



Volunteer Note-Taker Reference Sheet

Please contact ASnotetaking@douglascollege.ca with any questions or concerns.

Note-Taker Duties and Responsibilities

- 1) Attend class and provide notes of lecture material.
- 2) Format and upload all lectures to the Notetaker portal (see email containing instructions once you have been selected as the notetaker).
- 3) Upload notes to the Notetaker Portal within 48 hours after each class.
- 4) Respond to inquiries by Accessibility Services staff in a timely manner.
- 5) Immediately notify Accessibility Services if there are changes in your course enrollment so that a replacement notetaker can be recruited.

For additional information, visit our [notetaking page](#) on our website.

Expectations and Reporting

Expectations of a volunteer notetaker include the following to ensure quality notes:

- ✓ Typewritten, when possible
 - ✓ Date of class
 - ✓ Course name
 - ✓ Page numbers
 - ✓ Headings, where applicable
 - ✓ Formatted only in ppt, pptx, pdf, doc, docx, xls, or xlsx file formats
 - ✓ Labeled with the course code and section as the file name
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Note-Taking Tips

For Lecture-Based courses:

- ✓ Copy down what the instructor writes on the board.
- ✓ Provide key ideas and prompts from class discussions.
- ✓ Provide examples the instructor uses to explain core concepts.
- ✓ Provide any instructions for upcoming assignments and exams.
- ✓ Provide references on readings as discussed by the instructor (i.e. explanations on readings)
- ✓ Do not write individual personal experiences or disclosures that might take place during class discussions.

Language Classes:

- ✓ Provide key terms (i.e. examples, vocabulary, and materials covered in class).
- ✓ Provide instructions for oral comprehension and quizzes.

Labs:

- ✓ Provide course materials on topics covered in labs including instructions and important information
- ✓ Avoid sharing your results or work intended for evaluation (i.e. sharing lab reports)