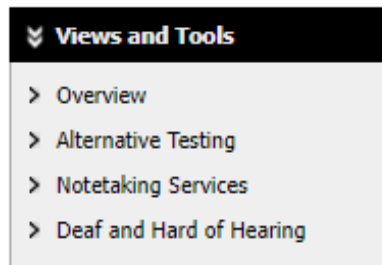


## Notetaking Services Module

In the Notetaking Services Module within the Instructor Portal in STARS, instructors can view requests for notetakers within their courses. Instructors are also able to view any notes uploaded for the courses as well as add their own instructor notes for the course.

Please note, instructors are not required to review the notes uploaded in STARS or monitor uploads throughout the semester. While instructors have access to the notes uploaded by the notetaker, they are not required to review. Additionally, not all notetakers provide notes via STARS uploads, so please be aware that there may be instances in which the notetaker and student have made alternative arrangements for the note delivery method.

1. Log into the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: <https://york.accessiblelearning.com/Akron/Instructor/>.
2. On the overview page for the current term, select Notetaking Services under Views and Tools on the left side of the page.



3. 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.

**NOTETAKING SERVICES**

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[Previous Term](#)
Term: Spring 2022
[Next Term](#)

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**1000 100.001 - Test Class For Oa**

List of Notetaker(s):

- o Name: **Lauren Cummons** (Email: [lmc186@zips.uakron.edu](mailto:lmc186@zips.uakron.edu)).

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

- **Notes for Week 9 (Wednesday)** [Download Note](#)  
 File Size: **503 KB** Uploaded on: Wednesday, March 09, 2022 at 11:50:52 AM

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**Students Who Have Requested Accommodation:**

- o Zippy Roo

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**Instructor Note** [Modify](#)  
**Not Specified**

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**

Session: **Not Specified**

Campus Code: **AKRON**

Instructor Note: