

# Note-taking and Assistive Technology Resources

## Note-taking Strategies and Audio Recording

Under the Americans with Disabilities Act, note-taking or audio recording are considered auxiliary aids that students may request if a disability impacts the ability to take notes in a class. To be eligible to request note-taking accommodations, Lewis University students must be approved through an interview process with the Learning Access Coordinator.

## Student Considerations

Engaging in class lecture is crucial for academic success. Students are encouraged to explore and find personal strategies to capture lecture content that supports personal learning style.

Attend the first week of the course and explore supplemental materials that are provided by the instructor. Does the professor deliver the lecture using a PowerPoint presentation? Is this a lab, language or computer-based course that are interactive by design, so very little notes are taken? What is the pace of the course? Would recording the lecture or using a computer application help you take notes independently?

There may be supplemental access to lecture content via:

- Powerpoint slides
- Word Documents
- Outlines or instructor notes
- Recordings of the class
- Assistance during office hours
- Tutoring

A student with a disability may request access to **Power Points** or **lecture outlines** prior to the beginning of the course lecture, if the instructor plans to utilize these materials to supplement their lecture. For many students, this is sufficient and they will not have to request any additional note-taking accommodations.

## Other Independent Note-taking Strategies

- Work with a classmates to share and compare class notes. This may also lead to additional resources, such as exam study partners.
- Utilize an Audio Recording device.
- Utilize aps and note-taking technology.

## Audio Recording of Lectures

Students who are approved to record lectures as an accommodation are asked to communicate with their instructor prior to using devices to record the professor, discussions, etc. Neither the resulting recordings nor any form of copies of transcripts of the recordings may be used for any other purpose other than understanding class material. Audio recorders are available at the Lewis University Library for check-out.

Students are informed that information contained in the audio lectures is protected under federal copyright legislation, and may not be published or quoted without the lecturer's consent or crediting the lecturer.

In some cases recording may be prohibited at the discretion of the instructor when the content involves personal discussion or self-disclosure. An alternative accommodation can be requested.

Instructors may ask the student to fill out an [audio recording agreement form](#).

## Note-taking Technology

There are a variety of apps available that can be used as a note-taking tool that are open to all students, regardless of disability. Below are some popular apps and software that students can explore, purchase and download independently.



### Livescribe Pen

- Record a lecture and sync to your own notes simultaneously.
  - Upload to your computer utilizing USB.
- <http://www.livescribe.com/en-us/>



### Sonocent Audio Note-taker

- Record notes on your mobile device
  - Highlight Important parts of your recording and add notes
- <https://www.sonocent.com/en-us/>



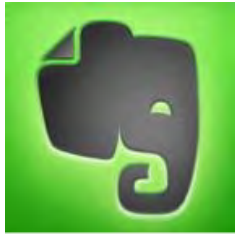
### Microsoft OneNote

- Write, type, or annotate using highlighters
  - Audio record lectures with sound being linked to your notes.
- <https://www.onenote.com/>



### Notability

- Write, type, or annotate using highlighters
  - Ability to take pictures and audio record with sound
  - Import/Export PowerPoints
- <https://www.gingerlabs.com>



### Evernote

- For researching, planning events and everyday organizational use
  - Collaborate with others on projects using the sharing features
- <http://soundnote.com/>

### Glean



- For note-taking, recording lectures, and lecture organizational use
  - Automatic device sync
  - Ability to look up recordings, definitions, and notes in app
- <https://glean.co/>

### Bear



- Note encryption available
  - Automatic device sync on cloud
  - Smart data recognition
- <https://bear.app/>

## How to request an *in-person* note-taker

If supplemental materials or independent strategies are not effective, meet with your instructor or the Learning Access Coordinator to discuss an in-person note-taker, or fill out the [Note-taker request form](#).

### Expectations:

- Note-taking accommodations are to be used as a tool and not a substitute for attending class. Class attendance and participation is still expected.
- If additional assistance is necessary beyond notes, tutoring services may be available through CASE.
- It is the responsibility of the student with a disability and the peer note-taker to discuss the best way to deliver notes. Some suggestions are: scan/email, photocopy, carbonless paper (available in the Academic Services Office), *Google Docs* or other software.
- If a student is assigned a note-taker and the note-taker is not attending class or sharing notes regularly, the student can inform the Learning Access Coordinator, who will reach out or reassign the note-taker.

## Accessible Textbooks and Course Materials

Students who have vision, learning, or other disabilities which make accessing traditional printed materials difficult could request course materials in an alternative format as a reasonable accommodation. Alternative formats include audio, braille, large print, color, and electronic versions of course materials. Generally, most course materials are provided directly from the course instructor. However, requests for digital textbooks or braille are handled through the Academic Services Office.

### Guidelines to request a textbook in an alternative format

- Submit a list of required text books to by completing a [request for electronic materials form](#).
- The book list should include: the title of the book, the author, the ISBN, and edition.
- Indicate the format or preferred software that will be utilized to access the textbook. (Demonstrations and recommendations for software programs are available. Certain students may qualify for a free Bookshare account.)
- Provide “proof of purchase” if the publisher requests this.

### Guidelines to request course materials and exams in alternative formats

- Students are encouraged to talk to their course instructors prior to, or the beginning of the semester to discuss accessibility of handouts, Blackboard, presentations and other class materials.
- Student taking exams at the Accommodated Testing Center are encouraged to indicate the need for the exam in an alternative format when they schedule the exam.

### Timelines

- Students are encouraged to make their request as soon as they register for classes, or when the book list is available from the professor.
- The preferred deadline to submit a request is two weeks prior to the beginning of the semester. However, a student can make their request at any time. Expect up to two weeks to process the request.
- Students who are admitted to the University who require materials in braille format should contact the Academic Services office as soon as they are admitted to the University or prior.

## Assistive Technology Resources

Technology is evolving rapidly. Students who are interested in learning about assistive technology that may aid their understanding of course materials can contact the Learning Access Coordinator for up-to-date resources and tutorials. Examples of assistive technology include text-to-speech software, note-taking tools, voice recognition software (such as Dragon or Google dictate), electronic textbooks, screen overlays, and assistive hearing devices. Below are some examples of popular technology programs.

### Popular Reading Tools:



#### Capti Voice

- Access libraries, websites, digital textbooks and sync with all of your devices. Choose from a library of voices to read text.
- Free version available. Subscription only \$1.99 a month

<https://www.captivoice.com/capti-site/>



#### Read and Write Gold

- Can read text out loud to the user. Includes graphic organizers, math tools and promotes reading strategies.
- The user can research and check their work using this software. Individual licenses begin at \$145 a year.

<https://www.texthelp.com/en-us/products/read-write/>



#### Kurzweil 3000

- Text to speech software built in; includes tools for creating assignments. Includes graphic organizers.
- Free trial is available for 30 days.

<https://www.kurzweiledu.com/>



#### JAWS

- Most popular software for students who are blind or visually impaired.
  - Includes an OCR feature for image files or inaccessible PDF documents.
- <http://www.freedomscientific.com/>

## Popular Speech-to-text Dictation Software:



### Dragon Naturally Speaking:

- Dictate using voice, words appear in document.

<http://www.nuance.com/dragon/index.htm>



### Google Dictate

- Free voice typing tool available in google docs.

<https://docs.google.com>

## Memberships:



### Bookshare:

- Offers books in alternative formats; includes free built-in screen reading software.
- Free membership for Lewis students with print disabilities.
- <https://www.bookshare.org/cms/>



### Learning Ally:

- Students can purchase individual membership for \$135 per year for unlimited Audiobooks.
- Books are read out loud by a real person rather than digital software.
- <http://www.learningally.org/>

## Accessibility for Apple users:



- Built in-technology in every computer
- Go to “accessibility features” to access speech and dictation, record audio notes, use a magnifier, use zoom feature, and more
- <https://www.apple.com/accessibility/>

*\*Please be advised that computer use in class and the recording of class lectures is not permitted without first consulting with the course instructor.*