How to Use
Peer Notetaking Accommodations

SJSU Accessible Education Center | aec-notetaking@sjsu.edu | 408-924-6000

1. Request your accommodations in MyAEC each semester.

Our YouTube tutorial provides step-by-step instructions.

2. Confirm your notetaking accommodations in MyAEC.

Log in to MyAEC. Click on the Notetaking Services tab in the left-side menu. Then, click the blue "Confirm Notetaking Services" link for each class.

3. AEC will email your classes to recruit notetakers.

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

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.

5. Access your notes in MyAEC after each class.

Notes will be uploaded in the Notetaking Services tab of MyAEC within 48 hours of each class session. If no notes have been uploaded after 48 hours, please email aec-notetaking@sjsu.edu.

Things to Note:

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 other class types (asynchronous, labs, seminars, activities) will be cancelled. If a request is cancelled but you feel the class meets the criteria for a peer notetaker, contact aec-notetaking@sjsu.edu.

Notetakers are instructed to take accurate, concise notes. However, they are not required to use a specific format or style.

Email aec-notetaking@sjsu.edu if you have questions.

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