

Queen's Student Accessibility Services Peer Note-Taker Process

Below are the steps for you to set-up your Peer Note Taker accommodation.

Please note that QSAS **cannot** guarantee the timeliness of a peer note taker being found in your class, nor can QSAS guarantee that a peer note taker will volunteer for each of your classes. If a peer note taker has been found for your class, QSAS **cannot** guarantee the timeliness in which they share their notes or the quality of the notes shared.

If a peer note taker has not been found for your class, please speak with your QSAS Accessibility Advisor about the [Glean for Education](#) note taking accommodation.

STEP 1: Create Note-Taking Requests for your Courses

- Login to the [Note Taking Online Portal](#) with your Queen's NetID and password
- Select the courses for which you require note-taking
 - Click on 'COURSE NOTES'
 - Change note-taking requirement from 'no' to 'yes'
 - Click on 'OK' if you wish to have note-taking for the particular course

STEP 2: Select A Note-Taker

- When a note-taker becomes available for your course you will receive notification through your Queen's email account.
 - **Note:** QSAS **does not** guarantee the timeliness, consistency, or quality of peer-note takers.
- View Sample Notes & Choose Note-Taker
 - Click 'Select a note-taker' for the course
 - Click 'Check sample notes' to see an anonymous list of note-takers and view sample notes (if available)
 - Click the name of the note to open and/or save the file
 - After reviewing the file(s), click 'back to choose your note-taker'
 - Click 'Choose this note-taker' to add them as your note-taker for this course
 - Click 'OK' to verify choosing the note-taker

STEP 3: Download Notes

- Click 'Notes' for the course you want
- Click 'View notes'
- Click 'View download history' if you want a list of the dates/times you downloaded the notes
- **If you have questions, please contact notetaking@queensu.ca**