

Notetaking Assistance

Once approved for notetaking accommodations, students are encouraged to determine which notetaking assistance is best suited for their learning style and accommodation needs. Please find below a brief overview of the notetaking assistance options, along with instructions for their utilization.

Notetaking Express:

NTE is a full-featured online note-taking portal backed with experienced and professional note takers, who specialize in transcribing audio recordings into written material. The program allows the student to record lectures using a device, such as a cell phone (which is highly recommended). The audio recordings can be uploaded to the student's personal profile and stored for their access/usage. Within 48 hours, the student will receive a notification on their phone informing them that a detailed summary of their lecture has been uploaded and is ready to be accessed. This program focuses on delivering notes in a timely manner and generates notes that are of high quality. NTE has a chat function for quick and efficient answers to questions.

1. Go to <https://ntehub.com/Account/Login>
2. Login w/ Username and Password
 - a. Username should be the first part of your southern email and password should be your Student ID #)
3. Once logged in you will see a dashboard. (You have an option to start recording a class or upload a recording of a lecture.)
4. Click on upload recording if you recorded a class and select the recording you want transcribed.
5. After selecting your audio pick the appropriate subject. (Example: if it was psychology lecture, click psychology.)
6. Check back in 48 hours under "my notes" for transcribed notes.

LiveScribe SmartPen:

LiveScribe SmartPen allows you to record everything you hear, see, and write. The pen is available to borrow from the Center for Educational and Assistive Technology and through an appointment with their office, you'll be ready to take notes in more way than one. In order to schedule an appointment with the CEAT Lab, please email ceat@southernct.edu.

Helpful videos to get started:

[Getting started on paper with a Livescribe Echo smartpen](#)

[Echo set-up – Livescribe Inc.](#)