



2025

Fast Forward College Coaching

Note Taking Technology Services



WELCOME

A little support makes a big difference

Thank you for expressing interest in note taking support for high school and college students. Note taking is an important component of college academic success and we take pride in providing assessment and training services to assist students in identifying note taking technology that can contribute to their success in the college environment. Our individualized training aims to help students feel at ease using their chosen note taking tools in academic coursework.

We encourage you to look through this booklet and reach out to us if you have questions. Whether you and your students are tech-savvy or find technology intimidating, we understand and are here to help you every step of the way.

Technology assessment and training sessions are one of the many services we offer for college-bound students, families and educators. We invite you to explore our website which features over 40 articles, free presentations, one-on-one coaching, videos, book, workbook and ebook. Our ultimate goal is your student's college success, and we look forward to sharing this journey with you!

Jennifer Sullivan
OWNER | AUTHOR | EDUCATOR

NOTE TAKING: A KEY TO COLLEGE SUCCESS

Note Taking in High School vs. College - What Is The Difference?

The note taking skills required in high school are significantly different than the note taking expectations of college. High school teachers will often accommodate students by adjusting their pace, using visual aids, and providing detailed study guides. This supportive environment helps students grasp key concepts.

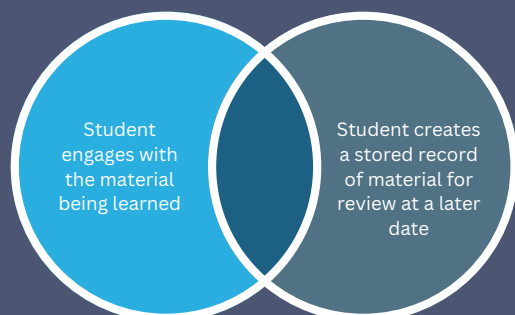
In college, professors present information at their preferred pace, and students are responsible for capturing accurate notes. There's an expectation that students will review and reinforce the material outside of class to ensure comprehension. Unlike in high school, detailed study guides are not typically provided, placing the emphasis on students' personal note-taking skills to identify and study essential concepts for exams.

Students who struggle with handwriting, anxiety, are easily distracted, or find the physical act of typing challenging can struggle with the fast paced nature of college lectures. But there are a variety of note taking technology options that can help!



Average rates of speech are 2-3 words per second, but average handwriting is only 0.2-0.3 words per second.

According to research, student handwritten notes often contain **less than 50%** of information contained in a lecture



Note taking in college provides 2 important benefits:

1. Engagement with material
2. Stored record for later review

The Current Status of Students' Note-Taking: Why and How Do Students Take Notes? Amber E. Witherby * and Sarah K. Tauber Texas Christian University, USA Journal of Applied Research in Memory and Cognition,

Benefits to Students



STUDENT PROFILE:

- Easily distracted
- Doodles or draws instead of taking notes
- May be playing internet or videogames instead of taking notes

BENEFITS:

- I can relisten to the lecture recording after class to identify points I may have missed
- I can use the note taking tool to help me study for exams

STUDENT PROFILE:

- I often feel anxious during class
- When I feel unmotivated, it's hard to concentrate in class and stay organized

BENEFITS:

- Even when I'm stressed or not feeling my best, I can rely on my note taking technology to record the lecture & organize my notes



STUDENT PROFILE:

- My handwriting and typing are too slow to take notes
- It is hard to take notes, comprehend the lecture and listen at the same time

BENEFITS:

- I can focus on listening to the lecture knowing that I can go back and review my notes after class



3 Advantages of Our Technology Services:

Our AT Coaches are professionals in the field of disability support at colleges / universities.

We are practitioners who have real-world experience working with high school and college students. We are not technology software developers, we are educators. We know the college disability landscape and how important AT can be to student success.

1

We have NO conflict of interest with any of the note taking products.

We are an objective, unbiased team that truly looks for the best match between your student's skills and the variety of note taking programs available. Our only goal is to help YOUR student become comfortable utilizing the best tool for them.

2

We specialize in supporting the needs of diverse learners.

Our AT Coaches have over 50 years of combined experience supporting diverse student profiles. We support high school and college students with and without diagnosed disabilities such as ADHD, autism, dyslexia, nonverbal learning disability, dyscalculia, impaired vision, etc.

3

WE OFFER TRAINING ON THESE PROGRAMS



glean



Otter.ai

Read
&Write
Gold

 livescribe™



ROCKETBOOK



NOTABILITY



Assessment

Why It's Important:

- If you're unsure where to begin, start here!
- Assessment is an important first step in identifying an appropriate note taking technology tool.
- A variety of note taking tools exist but an effective tool will match your student's learning needs and preferences.
- Based on the SETT Framework of information gathering and decision making, our assessment gathers data about the **Student**, **Environment**, and **Task** in order to make recommendations for an appropriate note taking **Tool** for your student.

What It Looks Like:

- Available anytime during the year
- Our online Note Taking Assessment form asks your student a variety of questions to understand their learning style, areas of academic strength and challenge, goals desired in note taking software, preference for typing vs. handwriting vs. recording, etc.
- Receive note taking tool recommendations based on your student's answers to the Note Taking Assessment
- No long-term commitment
- Your student may use the recommendations to conduct further research OR take advantage of our Training and On-The-Go Support sessions

Technology Training

Why It's Important:

- Build your student's confidence with note taking technology
- Your student will gain opportunities to practice with their note taking tool
- Your student can ask questions and learn at a pace that is comfortable to them
- Students will learn the features and capabilities of their note taking tool
- 1:1 personalized training session with an Technology Coach with experience supporting diverse learners

What It Looks Like:

- Available during specific months of the year
- 1-hour technology training session to understand the features of the note taking technology
- Multiple practice note taking activities for your student to do at home





On-The-Go Support

Why It's Important:

- Students who are tech-savvy may need minimal support using a note taking tool
- High school students might want a refresher course on a note taking app they used previously but forgot how to use some of the features
- College students may need support using their note taking tool with a specific class video project, professor's recorded lecture, online video etc.
- A parent may wish to learn about their student's note taking tool so they can provide support at home

What It Looks Like:

- Available any time during the academic year and/or summer
- Reach out to us via phone or email and share your student's technology issue
- We will match your student with an Technology Coach as soon as possible
- 1 hour session
- No long-term commitment beyond the one session (unless the student desires more sessions)
- The Technology Coach will help your student troubleshoot the note taking issue and build their confidence - every step of the way!

Commonly Asked Questions

We understand that technology can be complicated. We want you to feel confident in your decision to trust us with your student's note taking technology Assessment & Training. If you have a question that isn't answered below, feel free to reach out to us and we will gladly help you.

<p>Is your Note Taking Assessment similar to a comprehensive assistive technology evaluation? What's the difference?</p>	<p>Our Note Taking Assessment is not the same as a comprehensive assistive technology evaluation. Our assessment is meant to gather information from your student to identify the note taking program(s) that is(are) the best fit for your student. A comprehensive assistive technology evaluation assesses a student in multiple areas of functioning including mobility, positioning, writing, reading, recreation, speaking, listening, math, organization, etc. The comprehensive evaluation is a multistep process that involves numerous stakeholders and can cost approximately \$3,000. For families that don't know where to start and want guidance in selecting a note taking program, our Note Taking Assessment is a great fit.</p>
<p>Will my student's college or university train them on note taking programs?</p>	<p>While a few institutions of higher education may have a technology specialist staff member in their Accessibility Office, the majority of colleges and universities do not. Training is not a mandatory responsibility of colleges under the Americans with Disabilities Act. Our technology services are ready to fill this gap! We believe that students need an effective note taking program that matches their learning styles AND customized training in order to create confidence using the note taking tool in their courses.</p>
<p>Do I need to buy the note taking program or do you provide it?</p>	<p>We do not provide note taking programs. Before starting their Technology Training or On-The-Go Support session, students should have access to a trial version of a note taking software OR have purchased the software OR have a note taking program license assigned to them by their Accessibility Office and downloaded on their computer. Please ensure your student has a username or password, if needed, to access their note taking program prior to their session.</p>
<p>What if my student still has questions after the training sessions?</p>	<p>If your student has questions about their note taking program after their AT Training sessions, your student can schedule an additional 1 hr AT On-The-Go session at any time. Before, during or after the semester our coaches are available to meet with your student 1:1, work at their pace and answer any questions they may have. Students can schedule as many 1 hr sessions as they need.</p>
<p>What if I, as the parent, want to be trained on the note taking program too?</p>	<p>We welcome parents to attend the AT Training or AT On-The-Go sessions. Participating in the training sessions will allow parents to learn the ins and outs of the note taking program (if desired) in order to assist their student outside of the training sessions. If parents would like a separate session, we suggest scheduling a 1 hour AT On-The-Go session to gain an overview of your student's note taking program.</p>

Services & Rates

Note Taking Assessment

Includes online assessment form, analysis of student data and customized note taking technology suggestions

\$ 99

Training Session

Includes 1 hr training session & take-home practice activities

Offered during specific months, first come-first serve basis,
Includes 1 hr training session and take-home customized
practice note taking activities

\$ 150

On-The-Go Support

Includes 1 hr training session *at any time*, Technology Coach will
address specific note taking technology issue, option to
schedule as many sessions as desired

\$ 150

Ready To Get Started?

Here Are Your Next Steps:

- 1** Contact us via phone/email
- 2** Complete a registration form & make payment
- 3** Schedule your note taking training service & get started!

Questions? We're Happy to Help!

Phone: (860) 880-2224

Email: contact@fastforwardcollegecoaching.com

Fast Forward College Coaching

www.fastforwardcollegecoaching.com

