



# PEER NOTE-TAKING

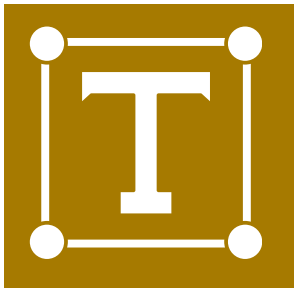
Thank you for agreeing to be a peer note-taker! Review the information below for a general outline of note-taking responsibilities and expectations. Remember that each class is unique, so consult with your professor if you have any questions or concerns about the note-taking requirements.



### Focus Your Notes on Essential Concepts and Information

When determining what to include in your notes, consider:

- Information that is repeated or emphasized by the professor
- Procedures or examples that explain how to practice a concept
- New terminology and/or definitions reviewed during class
- References to other class materials, such as textbook page numbers



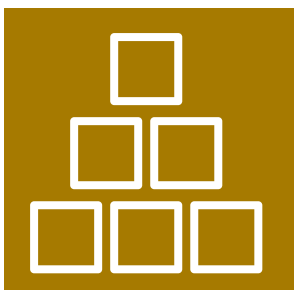
### Ensure Notes Are Legible and Neat

Prior to note-taking, consult your professor to determine if typed or handwritten notes are preferred. Handwritten notes can be scanned as a PDF and uploaded. Avoid capturing photographs of the notes or scanning individual pages. Add typed notes digitally to a shared folder or share directly with the professor.



### Upload Notes to the Shared Location Within 24-48 Hours

Upload your class notes to the shared location or share directly with your instructor within 24-48 hours of the class session. Kindly notify your professor if you are unable to upload notes within this time frame so other arrangements can be made. If there are no session notes due to an exam or other class requirement, no action is necessary.



### Maintain an Organized Labeling System

Use a systematic labeling approach across your notes:

- Date: Indicate the date in the top left corner of the document
- Course Number: Add the course number and class title
- Session: Follow the labeling system your professor uses in Canvas so there is clear alignment between the notes and class session



### Communicate Absences Ahead of Time

Notify your professor if you will be absent in advance of class. Even if your class uses a collaborative note-taking system, it is still necessary for individual students to receive peer notes. Your professor will make arrangements for an alternative peer note-taker.