



# Note-taker Instructions

As a note-taker, it is suggested that you take notes on a laptop and upload them directly to the DSS Google Drive. Google Drive is an online file storage system used to access shared files from any location. Disability Support Services will be taking the notes from Google Drive and distributing them to the student who needs the notes. You also agree not to use the computer for anything other than class related material while in class. Some courses such as a math class, may require handwritten notes. Bring these notes to the Disability Support Services office, Michener Office L-80, and we will copy them. The following instructions will explain the process of getting your notes to us, via Google Drive, after class.

1. Complete the Note-taker Registration in the left column at [www.unco.edu/dss](http://www.unco.edu/dss)
2. Wait for an email from Disability Support Services
  - a. This email will contain a link to the specific Google Drive folder for the class in which you are serving as the volunteer note-taker.
3. Make a digital copy of your notes for yourself.
4. Right click the Google Drive window, and select upload on the menu that appears.
5. Select the copy of your notes.
6. Rename the Copy as Class Prefix; Class Number; Section Number; Professor Name; Date notes taken.
  - a. i.e. ENG 122-001 Johnson 9.1.14
7. Upload the copy to the Google Drive by pushing enter.
  - a. Remember to keep a copy for yourself.

If you have any questions or concerns please contact [DSStechnology@unco.edu](mailto:DSStechnology@unco.edu) or call Disability Support Services at (970) 351-2289.