

A GUIDE TO NOTE PROVISION ACCESS

The **Office of Accessibility Services (OAS)** is excited to share our new guidebook to accessible notes! Since OAS works with a variety of students with a variety of needs, this guide was developed to provide multiple access points. In order to determine the best note-provision method for you, we recommend you meet with OAS to talk through your many options! You can begin by sending an email to access@simmons.edu to review the note provision tools that you would like to access. These are some questions to think through and help guide you.

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| <ul style="list-style-type: none">• What has been my strategy for accessing class notes?• What works for me? Why?• What doesn't work for me? Why?• What is my barrier to taking my own in-class notes? | <ul style="list-style-type: none">• How do I best access information?• What do I need in order to access in-class notes?• How do I learn best? |
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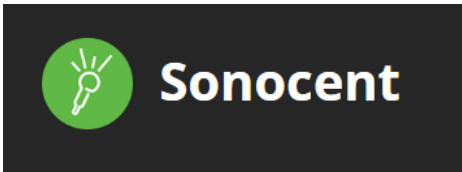
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Your active participation is an essential part of accessing notes. There are two ways our brains process information through notes. When you engage with material in class by taking notes, you actively assign importance to the information being presented. Your brain then processes and retains the information in a way that is linked to its importance. This is called the encoding hypothesis.

The second way is through the external storage hypothesis. This hypothesis states that by reviewing notes we improve our learning and retention. We learn through the combination of engaging with material and processing while taking in information and then later reviewing notes.

Note-Provision Technology

Sonocent



Learn More: <https://sonocent.com/audio-notetaker#audio-notetaker-demo>

- Engage with information, access course content and develop independent study skills.
- Record notes on the mobile app or your computer.
- Sync images, slides, and additional written notes to the audio.
- Highlight and add color to important parts of your recordings to visualize audio.
- Listen back and re-engage with audio & visuals.
- Simmons is part of a Sonocent Pilot → Reach out to OAS for directions to sign up for your account today!

One Note (Microsoft)



Learn More: <https://www.youtube.com/watch?v=cOeOqR2KvCs>

- Type your notes in a color coded and easy to organize “notebook”
- Records lectures.
- Transcribes audio to text
- Organize your transcription whichever way you like best.
- Import/insert documents and pictures.
- Organize all notes for all subjects in one place.

Notability



- Write, type, or annotate using highlighters and colored ink within the app.
- Take pictures and audio record with sound linked to your notes.
- Audio will play back by highlighting what you were writing while it recorded.
- Organize your notes and be able to search for ke
- **Only compatible with Apple products.**

Learn More:

<https://www.youtube.com/watch?v=WVzID-NbYiA>

Good Notes 5th Edition



- Write, type, or annotate using highlighters and colored ink within the app.
- Take pictures and audio record with sound linked to your notes.
- Audio will play back by highlighting what you were writing while it recorded.
- Organize your notes and be able to search for keywords, even, if they are handwritten.

Learn More:

<https://www.youtube.com/watch?v=WVzID-NbYiA>

Evernote



Learn More:

<https://www.youtube.com/watch?v=2GTnbyvFs3Y>

- Web Clipper → save screenshots directly from websites.
- Notes Sync → sync notes between devices to access them whenever you need.
- Search Handwriting → find text in any note
- Organize how you want with notebooks and tags.
- Save note templates to take notes faster.

LiveScribe Pens



Learn More:

<https://www.livescribe.com/site/livescribe-2/echo/>

- Write and record simultaneously.
- Tap anywhere on the notes to replay the audio from that moment in time.
- Transfer notes and audio to a computer where you can review and organize the content.
- Due to the highly customizable nature of the technology, it is best for students to have their own personal smart pen in order to best utilize all features.
- Pens are also available for short-term loans from OAS.

Live Note-Provision

Peer Note-Provider

To Request a Peer Note-Provider through OAS:

- Students must provide disability documentation that clearly supports the need for a peer note-provider.
- Students must submit the [Authorized Request for Note Provider Assistance 2019-20](#) form in order to request a Peer Note-Provider.
- Notes from a peer note-provider should be used as a supplement to your own notes.
- OAS facilitates the connection between the student requesting notes and the peer providing notes.
- Your peer note-provider will send you notes via your Simmons email; therefore, the peer note-provision process is not anonymous.
- If class notes or slides are available online from the instructor, peer note-providing might not be applicable for that course.
- A peer note-provider is not a substitute for course attendance. Excessive class absences may result in a change of how notes are provided until an appointment is made with OAS to discuss your attendance.
- Please notify OAS immediately if you drop your class, the class is cancelled, or if the nature of the class does not require a peer note-provider.
- If you are not receiving notes from your peer note-provider, contact OAS at access@simmons.edu.

To Become a Peer Note-Provider through OAS:

- Volunteer by emailing access@simmons.edu if you are in a class for which a peer note-provider has been requested. You will hear an announcement in class or receive a message from your professor.
- Peer note-providers are required to participate in a short training session through OAS at the beginning of the semester. Email access@simmons.edu or call 617-521-2474 to schedule your brief training.
- You are obligated to provide notes directly to your peer within a reasonable time frame (24-48 hours after the end of each class period).
- Peer note-providers will receive a \$100 stipend check at the end of the semester as a thank you for volunteering their time and notes.

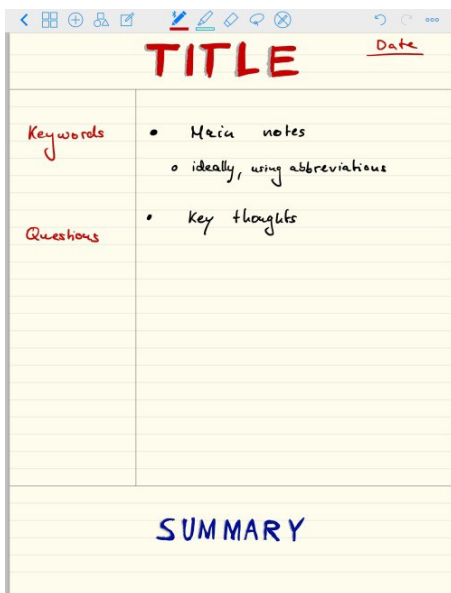
CART - Communication Access Real-time Translation

CART as an accommodation

- Students for whom other note provision options do not provide access may qualify for use of a CART reporter. Apply by emailing access@simmons.edu.
- Typically reserved for students who are deaf or hard of hearing or students with the highest needs. Additional documentation may be required when requesting CART as a note provision.
- CART is a service in which a certified, skilled CART professional listens to speech and instantaneously translates the speech to text.
- Display options include laptop computers, projection screens, television and/or computer monitors, or mobile devices such as cellular telephones and tablets.
- CART displays the real-time text as a full screen of text with which there is no video component.
- **Timeline for requesting services – CART must be requested at least 1 week prior to the service being provided.**

Strategies

Cornell Notes

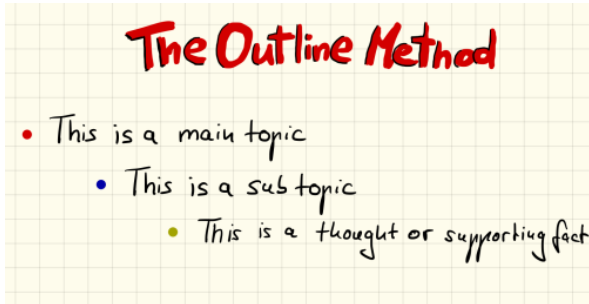


- Separate your paper into 3 distinct sections by drawing a vertical line down the left side of your page and a horizontal line blocking off the bottom 5 lines.
- Take your notes in the right section of your page.
- After taking notes, write down keywords and questions on the left side of your page. These should be vertically aligned to your notes in the right section.
- On the bottom 5 lines, provide a summary of your notes in your own words.

Learn More:

<https://www.youtube.com/watch?v=WtW9IyE040Q&t=241s>

Outline Method



Learn More:

<https://www.youtube.com/watch?v=I6aSgwUw1qM>

- Start with a number, letter, or bullet point, that is your main topic.
- On the next line, indent slightly and include another number, letter, or bullet point that will be your sub topic.
- Continue to add underneath your main topic until you move onto a new main topic.
- This method can be easily done typing or writing.

Mind Mapping



Learn More:

<https://www.youtube.com/watch?v=-Y1HJMuqAPY>

- Start with the topic in the center of the page.
- Draw a line to each sub-topic.
- Then draw a line connecting sub-topics to each other or to additional details related to that sub-topic.

Other General Strategies

1. <https://www.youtube.com/watch?v=njstk6xlrh0>
2. <https://www.youtube.com/watch?v=AffuwjJZTQQ>
3. <https://www.youtube.com/watch?v=E7CwqNHnNs>

Office Accessibility Services/Authorized Request for Note Provider Assistance 2019-20

STEP ONE: Student fully completes two boxes below to begin the request process.

Student's Name: _____
Today's Date: _____ Semester: Fall__ Spring__
Cell phone #: _____
Simmons e-mail _____@simmons.edu

Faculty's Name: _____
Course Name: _____
Course Number/Section: _____
Meeting Days/Time: _____

STEP TWO: Student submits form to OAS via Xfer at <https://xfer.simmons.edu/envelope/OAS>

STEP THREE: a. OAS submits form to professor. b. Faculty makes announcement below. Faculty: If your class notes are NOT available on Moodle or via another electronic method, OAS asks that the statement below be announced in class or electronically without the student's name.

“Office of Accessibility Services (OAS) is requesting the assistance of a volunteer note provider to support an OAS student in this course. This is an opportunity to assist a fellow student with a specific learning/medical need to access the information in this course. If you are interested, please inquire with OAS by emailing access@simmons.edu for next steps or visit the OAS on the 1st Floor of Lefavour Hall in the *Center for Student Success*. Note providers will receive a \$100 stipend check as a thank you for volunteering their time and notes. Please bring a sample of your notes for review by an OAS staff member. Only legible, organized notes will be considered. Electronic notes are preferred. Thank you.”

STEP FOUR: Requesting student: it is your responsibility to listen for or to see the above announcement. If an announcement has not been made after two class periods, please reach OAS.

STEP FIVE: Interested note providers – please visit the OAS to show their notes and review the role & responsibility of the note provider.

STEP SIX: OAS staff connects the requesting student and the note provider via e-mail so that arrangements can be made for future exchange of notes. OAS is not directly involved in the logistics of the exchange of notes – though we are available to assist with understanding the process.

Contact **Office of Accessibility Services** at access@simmons.edu with questions or concerns. Your continued support is appreciated.

FOR OAS OFFICE USE: Note Provider's name: _____ e-mail: _____@simmons.edu Date request filled: _____