Guidelines for Students Requesting Notetakers

To obtain a notetaker, first be sure to request for the course notes accommodation in Knights Access for the current semester. This confirms for your instructor that you are registered with SAS and what accommodations you are requesting.

It is important to remember to attend class first to determine if a notetaker will be needed for the particular course before requesting a notetaker. Also, remember that course notes are meant to be a supplement to the student’s own notes because notes from another student may not always be perfect or as easy to comprehend as one’s own notes. Finally, there are instances when SAS may not be able to find a notetaker from within the class, please contact us to explore what other options exist.

UCF Creed - INTEGRITY: I Will Practice and Defend Academic and Personal Honesty

About Class Attendance and Conduct

Students who have notetakers are still responsible for attending class. Notetakers are not a substitute for class attendance. You are responsible for maintaining the integrity and the purpose of the accommodation provided to you while attending UCF. Your responsibility is to be an active participant in your learning process. If it comes to SAS’ attention that you are no longer attending class, we reserve the right to discontinue notetaking services until you resume attending class.

Notetakers Provide Only Notes

Notetakers are only to provide class notes. Notetakers are not tutors, will not type class papers, perform library research, or any other personal tasks. Please seek other UCF resources that provide academic support to students, such as the Student Academic Resource Center and the University Writing Center.
How to Request Notetaking Services

Step 1:

Attend class and review the syllabus to determine the need for a notetaker. Some professors provide notes or PowerPoints such that a notetaker is not needed.

Step 2:

If a notetaker is needed, visit the SAS website, and select the Knights Access Portal (Figure 1).
Step 3:
Sign on to Knights Access using your NID and NID password (Figure 2).

Figure 2: Knights Access Log in page screenshot with red box around the NID and NID password
Step 4:
Submit your requests for the course notes accommodation for each class in which you need a notetaker. Please visit [http://sas.sdes.ucf.edu/forms](http://sas.sdes.ucf.edu/forms) for instructions on how to request accommodations.

Step 5:
You will need to confirm that you need a notetaker for each of your courses. There will be a message on your ‘My Dashboard’ to remind you to do this (Figure 3).

![Figure 3: Important message to confirm your need for notetaking screenshot.](image-url)
Step 6:
To confirm that you need a notetaker, select ‘Notetaking Services’ from the ‘My Accommodations’ menu on the left hand side of the dashboard (Figure 4).

![Figure 4: Notetaking Services Link screenshot](image)

Step 7:
Select the blue ‘Confirm Now’ button for each course to confirm that you need a notetaker (Figure 5).

**IMPORTANT:** You will not be able to confirm you need a notetaker until the first day of classes of the semester. In addition, SAS does not facilitate finding a notetaker after the withdrawal deadline so you will not be able to confirm your request after that date.

![Figure 5: Confirm now button screenshot.](image)
Step 8:
If you do not log in to confirm that you need a notetaker after a few days, SAS will email you a reminder to confirm that you need a notetaker. You may follow the instructions in this email to either confirm that you need a notetaker or let SAS know you do not need a notetaker.

If you never confirm you need a notetaker, SAS will eventually cancel your request.

Step 9:
SAS will then select a notetaker for you if anyone from your class has applied to be the notetaker. If no one has applied, SAS will email your class within 4 business days or less to attempt to recruit a notetaker.

You will receive an email when a notetaker has been assigned to your course. The notetaker should begin uploading notes soon after. You will receive an email every time the notetaker uploads new notes. Contact SAS in a timely manner if there are any issues with notes.

If you decide you no longer need a notetaker, please cancel your request for one. See the guide located at http://sas.sdes.ucf.edu/forms if you are unsure how to cancel accommodations.

At the end of the semester, you will be able to rate your notetaker. SAS will notify you when you are able to do this.

*Important Note:* If SAS is unable to recruit a volunteer after 2 attempts, you may contact us to request a 3rd email be sent out. In addition, if you would like to explore other notetaking options, please email SASNotes@ucf.edu or call 407-823-2371 to discuss what other options exist.

Questions? Contact Us!
Call: 407-823-2371
Email: SASnotes@ucf.edu
How to Download Notes for Your Class

Step 1:

Visit the SAS website, and select the Knights Access Portal (Figure 1).
Step 2:
Sign on to Knights Access using your NID and NID password (Figure 2).

Figure 2: Knights Access Log in page screenshot with red box around the NID and NID password
Step 3:

From the Dashboard, select ‘Notetaking Services’ under the ‘My Accommodations’ menu located on the left hand side of the page (Figure 3).

![Figure 3: Notetaking Services link screenshot](image)

Step 4:

Select ‘Available Notes(s) for Download (Click to Expand)’ to download notes for a class (Figure 4).

![Figure 4: Link to download notes screenshot.](image)
There will be a list of all the available notes for download for that course, listed by date. To download the notes, select ‘Download Note’ (Figure 5).

*Important Note: Remember to view and download notes regularly, and let SAS know if there are any problems in a timely manner.

Questions? Contact Us!
Call: 407-823-2371
Email: SASnotes@ucf.edu
Frequently Asked Questions:

Q: What do I do if I receive poor quality notes, have other problems with my notes, or have a question?

A: Contact SAS by phone at 407-823-2371, or by email at SASNotes@ucf.edu. We will reach out to the notetaker to resolve the problem. We encourage students to report problems with notes in a timely fashion.

Q: What if two or more students needing notetakers are in the same section of the same course?

A: SAS will obtain notes from only one notetaker for that course section. The notes will be shared among the students using Knights Access.

Q: What if Student Accessibility Services has not received any notetaker applications for my course?

A: SAS will automatically send a second notification if no one from the class responds to the initial email. A third email request can be sent upon receipt of a written or e-mailed request from the registered student. If available, an OPS Notetaker will be assigned to attend class and take notes. Please note that there are a limited number of OPS Notetakers available for assignments. There are occasions when SAS may not be able to find a notetaker for a course, but we are working towards reducing how often this occurs.

Please communicate with our office if this presents a barrier to your ability to learn so that our staff can communicate with your instructor to determine how we can assist you with obtaining the information you need. There may be factors in the structure of the class that influence your classmate’s decision not to apply (ex. information being shared online by the instructor or other students) that our office staff is unaware of. We may need to discuss with you why the information is not helpful for you in order to assist you.

Q: What if the notetaker drops or withdraws from the class?

A: If other students are enrolled in the class and applied to be the notetaker, SAS will select him or her as the new notetaker. If no other students applied, SAS may send an additional email notification to the class or assign an OPS Notetaker, if one is available. We will continue our efforts to work with you and your instructor to obtain information you need to provide equal access.