



ARC Go!

How to Request Peer Notetaking

ARC GO! NOTETAKING PROCESS

OVERVIEW OF NOTETAKING SERVICES

This tutorial explains the following steps for requesting Notetaking Services through ARC Go! The new process is very similar to the process of the old system if you are familiar.

Please only follow these steps **AFTER** you have already submitted a Notetaking Accommodation Request for each applicable course.

Following the Accommodation Request Process:

1. Before or after attending the first class, you will decide if a peer notetaker is needed.
2. Once you have selected that you are utilizing Notetaking Services as an accommodation for your course(s), the system will anonymously send a notice to the students in your course asking for a volunteer notetaker.
3. The volunteer notetaker will sign up online via ARC Go! and you will be notified with their contact information.
4. You will then contact the notetaker and begin receiving notetaking services.

CALIFORNIA
STATE
UNIVERSITY

Chico

Login

Username:

Password:

[Forgot Password?](#)

[Forgot Username?](#)

Login

Security Notice:

Remember to close your browser window when you are done.

Need Help?

For account support call
530-898-HELP (4357)

**Enter your Wildcat Username
and Password**

ARC Go! My Dashboard

After logging in, you will land
on **My Dashboard**.

Be sure to read the
IMPORTANT MESSAGE(S)
circled in red.

CALIFORNIA
STATE
UNIVERSITY

Chico

My Dashboard

Home » My Dashboard » Overview

Login as User Feature

Back to My Profile

Home

- > My Dashboard
- > My Profile
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Notetaking Services

OVERVIEW



IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

▪ **Your To Do List:**

No Accommodation Requests Found

You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.

Select Accommodations for Your Class

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Accessibility Resource Center.
2. Your courses might not display below if you are part of the course waiting list.

Submitting a Notetaking Request

You will only be able to receive a peer notetaker if you have submitted 'Notetaking Services' in your accommodation request for the semester.


COMIC 401.00A - Science Of Superpowers (CRN: 00008) [Cancel Request](#)

Stan Lee
MTWRF at 12:00 PM - 01:00 PM
06/01/2019 - 08/28/2019
PREST 321 (Campus: Main)

Pending
First Entered by: Customer Support
First Entered on: 08/14/2019 at 09:41 AM
Last Updated by: Allyson Bartley
Last Updated on: 08/19/2019 at 12:08 PM

Notification Letter
Status: **Emailed**
Last Emailed: 08/14/2019 at 09:45 AM

Select Accommodation(s) for COMIC 401.00A

Alternative Testing Notetaking Services 

What's Next?

Under the Notetaking Services menu item, you will be able to see the names and contact information of the volunteer notetakers for your course.

NOTETAKING SERVICES

[Previous Term](#)

Term: Spring 2020

[Next Term](#)

TEST 100.001 - Test Course By Haris Level 100

List of Notetaker(s):

- Name: **Allyson Bartley** (Email: abartley1@csuchico.edu).

TEST 200.001 - Test Course By Haris Level 200

List of Notetaker(s):

- Name: **Allyson Bartley** (Email: abartley1@csuchico.edu).
- Name: **Test Notetaker** (Email: test.@csuchico.edu).

Questions? Contact Us!

Please contact our office if you have any questions regarding the notetaker assignment in your class.

Accessibility Resource Center
Student Services Center 170
530-898-5959

After ARC Go!

Once you receive the contact information of a potential notetaker, you can choose who you would like to contact to take notes for you. It is not uncommon for students to request sample notes or contact multiple volunteers to find the right fit for your course. We understand notetaking is very important and we are here to assist if needed.

Receiving Your Notes

- The notetaker now has an option to upload their notes directly to ARC Go! for you to easily receive digital copies of notes in one cohesive place.
- To access the class notes uploaded by your notetaker, you can download them from ARC Go! by following these steps:
 1. Select Notetaking Services
 2. Select the course
 3. Select Available Course Note(s) for Download (Click to Expand)
 4. Download Notes

NOTE: This is an optional process. You may receive your notes in whatever way works best for you and your notetaker.

Questions?

- If you have not received any volunteers for peer notetaking, please contact the ARC Main Office for assistance.
- If you do not receive notes directly or they are not posted online within 24 hours after class, please contact your notetaker directly or ARC for assistance.

**Please contact our office.
We're here to help!**

Phone: (530) 898-5959

Email: arcdept@csuchico.edu

[ARC Website](#)