



UNIVERSITY OF CENTRAL FLORIDA

How to Download Notes for Your Class

Step 1:

Visit the SAS website, and select the **Knights Access Portal** (Figure 1).



Figure 1: Knights Access Logo

Step 2:

Sign in to Knights Access using your NID and NID password (Figure 2).

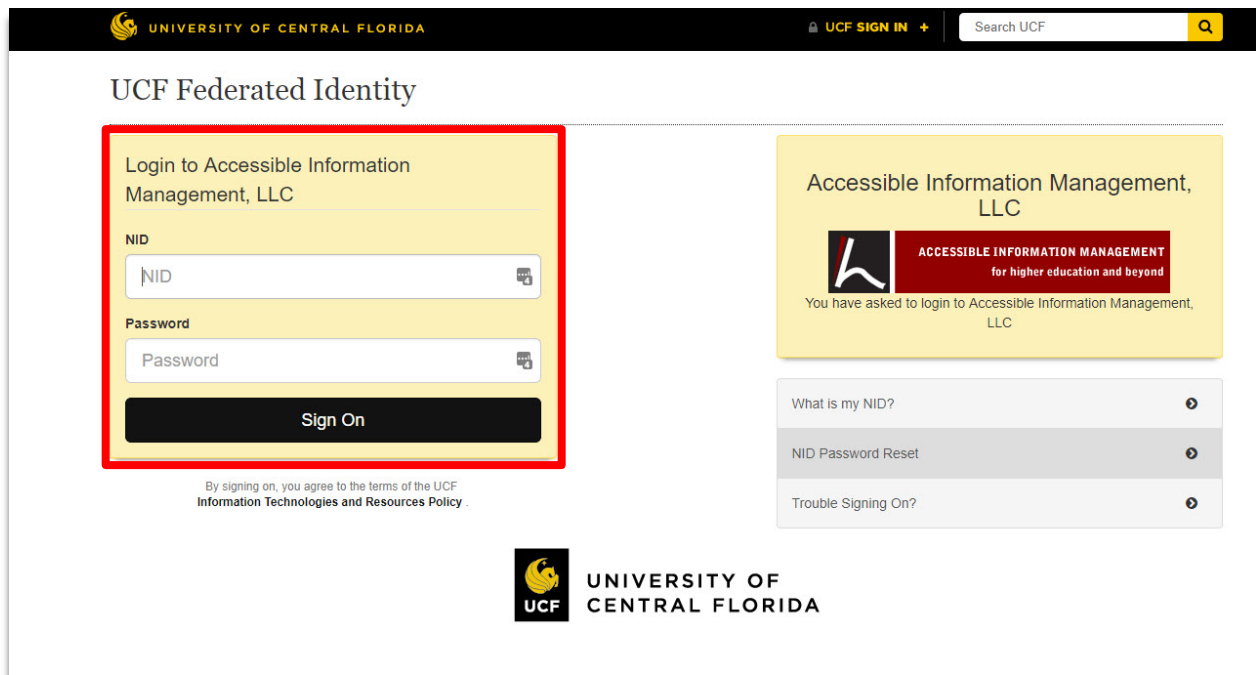


Figure 2: Knights Access Login page screenshot with red box around the NID and NID password

Step 3:

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

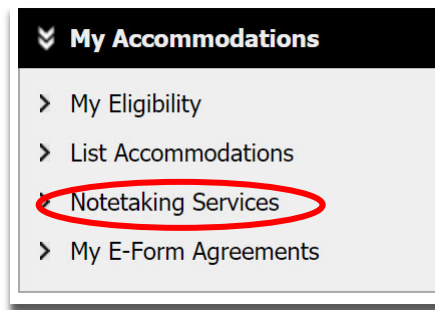


Figure 3: My Accommodations screenshot with "Notetaking Services" link in a red oval

Step 4:

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

NOTETAKING SERVICES

UCF 1001.0001 - Example Course 1

List of Notetaker(s):

- Name: **Confidential - Contact Office If You Have Any Questions or Concerns.**

Available Note(s) for Download (Click to Expand)

Figure 4: Link to download notes screenshot with a red box around "Available Note(s) for Download"

Step 5:

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).


NOTETAKING SERVICES

UCF 1001.001 - Example Class 1

List of Notetaker(s):

- Name: **Confidential - Contact Office If You Have Any Questions or Concerns.**

Available Note(s) for Download (Click to Expand)

- Notes for Week 1 (Monday)** 

File Name: Spring 2018 Weekly Schedule.docx

File Size: **12 KB** Uploaded on: Tuesday, January 05, 2018 at 12:20:14 PM

Figure 5: Notetaking Services box screenshot with a red box around the "Download Note" button

***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.