NOTE-TAKING ASSISTANCE PROCEDURES

Note taking services are typically provided to students whose disabilities cause problems with manual dexterity, hearing, cognition, or attention. Depending upon the student's disability-related limitations, peer note takers serve to either supplement the student's notes or provide notes fully for the student. Note taking devices or software (i.e. smart pens and audio note taking software) offer more independence with note taking. Students will discuss with their Disability Service Provider which note taking assistance option will work best to meet their specific needs.

The following are note taking assistance options that SDS provides to students who utilize note-taking assistance as part of their accommodation plan:

PEER NOTE TAKERS

Peer note takers serve to either supplement the student's notes or provide notes fully for the student. Note takers are students enrolled in the same classes as students who use the accommodation. The identity of the note taker and the student using the accommodation will not be disclosed to one another.

- **Procedures to request peer note takers**
  - Students should discuss whether a peer note taker will be appropriate for a specific on-campus course with instructors during the beginning of the semester.
  - Students will send email to sds@kennesaw.edu including their name, KSU ID number, and list of course(s) for which the peer note takers are being requested. When emailing, students will use the subject line: *Note Taker Request*.
  - SDS will coordinate with the class and instructor to identify note taker volunteers. Students are not required to search for their own note takers.
  - Students will retrieve notes electronically by logging into Owl Accommodate and clicking on the Note-taking Services tab. Note takers are instructed by SDS to post class notes no later than 2 business days after the date of the lecture.
  - Students must notify SDS as soon as possible if notes have stopped being posted at any point during the semester or if the notes are illegible.
  - Students must notify SDS of any difficulties in arranging classroom note-taking accommodations as early as possible.
SONOCENT AUDIO NOTE TAKING SOFTWARE

Sonocent is an audio note taking software that provides a more visual and interactive way for students to record lectures. It allows students to add Power Point slides, diagrams, and text content with their recordings so that students can take better notes independently. Students will need a mobile device or laptop to take to class to use this software.

- **Procedures to request Sonocent Software**
  - SDS has a limited quantity of software licenses for Sonocent. Licenses are issued to students on a first come, first served basis.
  - Students will send an email to sds@kennesaw.edu including their name and KSU ID number. When emailing, students will use the subject line: Sonocent Request.
  - Licenses are issued on a semester basis. Students who wish to renew their license for a new semester must send an email to SDS to submit a new request.

LIVESCRIBE SMART PENS

LiveScribe pens allow students to record while taking handwritten notes. The notes can be synced to mobile devices including tablets and smartphones.

- **Procedures to request LiveScribe pens**
  - SDS has a limited quantity of LiveScribe pens. Pens are distributed to students on a first come, first served basis.
  - Students will send email to sds@kennesaw.edu including their name and KSU ID number. When emailing, students will use the subject line: LiveScribe Pen Request.
  - Students must sign an Equipment Loan Checkout Agreement upon pickup and are required to return the pens to the SDS office by the agreed upon deadline.

I understand and agree to adhere to the procedures for utilizing note-taking assistance. I will contact Student Disability Services as early as possible to report any issues with accessing this accommodation in my classes.

Signature: ____________________________ Date: ______________