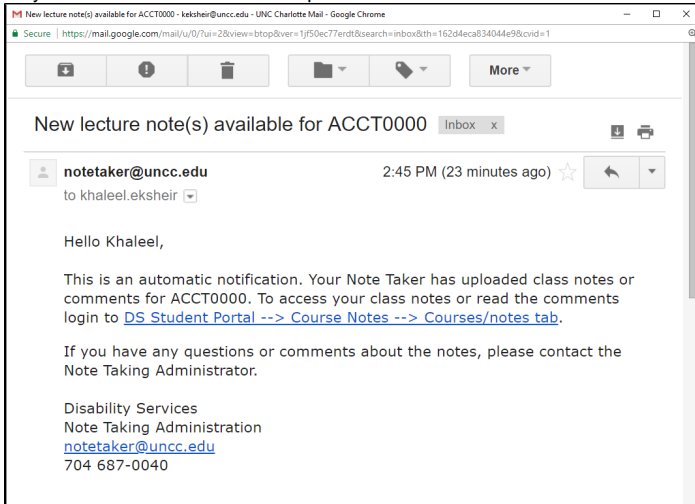


# How can a student view and download Class Notes?


## 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 has three rows. The first row is for course 00000 BIOL0000 000 with 'No' under 'I REQUIRE A NOTE TAKER' and 'N/A' under 'MY LECTURE NOTES'. The second row is for course 00001 HLTH0000 000 with 'Yes' under 'I REQUIRE A NOTE TAKER' and 'None are available at this time' under 'NOTE TAKER AVAILABILITY', with a 'Notes' button. The third row is for course 00002 ACCT0000 000 with 'Selected' under 'NOTE TAKER AVAILABILITY' and a 'Notes' button. Two red callout boxes are present: one pointing to the 'Selected' cell with the text 'Selected indicates a note taker has been assigned for your course', and another pointing to the 'Notes' button with the text '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>

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

Back to courses

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

Click to download the note

Check the comment from the note taker

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 Review and confirm receipt of accommodation letters in the DS Faculty Portal?](#)
- [How can instructors/faculty approve a requested test using 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?](#)