SAS NOTE-TAKING

Peer Note-taking

HOW TO SIGN UP

* **Visit**[**Access KSU**](https://olympic.accessiblelearning.com/Kent)**and log in with your KSU username and password**
* **Click *submit your application to take notes for students with disabilities***
* **Enter the personal information requested, including a phone number**
* **Enter the CRN of the course for which you would like to take notes or enter all of your CRN. See below for instructions!**
* **Read and electronically sign the Note taker Contract**
* **Verify your class schedule by clicking the boxes next to your classes and click submit**

FINDING YOUR CRN

**CRN stands for course registration number. The CRN is different from the course and section number.**

* **Log in to [Flashline](https://login.kent.edu/)**
* **Click the *Student* tab on the left hand side**
* **Click*Resources***
* **Click *Courses and Registration***
* **Click *View or Print Course Schedule and Purchase Textbooks***
* **Select the current term**
* **The CRNs will be listed on the left under CRN**

CONFIRMATION

* **Watch for a confirmation from SAS indicating you are the note-taker. The time frame for responses will vary. If several students apply or the student drops the course, there will no longer be a need.**

UPLOADING NOTES TO ACCESS KSU

**Notes should be uploaded at least twice a week, but preferably as soon as possible.**

* [**Visit Access KSU**](https://olympic.accessiblelearning.com/Kent/dashboard/Default.aspx)**and click on Notetaker at the top**
* **Scroll down to the class list and on the far right, click View**
* **Scroll down to File Information and upload your file**
	+ **The maximum allowable file size is 3 MB per upload.**
	+ **If you are scanning your document use 150 - 300 dpi as resolution**.

**SCANNER IN LEARNING CENTER AVAILABLE AT NO COST**

**BARNES AND NOBLE GIFT CARD**

**Pick up gift cards at Student Accessibility Services in the Learning Center during the last week of classes.**

**If you have any questions about this process, email eshively@kent.edu. Thank you for your quality notes!**