



**Train
Notetakers
Online!**

FREE!
www.netac.rit.edu

Paper presented at the Instructional Technology and Education of the Deaf Symposium
National Technical Institute for the Deaf
Rochester, New York June 2005
<http://www.rit.edu/~techsym> T03P

Why this training is needed

- ❑ Maintains Quality Assurance
- ❑ Develops Confidence
- ❑ Aids in Retention of Notetakers
- ❑ Provides a Professional Framework
- ❑ Accommodates Students' (notetakers') Schedules to Participate in Training
- ❑ Students Can Learn at Their Own Pace

Online Notetaker Training

- ❑ Four Modules:
 - Introduction
 - Disability Awareness
 - Notetaking Skills
 - Professionalism in the Classroom
- ❑ Notetaker Coordinator Handbook
- ❑ FAQs
 - Length of training—90 minutes
 - Proof of Completion—Certificate is printed
 - Where to find training—www.netac.rit.edu

Disability Awareness

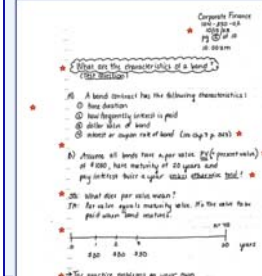
Welcome
Student Receiving Support Benefits
The Notetaker's Role
Understanding Hearing Loss
What's the Difference
Self Test
Module Quiz

Notetaking Principles

- Writing
 - ❑ Legibility
 - ❑ Spelling
 - ❑ Abbreviations
- Formats
 - ❑ Formatting Styles
 - ❑ Page formatting
 - ❑ Formatting Strategies
- Cleaning up
 - ❑ Details

What's on the Notes Page?

Now that we've seen *what* you put into the notes, let's look at *how* you do it. Click on each star to find more instructions about notetaking for each topic.



- Page heading
- One inch margins
- White space
- Indicate speakers
- Recognize signal words
- Charts, diagrams, drawings
- References

Professionalism

- Working Professionally
- The Student Notetaker
- Explaining your Role
- Building Relationships
- Notetaker Code of Ethics

Notetaker Coordinator Handbook

- Sample Selection Criteria
- Policies/Practices for effective use of notetakers
- Notetaking Assignment Sheet
 - Class/Teacher/Building/Room/Days/Times
 - Students supported
 - Notes due--when, where, format
 - Back-up Notetaker contact info
 - Textbook/readings required
- Notetaking Abbreviations List (TC, TQ, SC, SA etc.)

Notetaker Coordinator Handbook

Sample Daily Cover Sheet

- Class/ Teacher/ Date/ # pages
- Notetaker Contact Info
- Students receiving notes
- Homework Assignments and Due Dates
- Announcements
- Abbreviations used
- Handouts distributed

Suggested appearance of classroom lecture notes

Development Team

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Developed by the
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