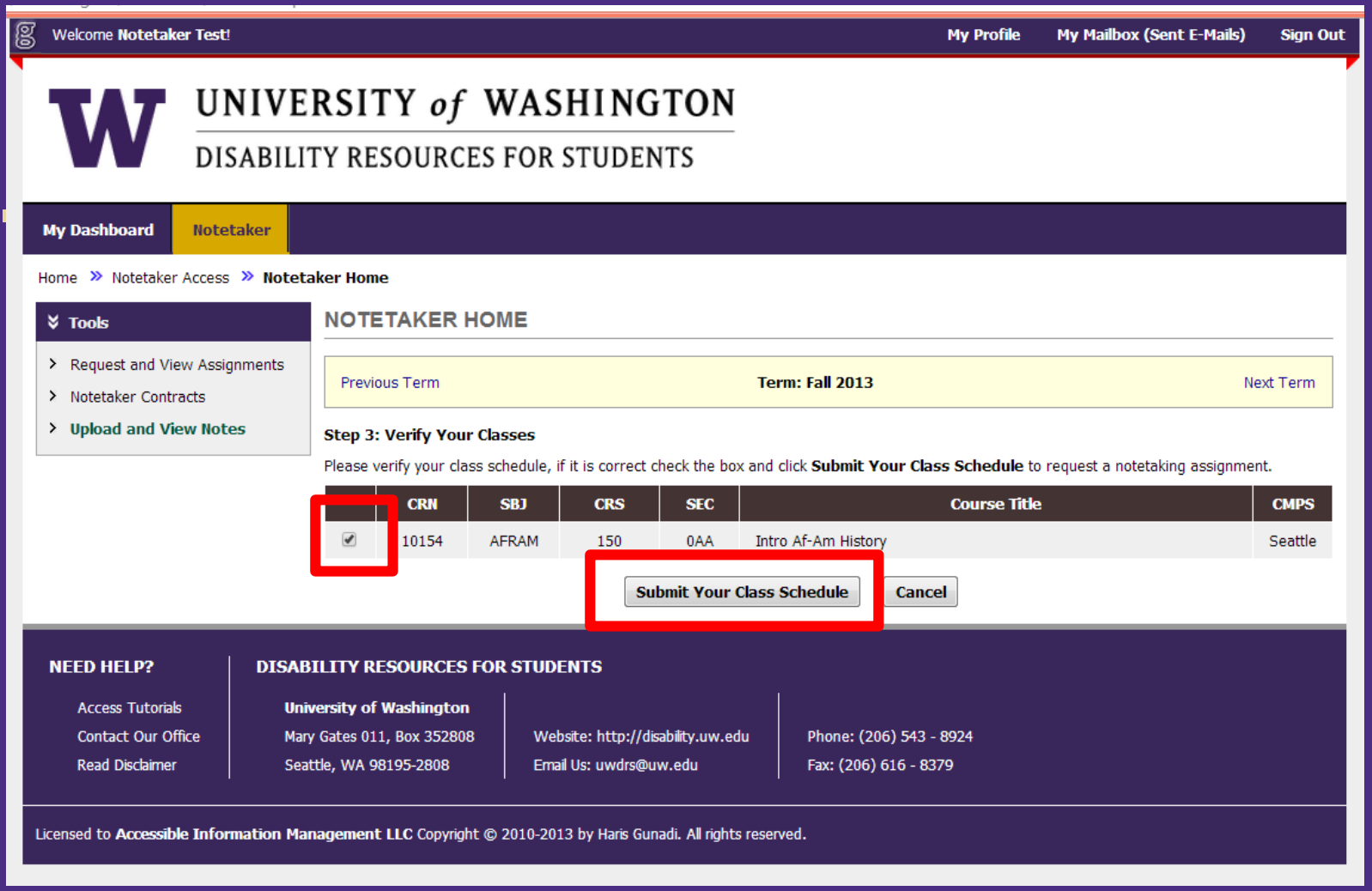


NOTE: Typically you will find the SLN number(s) in the recruitment email you receive from our office, however, you can also find the SLN numbers for all your classes on MyPlan.

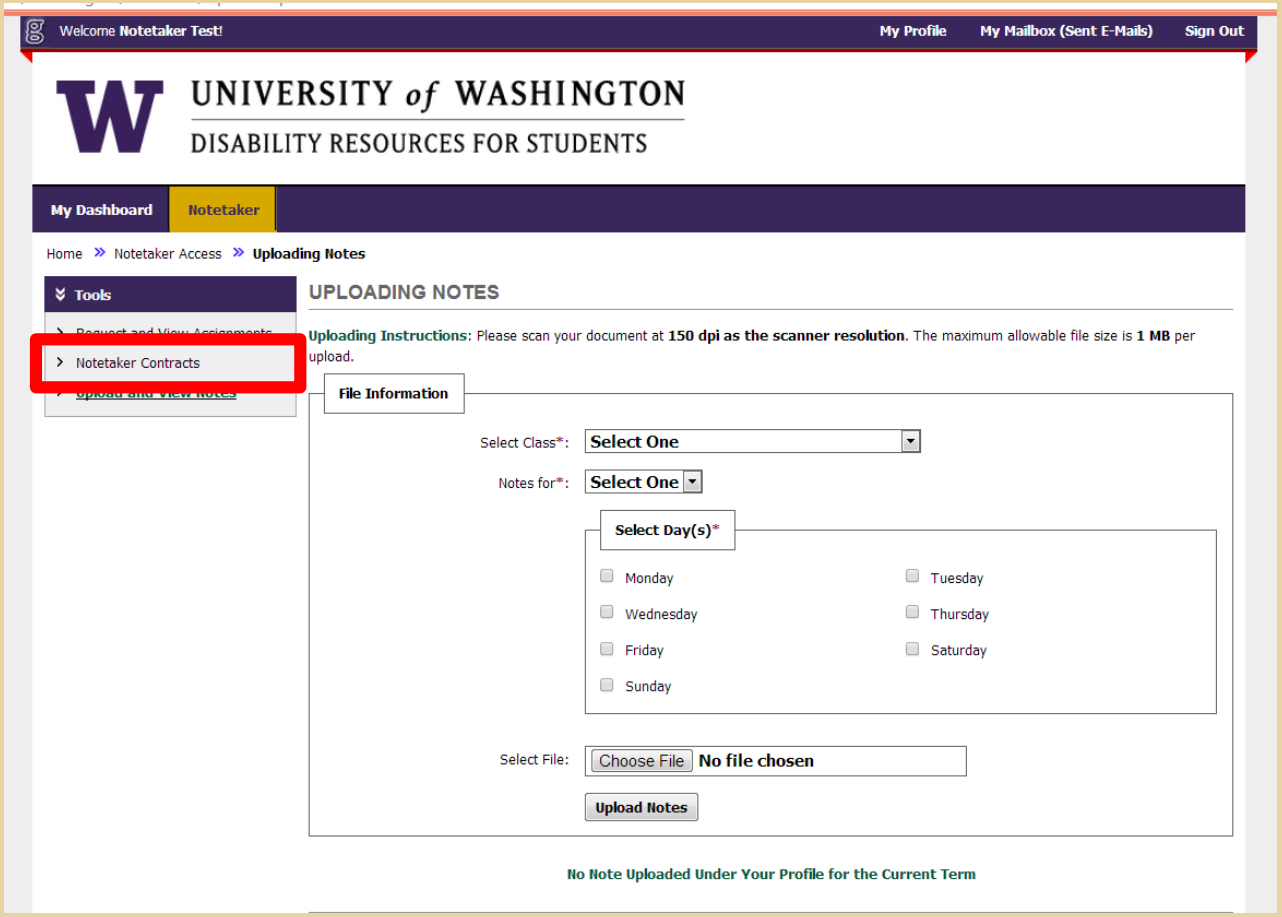
1. Select the correct school term.
2. Enter the SLN of the class you are volunteering for in the boxes under "Step 2."
   NOTE: If you are willing to share notes for other classes you are in, please enter their SLNs. If we have a DRS student in any of your other classes, we will assign you and you'll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



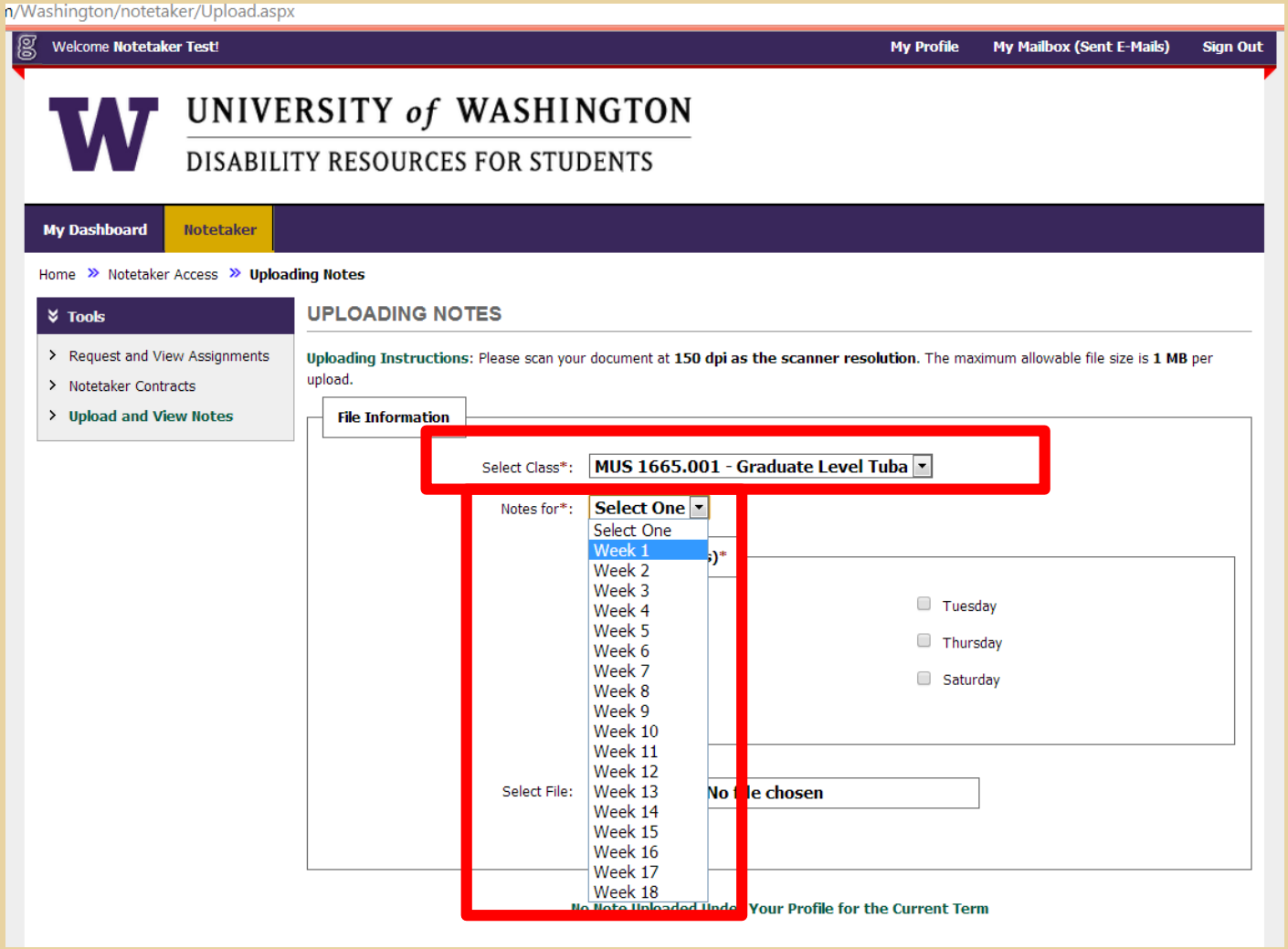
1. Check box(es) next to your class(es)
2. Click on Submit Your Class Schedule

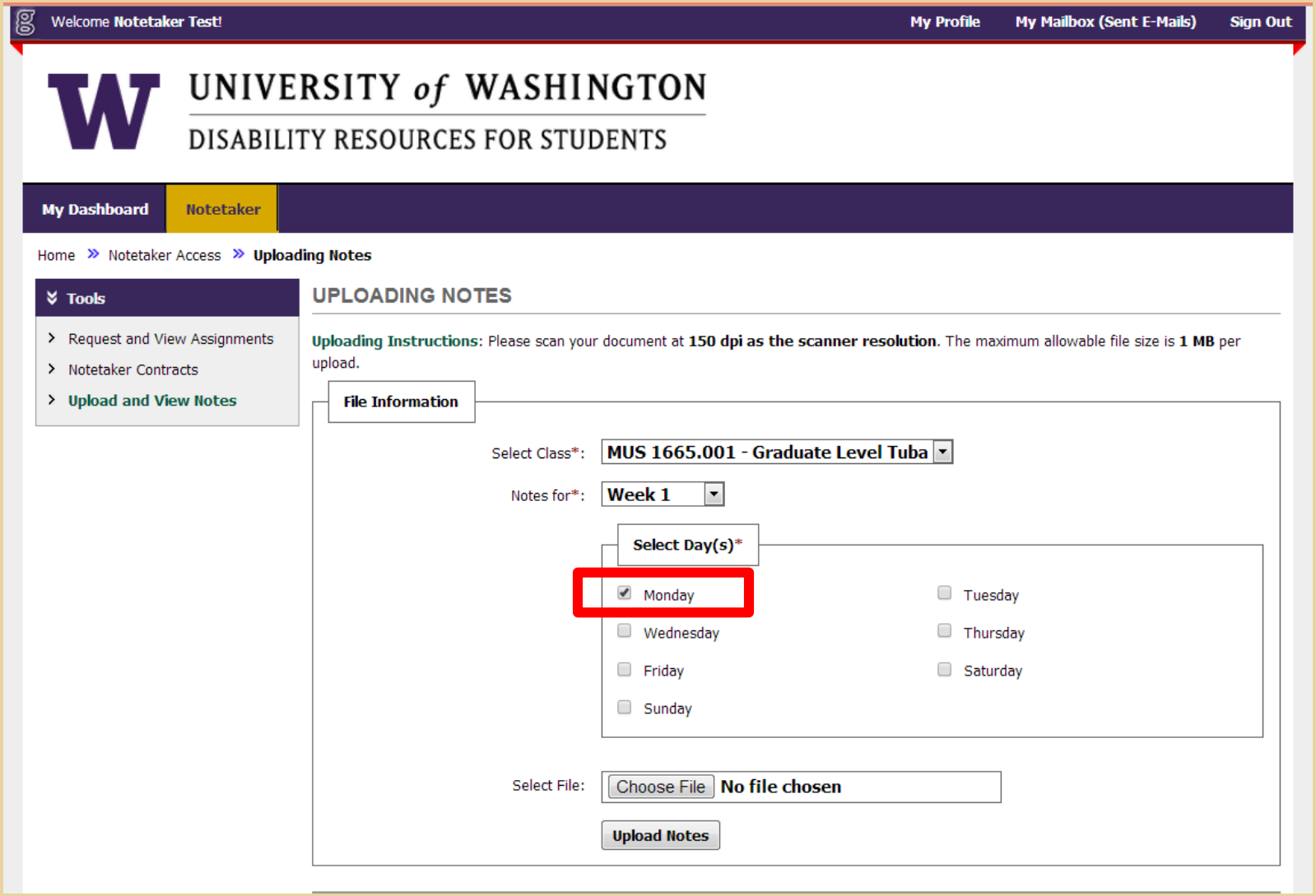
Uploading Notes

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

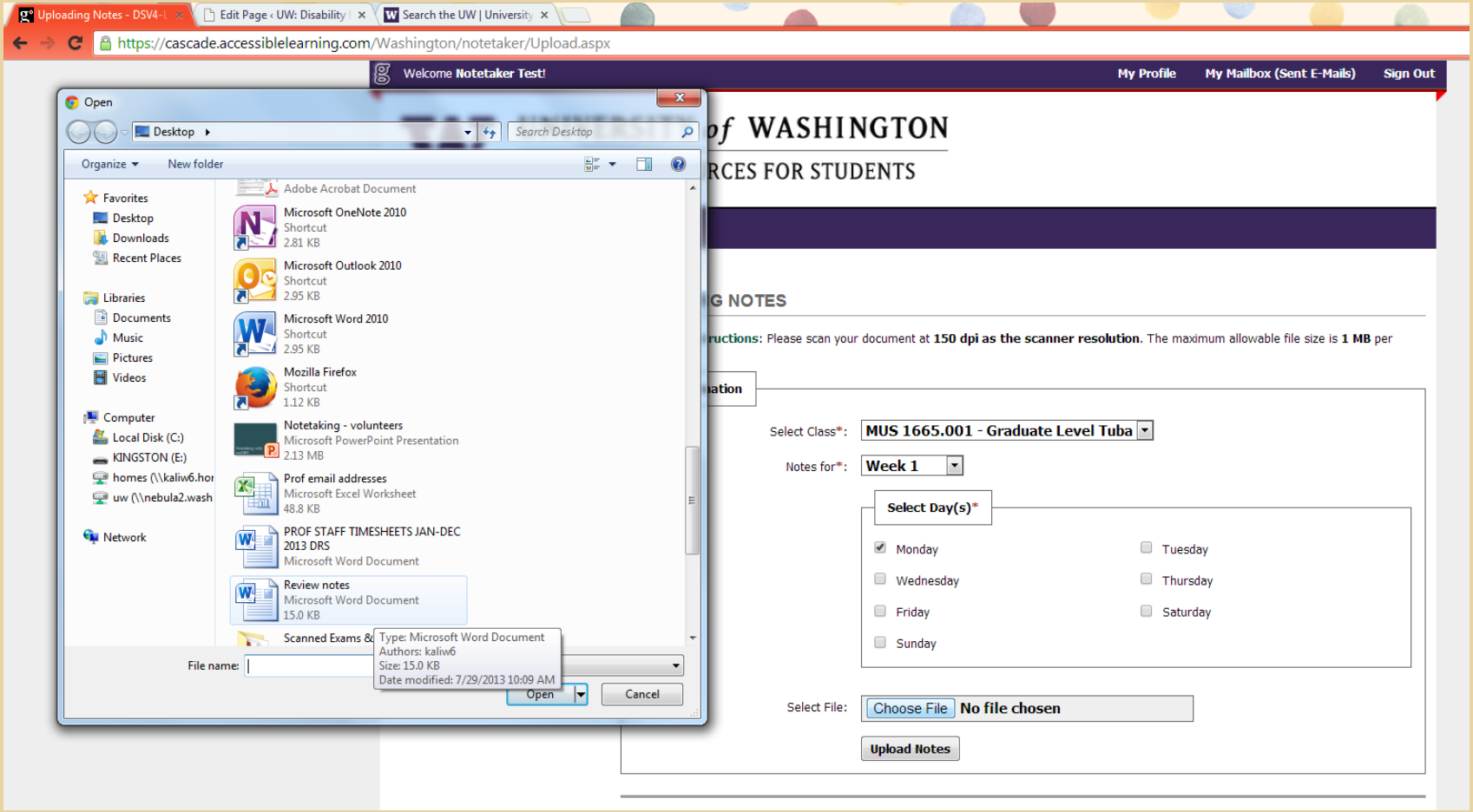


- **In the "File Information" section, select the appropriate class from the drop down menu.**
  Then, select the corresponding week from the "Notes for:" drop down menu.



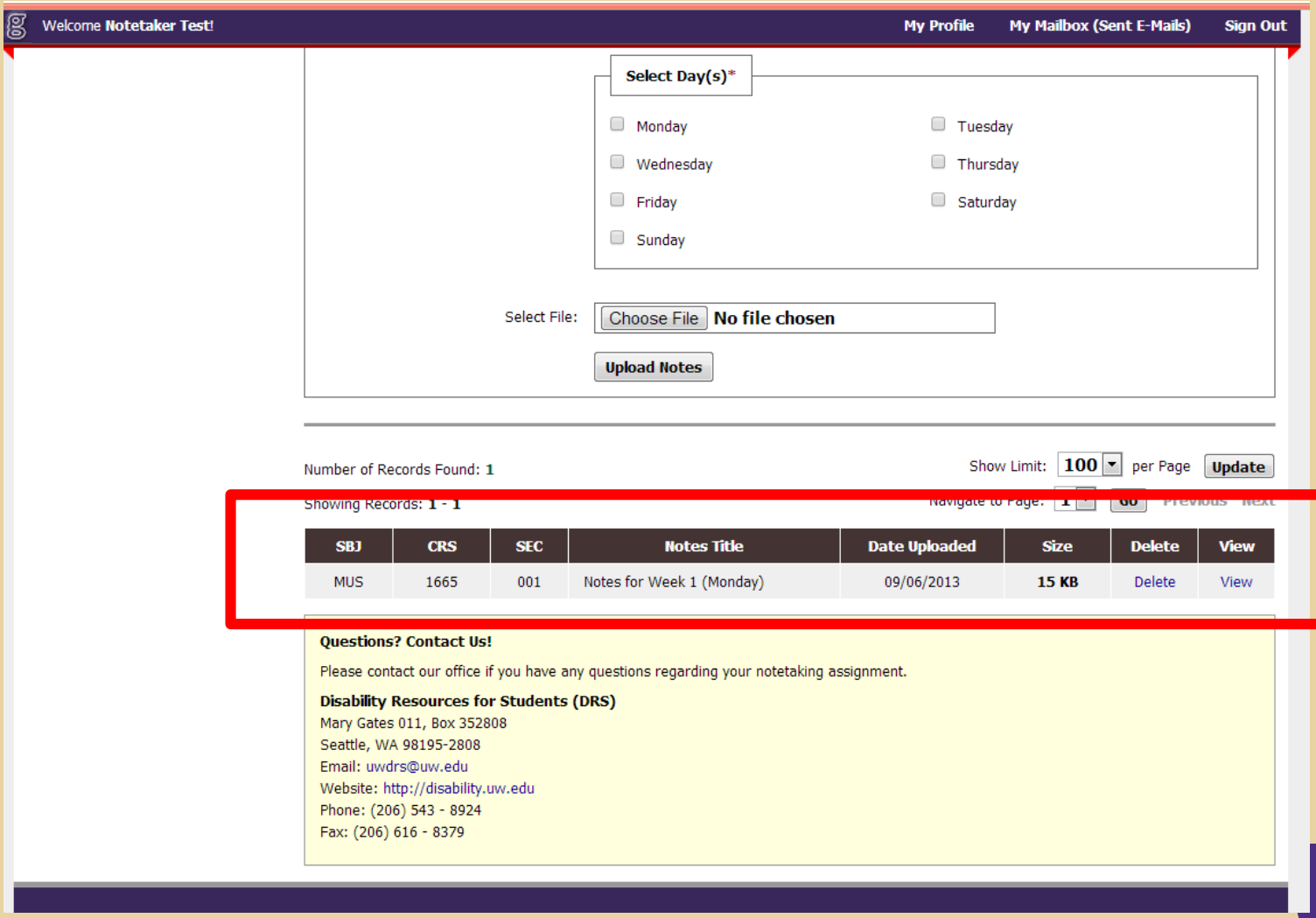


Select the day the notes were taken in the "Select Day(s)" box.



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:



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!

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