

# Steps for Using AEC Peer Notetaking Accommodations

Spring 2022

## Step 1

**Request your accommodations in MyAEC each semester.**

- YouTube Tutorial - [How to Submit an Accommodation Request](#)

## Step 2

**Confirm your notetaking accommodations in MyAEC.**

- Click on the Notetaking Services tab in the left-side menu.
- Click the blue “Confirm Notetaking Services” link for each class.

## Step 3

**AEC will email your classes to recruit notetakers.**

- Your name will not be shared with the class or notetakers at any point.

## Step 4

**AEC will email you when a notetaker has been assigned for you.**

If no notetakers volunteer, AEC will send multiple emails to the class and ask for instructor help. After exhausting these options, AEC will contact you to discuss alternative accommodations/arrangements.

## Step 5

**Access your notes in the Notetaking Services tab after each class meeting.**

- Notes will be uploaded within 48 hours of each class meeting.

### Remember:

- Request your notetaking accommodations as soon as possible (ideally, before the semester begins) to allow time for notetakers to be recruited and assigned.
- Notetakers are provided for synchronous lectures. Requests for classes that do not typically have synchronous lectures (asynchronous classes, labs, seminars, activities, etc) will be cancelled. If you feel your class meets the criteria for a peer notetaker, follow the instructions in your cancellation email to inform us.
- Notetakers are instructed to take accurate, concise notes. Each notetaker may have a different style.
- Email [aec-notetaking@sjsu.edu](mailto:aec-notetaking@sjsu.edu) if you have questions.