This document describes one potential workflow for managing the Notetaker process in your Accommodate system. We recommend using this document as a starting point and editing it to reflect your own process.

Step 1

- Student is granted an accommodation for Notetaking Services
- This accommodation is approved and tied to classes in the system

Step 2

- See all courses for which a notetaker is needed by going to Note Taker> Current> Pending Assignment
- Recruit:
  - Go to Students> Advanced Search and set filters for GPA, course, and term. Apply search, and then use Batch Options to email students in the class about serving as a notetaker.
  - This email is called "Notetaker Invitation."
  - The notetaker will respond to the sender in their email inbox outside Accommodate.
  - Find the student in the list of students, and then use batch options to send the "Notetaker Confirmation" email.

Step 3

- Staff assigns notetaker to recipient by going to the current> pending Assignment tab
- A dropdown will display when a notetaker has been associated with that class: if you do not see a dropdown, a notetaker has not been identified for that class.
- Select Notetaker from dropdown and click "Assign."

Step 4

- Staff member selects a notetaker, and adds them to the list of Notetakers in the system (Notetaker> Current> Note Takers) and clicking Add New.
- Begin typing the student’s name in the box, then select the correct student.
- The page will reload to display all of the student’s current courses. Select courses to be approved for notetaking and click Submit.

Step 5

- Email Notetakers from the Note Takers tab, attaching instructions as needed.
- When the student has been assigned notetakers for all of the registered courses, mark their accommodation as delivered.
Step 6
• Notetaker logs into their account and clicks on the Note Taker Network tab, and then the Note Dropoff subtab.
• Values are filled in and notes are attached, then notetaker clicks Submit.

Step 7
• The receiver of notes logs into their account and clicks on the Notetaker Network tab, then the subtab Note Library.
• Notes are displayed here and can be downloaded.

Reminder
• Reminder: Review System Settings> Notetaker Network tab to adjust access and messaging frequency.
• Reminder: Instruction documents can be added to the Document Library and marked as attachable to email messages sent through the system.