



Note-taker: Request and Confirm a Note-taker Video Transcript

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Video description:

How to complete a request for a note-taker and confirm the request.

Transcript:

This video will guide you through the process of requesting and confirming a note-taker request.

Before requesting a note taker, please carefully consider if you need a note taker in the class.

We suggest that you attend class first before deciding. Classes, such as drills, labs, and online courses typically do not require a note taker. You can always request a note taker later during the semester, if you decide you do need one.

There are 2 steps to the request process which you must complete.

The first step is to request the note taker accommodation on your Faculty Notification Letters. Go to the CEA website at cea.uark.edu.

In the left side navigation, click on CEA Online Student Services and log in.

Then, request your Faculty Notification Letters, making sure to select the Note taking Services accommodation in classes you want a note taker.

Step 2 of the process is for you to confirm your request for a note taker,

Within your CEA Online Student Services profile, in the left-side navigation, click on Notetaking Services. This is where all things related to your note taking services accommodation can be found.

The Notetaking Services page will be displayed.

The first section is called, "My Preference".

By default, your profile is set so that your note takers can see your name and email address when they log in to upload class notes.

However, if you would prefer to remain anonymous and not allow your notetaker to see your name or email address, simply change this field to read, "Yes, you want to hide your name from the note-takers. Then, click the "Update Your preference" button.

Below the My Preference section, you will see the classes in which you requested the Notetaking Services accommodation on your Faculty Notification Letters.

For each class in which you requested a note taker, you will need to confirm your request.

Initially after confirming, you may see a message saying, 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 C E A note-taker coordinator at ceanotes@uark.edu

The coordinator will then contact the note taker.

So, to summarize the process:

- Decide if you want a note taker.
- If you do, be sure to select the Note-taking Services accommodation on your Faculty Notification Letters.
- Confirm your request for the note taker.
- Then, download notes when they are posted.

If you have any problems, such as:

- no note taker 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](#)