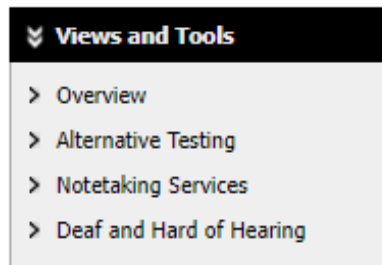# Notetaking Services Module

In the Notetaking Services Module within the Instructor Portal in STARS, instructors can view requests for notetakers within their courses. Instructors are also able to view any notes uploaded for the courses as well as add their own instructor notes for the course.

Please note, instructors are not required to review the notes uploaded in STARS or monitor uploads throughout the semester. While instructors have access to the notes uploaded by the notetaker, they are not required to review. Additionally, not all notetakers provide notes via STARS uploads, so please be aware that there may be instances in which the notetaker and student have made alternative arrangements for the note delivery method.

1. Log into the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: https://york.accessiblelearning.com/Akron/Instructor/.
2. On the overview page for the current term, select Notetaking Services under Views and Tools on the left side of the page.

3. The Notetaking Services page will list the course as well as the student who requested a notetaker. If there is a notetaker assigned, the notetaker's name will be provided as well as any available course notes to be downloaded.

4. If any Instructor Notes need to be added, select Modify beside Instructor note and add any necessary information for the course. Select Update Class after entering Instructor Note, for the note to be saved.