In order to activate accommodations Resource and Accommodation Agreement must be reviewed and signed with a Disability Resources Coordinator every academic year.

Recording Acknowledgement

Students who are eligible for this accommodation must adhere to the terms for audio recordings as outlined below. If there is any evidence of non-compliance, the authorization will be withdrawn.

The following indicates the terms of use for audio recording while in the classroom setting.

1. Agree to keep all audio recordings, and the information it contains, including any names, places or activities that occur during the lectures strictly private and confidential.
2. Understand that it may be inappropriate to record certain classroom situations or conversations and consult with the instructor and follow their guidelines for recording lectures.
3. Upon completion of the course, all audio files and recordings will be completely destroyed. This includes erasing files that may exist on the hard drive of my computer.
4. Lectures, and any in-class activities or discussions, are the sole intellectual property of Red Deer College and audio files cannot be reproduced or transmitted under any circumstances.

Helpful Note-taking Strategies for Students Who Use Audio Recordings

Prepare – Complete assignments and read assigned material and previous class notes before class. Check the course outline to see the topic of the upcoming lecture. If your instructor posts his or her class notes on Blackboard, read them before going to class as this will help you focus on the important points. Develop a way to take some notes during the lecture. For suggested note-taking formats, see Note Taking Systems.

Record – As you record the lecture, identify and capture the main points by writing them down on paper. Use an outline format or concept map. The Cornell Method of taking notes is a very useful way to take notes which can be added to as you listen to your recording later. Use words, pictures, and graphs or whatever it takes to get the information down quickly. Leave lots of white space on each page.

Reduce – After class, and within 24 hours, listen to the lecture and summarize the key words and phrases. Jot down details or examples that support the main ideas. Add these to the notes that you took in class. Link this information to your textbook, websites, or other sources that will help you understand the material. Note any unfamiliar vocabulary or concepts that you don’t understand and look them up.

Recite – Talk out loud. Recall the facts and ideas of the lecture in your own words and with as much meaning as you can. Create your own examples. This helps transfer the facts and ideas to your long term memory.

Reflect – Take time to reflect on your notes. Think carefully about the subjects you are studying. How does this relate to what you knew before? Form opinions about what you have learned. Such thinking will aid you in making sense out of your courses and academic experiences by finding relationships among them. Put your ideas into structures, outlines, summaries, and frames of reference.

Review – Review your notes regularly: at your next study session, before reading new material, and when studying for tests. If you spend 10 minutes every week in a quick review of your notes, you will retain most of what you have learned.