

Notetaking Services

DRC Online

Disability Resource Center



UNC

Updated: 12/19/2022

Log In

1. Visit the DRC website at unco.edu/dss.

Select the link labeled "DRC Student Login"

Disability Resource Center

The Disability Resource Center (DRC) Office collaborates with the University in its commitment to recognize disability as a valued aspect of diversity and to embrace access to the University of Northern Colorado community as a matter of equity and inclusion. The office provides the University with resources, education, and direct services to design a more welcoming and inclusive environment.

COVID-19 Accommodations and Access Guide

FOR FACULTY AND STAFF

FOR STUDENTS

GETTING
STARTED WITH THE
DRC

DRC STUDENT
LOGIN

INSTRUCTOR LOGIN

DRC NOTE-TAKER
LOGIN



Request the Notetaking Accommodation for your Course

Select "Notetaking Services" as an accommodation for your course. Each accommodation that you have been approved for will be listed, and you will select which accommodations you want to use in each class.

User Service Center: List Accommodation Requests

Final Step: Select Accommodation(s) for Each Class

TEST 222.222 - Beet Farming, Sales, And Martial Arts (CRN: 2222222) [CL](#)

Instructor(s): **Dwight Schrute**

Days and Time(s): **Not Specified**

Date Range(s): **Not Specified**

Location(s): **Not Specified**

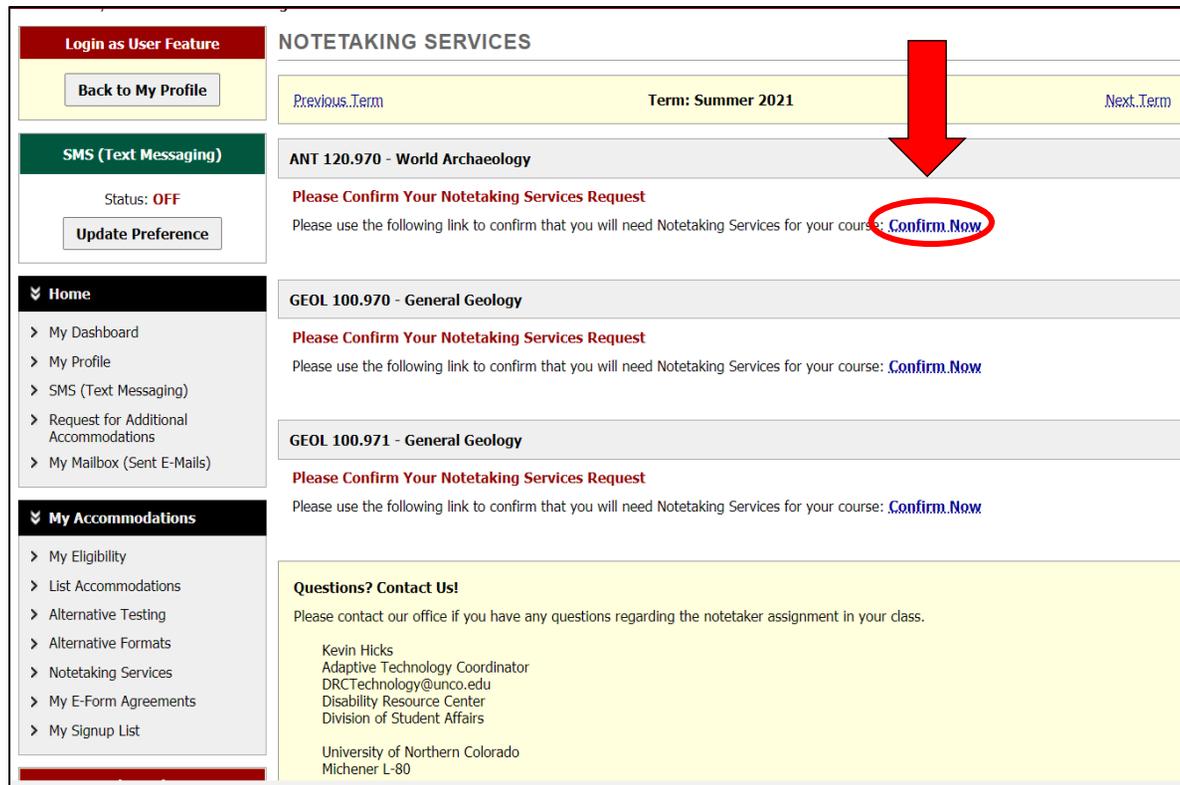
Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for TEST 222.222

<input checked="" type="checkbox"/> Alternative Testing	<input checked="" type="checkbox"/> Breaks	<input type="checkbox"/> E-Text
<input type="checkbox"/> Manipulative/fidget	<input checked="" type="checkbox"/> Notetaking Services	<input type="checkbox"/> Preferential Seating

Confirm Your Need for a Notetaker

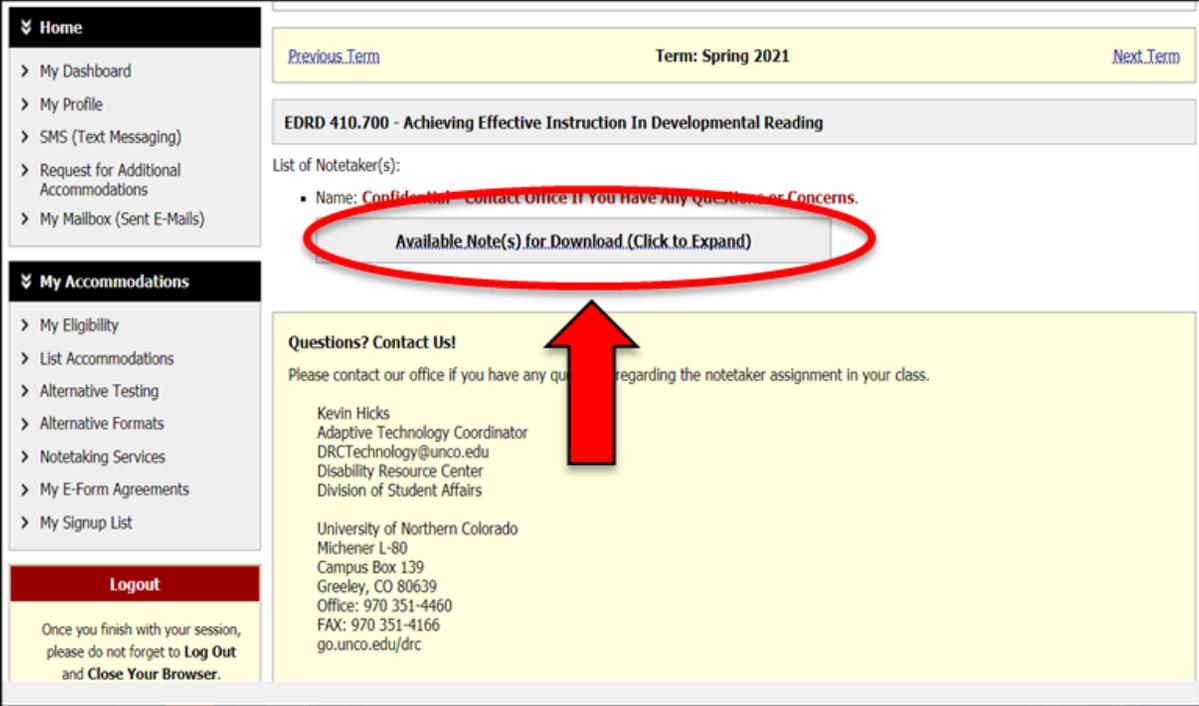
On the leftside panel, select "Notetaking Services." Your courses will appear there. Notetaking requests that have not been confirmed will appear with a blue "Confirm Now" link. Requests will not be processed until they have been confirmed by the student.



The screenshot displays the "NOTETAKING SERVICES" page. On the left is a navigation sidebar with sections: "Login as User Feature" (containing "Back to My Profile"), "SMS (Text Messaging)" (with status "OFF" and "Update Preference"), "Home" (with links to My Dashboard, My Profile, SMS, Request for Additional Accommodations, and My Mailbox), and "My Accommodations" (with links to My Eligibility, List Accommodations, Alternative Testing, Alternative Formats, Notetaking Services, My E-Form Agreements, and My Signup List). The main content area lists courses for the "Term: Summer 2021". The first course, "ANT 120.970 - World Archaeology", has a "Please Confirm Your Notetaking Services Request" message and a blue "Confirm Now" link circled in red, with a red arrow pointing to it. The second course, "GEOL 100.970 - General Geology", also has a "Please Confirm Your Notetaking Services Request" message and a blue "Confirm Now" link. The third course, "GEOL 100.971 - General Geology", has a "Please Confirm Your Notetaking Services Request" message and a blue "Confirm Now" link. At the bottom, a "Questions? Contact Us!" section provides contact information for Kevin Hicks, Adaptive Technology Coordinator, at DRCTechnology@unco.edu, located in the Disability Resource Center, Division of Student Affairs, University of Northern Colorado, Michener L-80.

Notetaker Assigned

Once you have confirmed the need for a notetaker, the DRC will work to assign a notetaker. When a notetaker has been assigned and notes have been uploaded, you will be able to download notes from the "Notetaking Services" page. A link labeled "Available Notes for Download (Click to Expand)" will be listed under each course.



The screenshot displays a user interface for a course page. On the left is a navigation menu with sections: Home (containing My Dashboard, My Profile, SMS, Request for Additional Accommodations, My Mailbox) and My Accommodations (containing My Eligibility, List Accommodations, Alternative Testing, Alternative Formats, Notetaking Services, My E-Form Agreements, My Signup List). A Logout button is at the bottom of the menu with a warning: "Once you finish with your session, please do not forget to Log Out and Close Your Browser." The main content area shows the current term as "Spring 2021" and the course title "EDRD 410.700 - Achieving Effective Instruction In Developmental Reading". Below this, a "List of Notetaker(s):" section contains a redacted name and a red oval highlighting the link "Available Note(s) for Download.(Click to Expand)". A red arrow points to this link from below. At the bottom of the main content area, there is a "Questions? Contact Us!" section with contact information for Kevin Hicks, Adaptive Technology Coordinator, including email, phone, and fax numbers, and the address of the University of Northern Colorado.

Storing Notes

You are welcome to download, print, or save your notes for your personal academic use by clicking “Download Note” link that appears when the "Available Notes" link is clicked.

Please do not distribute or share these notes with other students.

OFFICE 999.001 - The Art Of Pranking Dwight

List of Notetaker(s):

- Name: **Confidential - Contact Office If You Have Any Questions or Concerns.**

[Available Note\(s\) for Download \(Click to Expand\)](#)

- **Notes**  [Download Note](#)

File Name: notes.png

File Size: **58 KB** Uploaded on: Friday, August 17, 2018 at 10:57:05 AM

No Notetaker Assigned

If you do not see a note-taker assigned or notes available to download within 2 weeks of submitting your request, please contact DRCtechnology@unco.edu.

OFFICE 123.321 - Bears, Beats, Battlestar Galactica

No Notetaker has Been Assigned to this Class

If you know another student in the class that can be a good notetaker, please have them stop by the office or sign up electronically.

**Please reach out with any questions or concerns.
drc@unco.edu · 970-351-2289**



Disability Resource Center
DRC Online Training Materials
Updated 12/19/2022



UNIVERSITY OF
**NORTHERN
COLORADO**