Note-taker: Accessing Class Notes
Video Transcript

Check out all the CEA Informational Videos:
cea.uark.edu → Students → Info_Videos

Video description:

How to access uploaded notes from your note-taker.

Transcript:

This video will guide you through the process of accessing the notes provided by your note-taker.

Before a note-taker can be assigned, you must have completed your request for accommodations for the course.

Go to the CEA website at cea.uark.edu.

Log into CEA Online Student Services.

Request your Faculty Notification Letters, making sure to select the Notetaking Services accommodation in classes you want a note taker.

Then, in the Notetaking Services section, you will have to confirm your notetaker request.

You may see the message that no note-taker has been assigned.

If you know someone who might be a good note-taker, please encourage them to sign up.

If no note-taker is assigned, the CEA note-taker coordinator will contact your instructor to make an announcement in class.

If you do not have a note-taker, within two class periods of the announcement, please email the note-taker coordinator at ceanotes@uark.edu.

The note-taker coordinator will follow up with your instructor about securing a note-taker.

When a note-taker is assigned, his/her name and email address will appear under the class information.

After notes have been uploaded for a class, the button labeled, "Available Notes for Download" will be displayed.

Click this button to see the list of notes that your note-taker has uploaded and are available for you.

For a specific day's notes, simply click on the "Download Note" link for the day.

The CEA expects notetakers to upload notes as soon as possible after the class, preferably the same day.

The note-taker should upload notes within 2 to 3 days of class.

If you don't see any notes, you can contact the note-taker directly by email or contact the CEA note-taker coordinator at ceanotes@uark.edu.

The coordinator will then contact the note-taker.

If you have any problems, such as:
- no notetaker assigned after announced in class
- no notes posted or posted late
- incomplete or unreadable notes

contact the CEA Note-taker Coordinator at ceanotes@uark.edu, or call 479.575.3104.

CEA website

CEA Note-taker Information