

# Note Taking Request Procedures for Remote Learning:

## Request a Note Taker

Each semester you may choose to use your note taking in some or all of your in-person or online (synchronous) live lecture classes. It is important to attend all of your classes the first week of the semester to see what information the instructor makes available to the class such as PowerPoints, class handouts or recordings of lectures. From this, make an informed decision to determine if a note taker is needed. If it is, request the accommodation by contacting the OSD staff at [osd@normandale.edu](mailto:osd@normandale.edu) or 952-358-8625.

## Complete the Note Taker Request Form

The OSD staff will send you a note taker request form to fill out stating you are requesting a volunteer note taker for a particular class for the semester.

## Recruiting Process

The OSD staff will send an email to your classmates requesting someone to volunteer as your note taker. Within the email your name is not stated. Once a classmate volunteers, your e-mail is shared with that student only, and they are asked to keep this information private.

## Note Taking Methods

The volunteer note taker is given information about the note taking process including your e-mail address. They will contact you with a copy of their class notes to use as a supplement to any notes that you may take during the class session. Keep in mind that if you are absent from class, you are not entitled to notes from that day from the note taker.

## What If I Do Not Hear from A Volunteer Note taker?

If you request a volunteer note taker and do not hear from them, please contact the OSD office at [osd@normandale.edu](mailto:osd@normandale.edu) or call 952-358-8625 for assistance.

## Note Taking Request Procedures When We Return to Campus:

### Request a Note Taker

Each semester, you may choose to use your note taking accommodations in some or all of your in-person or online (synchronous) live lecture classes. Go to each of your classes the first week to make an informed decision. After you determine you will need a note taker for a class, go to the OSD office (L2751) and discuss your request with an OSD staff person.

### Recruiting Process

The OSD staff will send an email to your classmates and ask someone to volunteer. We won't mention your name in that email. Once someone volunteers we will share your name with just that student.

### Note Taking Methods

Once someone volunteers they will come to our office for instructions. They may choose to copy notes with our copier. In that case, we will have them leave notes in a mailbox and we'll email you to let you know your mailbox number.

Or they may type their notes on a laptop. In that case, we will tell them to contact you at your Normandale email account. If you need assistance with printing out the notes, let us know.

A third option would be using our "NCR" paper that uses carbonless copy paper to instantly make a copy while in class. If they choose that option we'll encourage them to contact you at your Normandale email account, so the two of you can meet. Then after class each day they will simply hand you a copy of the notes.

### What if no one responds to the email?

If no one responds to our email, an OSD staff member may come to your classroom to make an announcement to ask for a volunteer. If you are there and see who volunteers, please introduce yourself to them after class, so they know who to give notes to. If we don't give them a 3-ring binder with NCR paper at that time, it means they will be using our copier and leaving them in a mailbox. *If you requested notes and never hear from anyone, tell the OSD in L2751.*