

## Responsibilities of a Notetaker


Thank you for assisting your fellow students by signing up to be a volunteer notetaker!

All notes are submitted electronically to a Desire2Learn (D2L) email. See instructions below.

If you handwrite your notes and you do not have access to a scanner, the following are locations of scanners on campus:

- Student Accessibility Services (SAS). Office hours:  
     Monday, Tuesday, Thursday, Friday 8:30 am – 4:30 pm  
     Wednesday 10:00am – 4:30 pm
- Chancellor Paterson Library: three available, located in the basement, main and third floor of the library.
- Bora Laskin Library: one available.

Follow these simple and easy steps to access the Desire2Learn (D2L) email account:

1. Log in here: <https://lakeheadu.desire2learn.com> using the username and password provided to you by Student Accessibility Services.
2. Click the email icon  on the blue bar at the top of the page then select "Go to Email" to launch the email program.
3. Click the "Compose" button.
4. Enter the **same username** you used to login in the "To" field. (e.g., 2014-HIST-3715-FA)
5. Enter the name and date of the lecture in the "Subject" field. (e.g., HIST-3715-FA-Lecture 3 – Sept. 24)
6. Enter **“See attached”** in the "Body" of the email message (body text is required as the email won't be sent otherwise).
7. Upload the attachment(s) using the options at the bottom of the screen.
8. Click the "Send" button.

LOG-IN INFORMATION	
COURSE(S):	
USERNAME(S):	
PASSWORD(S):	<b>Will be sent via email.</b>

## Guidelines for Notetaking

1. To maintain confidentiality, do not put your name and/or student number on your notes.
2. Please number each page to keep notes orderly.
3. Write clearly and neatly using headers, numbering, underlining etc. to organize the material.
4. Ensure that ALL announcements for assignments, tests, and examinations are included in the notes. Emphasize these and other points of importance.
5. If handwriting notes, please use a dark coloured pen. It is easier to read.
6. Use correct spelling or write “sp” next to a word when you are unsure.
7. Leave blanks when/if you are unsure of information. Consult with another student, the text book or your professor/TA after class to complete the notes.
8. Use abbreviations sparingly and, if doing so, provide a legend of abbreviations and their meanings (such as “w/ = with”).
9. Please do not take pictures of your notes to create an electronic copy to upload (this is not accessible).

### Additional Information

- Please upload your notes at least once a week.
- If you are absent or ill, please make alternative arrangements to obtain the notes and upload a copy to D2L. Please ensure that the substitute notetaker is aware that you are acting as a volunteer notetaker for this course and will be sharing the notes. Advise them to contact S.A.S. if they have any concerns.
- At the end of the course, a Letter of Reference will be provided upon request.
- Notetaking is an activity that can be entered for validation on your Co-Curricular Record (CCR).

### Using the D2L Account

- Since this is a collaborative shared account, we ask that you refrain from changing **any** of the settings for this account.
- Under no circumstance share the username(s) and password(s) for the D2L account(s).