

# Notetaking Accommodations Information for Faculty

Version 3

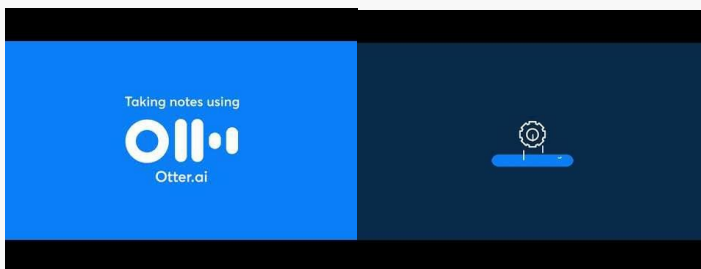
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## Notetaking Accommodations Update: Otter AI

After March 2023, a new notetaking support is available to students registered with Accessible Learning Services that have documented disability related impacts to notetaking. Students who are eligible for this accommodation will have this updated on the Letter of Accommodation. It will state:

Note Taker (Digital Note-taking Service) e.g. Note Taking Express, Otter \*\*\* refer to Note 3 \*\*\*  
[https://seneca.sharepoint.com/sites/CnAS/external/Documents/lecture\\_recording/](https://seneca.sharepoint.com/sites/CnAS/external/Documents/lecture_recording/)

Otter Ai is an application that provides students with real-time captions and notes for in-person and virtual lectures, classes or meetings through technology. Otter AI allows students to pull electronic PowerPoint slides into a notetaking application while transcribing auditory information presented in lecture. It empowers students with the ability to highlight, comment, and insert images within class notes and give them the ability to seamlessly create study tools with the transcripts.



Videos:

## FAQ for Otter AI

### 1. How does Otter AI work?

Otter is cloud-based and 100% AI-powered with no human transcribers involved. It's speech-to-text engine supports English and requires minimal training and customization.

Otter Ai uses a speaker identification algorithm that distinguishes and learns to create a voiceprint for each speaker. The result is a legible, speaker-labeled transcript with synchronized audio and

text.

## 2. Why are we moving to Otter AI?

Traditional notetaking related accommodations (i.e., Peer Notetaking) were not effectively meeting student needs because it is dependent on other student volunteers, has no mechanism to assess quality control/accuracy of notes and has limited opportunity for knowledge consolidation for the student.

Otter AI is widely compatible – laptops, tablets, smartphones, and other mobile devices, allows students to consolidate slides with transcribed verbal lecture content, provides accurate and immediate notes and meaningful study guides, and requires minimal training for students to use independently.

## 3. Will Peer Notetakers still be used to support students in my class?

Over the remainder of the 2022-23 academic year, and the 2023-24 academic year there will be a slow phase out of Peer Notetaking as an accommodation for note taking support, but some current students have experienced success with it, so for those few students Peer Notetaking will continue to be available for the duration of their studies.

## 4. What safeguards are in place around Privacy and Intellectual Property?

A Privacy Impact Assessment was completed by the Seneca Privacy Office, and a **local procedure** has been developed defining how information will be protected when students use Otter AI. This document is hyperlinked in the Letter of Accommodation and aligns with Seneca's existing **Recording Lectures and Educational Activities** Policy.

When this accommodation is added to an accommodation plan and appears on the Letter of Accommodation, students are trained how to ethically use Otter AI with respect to professors and other classmates and the local procedure is reviewed with them.

## 5. What do I need to do to implement this accommodation as a faculty member?

When Notetaking Support (Digital Notetaking) appears on a letter of Accommodation, instructors are required to notify their class and obtain consent for recordings. For most recordings, implicit consent is sufficient, and can be completed by notifying students at the beginning of a term that lectures will be recorded, and for what purpose (i.e., for accommodation purposes, without identifying the student).

For additional information about Otter AI click the image to visit their webpage.

tags : notetaking