

Management of note-taking support in the Student Portal

From January 2024, Lund University note-takers will share their notes via the Student Portal. This does not apply to Campus Helsingborg or the Faculty of Fine and Performing Arts, which will continue to use the old system during the spring semester. The note-taker uploads notes to the portal after each lecture and seminar, and the portal sends the notes to students with learning support via e-mail. The Student Portal is linked to Ladok and provides uniform management of note-taking support throughout the University.

STUDENTS WHO WISH TO BECOME NOTE-TAKERS

Students interested in becoming a note-taker on one or more courses, log into the Student Portal via this link <https://portal.student.lu.se/> and click the courses they want to take notes for. This needs to be done every term and it is possible to do so as soon as the student is registered on the course in Ladok.

To begin with, the coordinator will manually offer assignments (to the first student to register their interest, as a general rule. Contact the coordinator if there is a reason to offer an assignment to a particular student). The offer will be sent to the email address provided in Ladok. If no response is received, the coordinator will withdraw the offer and send it to the next student who registered an interest.

When there are more than three students requiring notes on a single course, another note-taker will be recruited. When there are more than six students on one course, a third note-taker will be recruited. Existing note-takers on the course will be informed via email when this is the case. There is a maximum of three note-takers on any one course. All notes shared via the Student Portal are sent to all students on the course who require note-taking support.

More information about the assignment and the payment of fees is available here: www.lu.se/bli-anteckningsstod

Any questions should be sent to: anteckningsstod@stu.lu.se

STUDENTS RECEIVING NOTES

In order to receive notes from lectures and seminars, the student needs to have a valid approval for learning support (and a decision on note-taking support). The

student also needs to be registered or re-registered* on the course and have the correct email address entered in Ladok. Students receiving notes do not make changes within the Student Portal. The coordinator at Disability Support Services adds the student to the portal and the notes are then sent directly to the email address that the student has provided in Ladok. The student is anonymous to the note-taker, but does receive contact details for the note-taker and is able to contact the note-taker as necessary.

The Student Portal notifies the student when there is a note-taker on the course. If the student does not receive notes after this, or if some other element does not work, the student is requested to contact their coordinator at Disability Support Services. If the student does not require notes for a particular course, the relevant coordinator must be notified.

READ-ONLY ACCESS TO THE STUDENT PORTAL

As a contact person for students with learning support in your department/faculty, you can apply for read-only access to the Student Portal. You will then gain access to the course overview, in which you can see whether there is a need for note-taking support and whether a note-taker has been recruited for courses in your faculty. You apply for read-only access ("Läsbehörighet Anteckningsstöd") in Lucat.

* The student automatically receives notes when re-registered for the same course. The coordinator can remove the student from the course if there is any reason for the student not to receive the notes.

