

What Do Effective Notes Look Like?

- The course name and date on the first page of your notes.
- The page number on the bottom right of each page helps the student order and organize your notes. For example, if you have four pages of notes, you will label your pages (1 of 4), (2 of 4), and so on.
 - One suggestion is to use the Cornell Method.
- Provide notes in accessible formats. The preferred method is a Word document that has been run through the accessibility checker.
- Include any assignment directions or reminders given in class. This includes reminders about quizzes, exams, reviews, and changes to the course schedule. These are very important for students navigating the class.
- Share your notes as soon as possible after class so that the AAS student has access to the materials. If you are unable to share immediately, please do your best to share within 24 hours of the class so the student can study and review in a timely manner.
- Take accurate and clear notes. Many volunteer note-takers feel a lot of pressure to be perfect when taking notes, but the most important things are consistency, accuracy, and reliability.

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