



## Note-Taking Policies and Procedures

Disability Services

4400 University Drive, MS 5C9, Fairfax, Virginia 22030

Student Union Building I (SUB I), Suite 2500

Phone: 703-993-2474 | Fax: 703-993-4306

Email: ods@gmu.edu | Website: <http://ds.gmu.edu>

# Note-Taking Policies and Procedures

## OneDrive

Note-taking services will be coordinated using OneDrive. Specific instructions about OneDrive are provided in the Note-Taker Packet.

### Service Summary

- George Mason University students automatically have access to OneDrive accounts that are created at the time of their @masonlive email creation.
- OneDrive is available free of charge, 24/7, and is accessed using Mason login credentials.
- Data in OneDrive is not backed up by Mason, so it is the responsibility of users to preserve and protect copies of their files.
- Users should contact the ITS Support Center for technical concerns or questions.

## Role of the Student

Students receiving notes from a volunteer note-taker are expected to assume and maintain an active role in acquiring this service. Visit <https://ds.gmu.edu/notes/> for a detailed video explaining the use of this accommodation.

First, students must provide their Faculty Contact Sheet to their instructor(s).

### Obtaining a Volunteer Note-Taker

Option 1: When a student is ready to initiate their note-taking services, they may ask other students in their class if they are willing to share their notes. If they are willing, direct them to <https://ds.gmu.edu> where they can sign-up to be an official volunteer note-taker using the 'Volunteer Note-Taker Sign-Up Form' under the 'Quick Links' heading. Disability Services will contact the volunteer once they complete the form to confirm and outline the responsibilities of their role.

Option 2: When a student is ready to initiate note-taking services, they will their provide instructor with the 'Letter to Faculty' that is provided in the note taking packet to request assistance in obtaining a volunteer note-taker. The instructor will be asked to either announce that a note-taker is needed during class or email the class with a link to <https://ds.gmu.edu> where volunteer note-takers will sign-up to provide notes. Disability Services will contact the volunteer once they complete the form to confirm and outline the responsibilities of their role.

### Student Responsibilities

- Students receiving notes as an accommodation are expected to attend class in order to receive notes.



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- Students should contact Disability Services directly if there are any concerns with note-taking services (i.e., notes are not being uploaded to OneDrive within 48 hours of class). Disability Services will do their best to address any concerns.
- Students should inform Disability Services if they have not received a volunteer note-taker within a reasonable amount of time after providing the 'Letter to Faculty' to their professor(s).
- Students should inform Disability Services if they withdraw from or drop the course(s) they receive notes in *or* if they no longer wish to receive notes.
- Students are also encouraged to engage in their own note-taking process to the best of their ability.
- Students will be assigned by Disability Services to a folder in OneDrive where they will be responsible for monitoring the receipt of lecture notes and be able to download notes for use through a shared folder.

## Role of the Note-Taker

### Note-Taker Responsibilities

- Volunteer note-takers should visit <https://ds.gmu.edu> to complete the 'Volunteer Note-Taker Sign-up Form' under 'Quick Links.' They will be asked to provide their name, Mason email address, and the relevant course.
- Note-takers will be assigned by Disability Services to a shared folder in OneDrive where they will upload notes from each class.
- Note-takers should upload their notes to their assigned OneDrive folder within 48 hours of the class that the notes were taken in. Notes may be typed or scanned.
- If notes are handwritten, note-takers are asked to write as clearly and legibly as possible.
- Note-takers should inform Disability Services of any concerns that arise during the duration of their time as a note-taker.
- Note-takers are encouraged to visit <https://ds.gmu.edu/notes/> for a detailed video explaining their role and the use of One Drive for file exchange.

## Role of the Instructor

Instructors are asked to assist students to locate a volunteer note-taker should the student decide to remain anonymous in the process.

### Instructor Responsibilities

- Once a student provides an instructor with the 'Letter to Faculty,' the instructor should email their class roster using the template provided by Disability Services and include the link to the 'Volunteer Note-Taker Sign-Up Form.' Alternatively, instructors may announce in class that a volunteer note-taker is needed and verbally direct students to the Disability Services website to sign-up.



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- Instructors must protect the identity of the student with the note-taking accommodation.

## **Role of Disability Services**

Disability Services will act to maintain confidentiality with both the note-taker and the student with the accommodation throughout the exchange of lecture notes.

## **Responsibilities of Disability Services**

- Disability Services will review Note-Taking Policies and Procedures with students receiving this accommodation.
- Disability Services will provide Note-Taker Packet to students containing a 'Letter to Faculty' and a copy of the Policies and Procedures with requested Faculty Contact Sheets.
- Once a volunteer note-taker completes the 'Volunteer Note-Taker Sign-Up Form,' Disability Services will contact them via email to confirm that they will fulfill the role for the duration of the semester and outline their responsibilities. The instructor for the course will be CC'd on this email in order to notify them that a note-taker has been obtained for their course.
- Volunteer note-takers will be assigned by Disability Services to a OneDrive folder where they will upload their notes, and students will be assigned to a separate folder where they will download their notes.
- Once per business day, Disability Services will manage all related shared OneDrive folders and move notes from volunteer to recipient folders, as needed.
- As questions or concerns arise from faculty, students, or note-takers, Disability Services will do their best to address them and work towards a solution to best support students.