

Thank you for signing up to be a notetaker. As a notetaker for Cleveland State University, you are performing a valuable service for students.

This training will prepare you to take clear and complete class notes that other students can use to study and complete assignments.

In addition, you will learn to take better notes for yourself! We hope you enjoy your experience and if you have any questions, please do not hesitate to contact us!

This training will consist of three parts.

There are laws that require schools to provide notetaking for students with disabilities.

American with Disabilities Act (ADA) 1990

[www.ada.gov](http://www.ada.gov)

ADA Amendment Act 2008

[www.ada.gov](http://www.ada.gov)

Section 504 of the Rehabilitation Act of 1973

<http://www2.ed.gov/policy/rights/guid/ocr/disability.html>

This allows for students to have equal access to instruction during and after class.

Notetaking is creating a written record of the main points and supporting details of a class including:

Lectures

Class discussion

Demonstration, such as labs

Videos or films shown in class

Guest speaker

When taking notes, should you write word for word? No!

Even the best notes are not word- for- word record of everything an instructor and others say

What should notes include?

Notes should always include all learning points and other important information, such as assignments, class announcements, and test dates.

Even if the teacher says something that you must include it in the notes.

This means including things like:

Major topics or themes





Think about the last time you may have borrowed notes from a classmate. Did you find that

The handwriting was too sloppy or too light?

The page was crowded?

Names and words were spelled wrong?

There wasn't enough information to understand what the class was about?

You couldn't tell what was and wasn't important

You didn't understand the abbreviations and symbols

There was doodling and inappropriate items on the page?

It was generally hard to read?

Now reflect on your notes. How well do you

Check and correct spelling?

Date and number each page?

Indicate important information?

Write legibly?

Skip lines between topics and ideas?

Summarize ideas?

It is important to remember that there are two aspects of taking notes. They include:

Understanding the information that is being taught

Recording the information in a clear and useful form.

Often, instructors will provide cues during their lectures that allows you to know important information and key points. These cues include:

Writes on chalkboard

Repeat information

Speaks more slowly

Gives a definition

List a number of points/steps  
Refers to specific text pages  
Explains why and how things happen  
Describe a sequence  
Refers to information as attest item  
Changes tone of voices  
Uses body language  
Uses visual aids.

A good note taker also identifies what an instructor says that should be included in the notes. Phrases that can clue you in of

## Margins

Leave 1 to 2 inches on all sides of page to keep notes from looking crowded and to give the student room to add his or her own notes later

## Skip lines between ideas

Don't crowd a lot onto one page. White space on a page makes the notes easier to read and let students write their own comments

When a page is packed with writing, it is hard to see what is important.

## Tips for note taking (continued)

### Indicate activity

Try to reflect activities other than lectures such as:

Demonstrations

Videos or other media

### Indicate speakers

Note if a comment in the notes came from someone besides the teacher.

### Abbreviations

If you'll need to write the same name or term many times, use an abbreviation, being sure to say what is and use it consistently

There are many different ways to format your notes.

Examples are paragraph format, outline format, two column format, and three column format.

It is important that you find a format that works well for you.

Includes complete sentences  
Each sentence expresses a complete thought  
Space between each paragraph

Relies on a strong structure  
Use Roman numerals, capital letters, numbers and lower case letter to label each level.  
Roman numerals (I, IV, etc.) denote  
Capital letters denote  
Numbers denote  
Lowercase letters denote  
Use short phrases and single words

Use dividing line for larger column and smaller column  
The larger column is used for basic notes and details  
The smaller column is used for key information  
This format uses key information and short phrases.

This format is similar to the two-column format, except that there is a third column for your own notes  
The first column should be about     and include key concepts  
The second column should be about     and include detailed notes



The third column should be about      and include questions or reminders.

Now that we've learned what note taking is and how to take good notes, it is time to take the next steps:

Log into the DSOS at

<https://andes.accessiblelearning.com/CSUOhio/Login.aspx>

to request classes to take notes.

¾ Make sure your Disability Services Online System (DSOS) account is updated.

This is important because this information is how we

