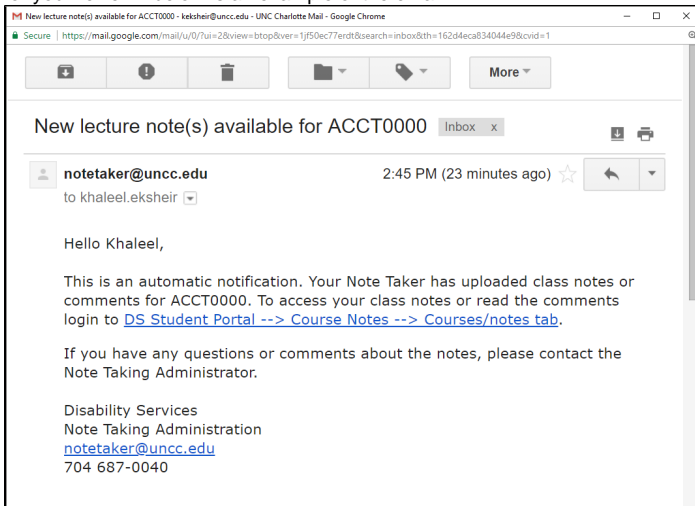


# How can a student view and download Class Notes?


## Tell Me

Students who are registered with the Office of Disability Services (DS), have been approved for Class Notes accommodation and **indicated their need for a Note Taker**, can follow the below steps to view and download their notes:

1. When the Note Taker submits class notes or adds a comment, you will receive an automated notification indicating a note or a comment is ready for your review - below is an example of the email



2. Click on the link provided in the email. i.e. **DS Student Portal --> Course Notes --> Courses/notes tab**
3. **Log in** using your NinerNET username and password.

 This is the same information you use to sign in to "My UNC Charlotte" Portal. <EDIT - I do not believe this note is needed>

**Please Log In**

To access this site you will need to log in with your NinerNet username and password. Please remember to log out when you are done.

NinerNet username:

Password:

4. If a Note Taker has been assigned, **Selected** will appear under the **NOTE TAKER AVAILABILITY** column
5. Click **Notes**

The screenshot shows a table with columns: COURSE NAME, I REQUIRE A NOTE TAKER, NOTE TAKER AVAILABILITY, and MY LECTURE NOTES. The table lists three courses: 00000 BIOL0000 000, 00001 HLTH0000 000, and 00002 ACCT0000 000. The third course is marked as "Selected" in the availability column and has a "Notes" button. Two red callout boxes provide instructions: "Selected indicates a note taker has been assigned for your course" and "Click on Notes to view and download notes".

COURSE NAME	I REQUIRE A NOTE TAKER	NOTE TAKER AVAILABILITY	MY LECTURE NOTES
00000 BIOL0000 000 <small>view download history</small>	No <small>change this</small>		N/A
00001 HLTH0000 000 <small>view download history</small>	Yes <small>change this</small>	None are available at this time	<input type="button" value="Notes"/>
00002 ACCT0000 000 <small>view download history</small>		Selected	<input type="button" value="Notes"/>

6. Lecture notes for your course will open showing the lecture date, comments and available notes to download

7. Click **View notes** to download the notes to your computer

Lecture Notes for 00002 ACCT0000 000 Back to courses

view download history

LECTURE DATE	NOTETAKER	COMMENTS	DOWNLOAD
April 16 (Mon)	Notetaker 17		<a href="#">View notes</a>
April 13 (Fri)	Notetaker 17	No notes today. We watched a video only.	<a href="#">View notes</a>

Using Chrome, the download will appear at the bottom. Double click to open

Office of Disability Services | Fretwell 230  
Phone: (704) 687-0040  
Email: [disability@uncc.edu](mailto:disability@uncc.edu)

Back to courses

class note for test...pdf Show all

8. On your computer, browse to the downloaded notes to open

9. For questions, email [notetaker@uncc.edu](mailto:notetaker@uncc.edu), or call (704) 687-0040

## Related FAQs

- [How can instructors/faculty approve a requested test using the DS Faculty Portal?](#)
- [How can instructors/faculty view and acknowledge accommodation letters in the DS Faculty Portal?](#)
- [Who is responsible for determining reasonable classroom accommodations?](#)
- [How can a student view and download Class Notes?](#)
- [What are faculty responsibilities when notified of a request to test in the Disability Services \(DS\) Test Center?](#)