

## Notetaking Services Module

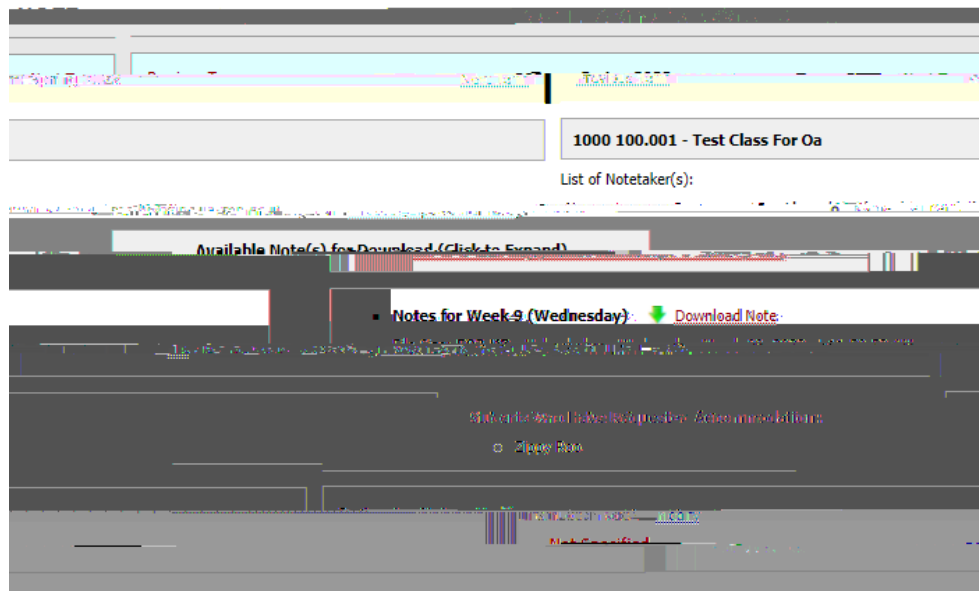
In this module, you will learn how to add your own instructor notes for the course.

Please note, instructors are not required to do this for the semester. We instructors have access to the review. Additionally, not all notetakers provide instances in both notetaker and student. Log into the Sakai instructor portal using your agreement: <https://kaccessiblelearning.com>

- On the overview page for the current term, select Notetaking Services under Views and Tools on the left side of the page.



- The Notetaking Services page will list the course as well as the student who requested a notetaker. If there is a notetaker assigned, the notetaker's name will be provided as well as any available course notes to be downloaded.



4. If any Instructor Notes need to be added, select **Modify** beside Instructor note and add any necessary information for the course. Select **Update Class** after entering Instructor Note, for the note to be saved.

NOTETAKING SERVICES

**Class Detail Information**

Term: **2022 - Spring**

Course CRN: **10000**

Course Subject: **1000**

Course Number: **100**

Course Section: **001**

Course Title: **Test Class for OA**

Type: **Not Specified**

UNIVERSITY OF AKRON

Administration

Modify Class    Add Note