

## Technology-Based Notetaking

Pursuant to the Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act (ADA) of 1990, The University of Akron does not discriminate against any student because of a disability and does not exclude any qualified student with a disability from participation in or from receiving the benefits of the services, programs, or activities of the University.

The Office of Accessibility is utilizing an active-based notetaking assistant software that uses audio recordings to organize notes effectively, creates transcriptions of full class lectures, and can review PowerPoints or other visual aids to provide more organized notes. The software can record lectures of both in-person and online courses, provide transcriptions once the recording has been completed, create timestamps and note summaries to quickly access materials, and generate multiple choice quizzes to simulate testing environments.

The software is compatible with PCs, MacBooks, iOS, and Android devices. There are no external downloads required for use, students just need access to an internet browser and WIFI connection. Students with this accommodation will receive a license and gain instant access to the software.

### **For questions or concerns regarding Technology-Based Notetaking please contact:**

#### **Notetaking Coordinator**

Jake Darus: [jdarus@uakron.edu](mailto:jdarus@uakron.edu)

### **Steps to receiving Technology-Based Notetaking:**

1. Students receive the Technology-Based Notetaking accommodation approved by a Disability Specialist in the OA.
2. Students request accommodation letters through STARS. An accommodation letter and the Instructor's Guide to Technology-Based Notetaking will be emailed to instructors.
3. Students must communicate with their instructor the desire to use this accommodation and obtain a signature from the instructor on the Audio Recording Agreement.
4. Students will receive their license, along with training materials. If students have any further questions, they can contact the Notetaking Coordinator.
5. Please note that the license will expire at the end of the current semester. If students are interested in using the software for future semesters, contact the Notetaking Coordinator to update access.

### **Key notes for Technology-Based Notetaking software**

- Audio recordings are required to use the software. These recordings can be captured in-person or through online courses. There is also a browser extension which can be used to transcribe video content.
- PowerPoint slides can be inserted and used as visual aids to supplement the audio recording.

- This accommodation may be combined with preferential seating to provide a clear recording path, or Copies of Instructor's Materials so students receive access to PowerPoint Slides.
- The software uses a green, yellow, and red system to track when the licenses were last used. Throughout the semester, users will be notified of their status and if any action is required to maintain activity.
  - Green: The student logged in zero days to two weeks ago.
  - Yellow: The student last logged in two to four weeks ago.
  - Red: The student has not logged in for four weeks.