How to Decide if you Need a Notetaker

This document explains how to decide if you need a peer notetaker, and if you don’t, how to cancel the notetaker request.

1. If the course is asynchronous online, you will be doing all the work online and will not need a notetaker.
2. If the course meets face to face or synchronous online, you may need a notetaker.
3. If you think you may need a notetaker, contact your instructor to ask:
   a. Do you provide recordings of your lectures?
   b. Do you provide transcriptions of your lectures or instructor notes?
   c. Do you provide outlines of your lectures?
4. If the answer is YES to any of these questions, you may not need a peer notetaker and can cancel the notetaker request.
5. Log onto your West Valley College portal.
6. Click on DESP Online Services.

7. Click on List Accommodations.
8. Click on Modify Request for the course you wish to cancel peer notetaking.

9. Uncheck the box next to Peer Notetaking.

10. Click on Update Request.