

Using Genio

Students who have been recommended Genio notetaking software, will receive an email from their Case Manager Team with the link to complete a 'SAS Recording Agreement' form.

The completed '**SAS Recording Agreement**' will be processed within 5-7 business days and the 'Genio Audio Recording' accommodation for audio recording via Genio will be added to your accommodation plan. You will receive an email notification from SAS@brocku.ca with steps to start a free 30-day trial of Genio notetaking software. Use of your Brock email is required for Genio.



Important: The 'Genio Audio Recording' accommodation will not be added to your accommodation plan until the 'SAS Recording Agreement' has been completed.

Once the 'Genio Audio Recording' accommodation is active, please wait up to **7 days** for your Instructor to provide a response to the accommodation in OASIS.

View Instructor Response

To view your Instructor's response to the 'Genio Audio Recording' accommodation:

1. Visit the **OASIS student portal**.
2. Click 'Accommodations' tab.
3. Scroll down to the course code needed.
4. Find the 'Genio Audio Recording' accommodation.
5. Review the Instructor response to the right of the accommodation.

Accommodations	
Academic Year*	2026
Academic Session*	Spring
Academic Term	
Refresh Courses	
Download PDF	
Course: Permission to record lectures is requested. Consultation with Case Manager and instructor required. The SAS Recording Agreement Form is required. In some courses, recording of confidential information or personal discussions will be prohibited. Alternate arrangements may be required. Recordings are for personal student use only and may not be distributed to any other individuals. Recordings are the intellectual property of the instructor and must be deleted once the course has been completed.	Instructor Response: No recording, I will promote peer volunteers to register as notetakers

If the Instructor response is 'Accepted', you can start recording lectures.

If the Instructor response is 'UDL', your Instructor is providing all lecture content to the class. Do not record the lecture.

If the Instructor response is 'No recording, I will promote peer volunteers to register a notetaker', do not record the lecture. A peer notetaker accommodation will be added to your 'Accommodations' tab for this class. Please select the 'Confirm' button under the notetaking accommodation to request a notetaker. Additional information can be found in the 'Course Notes' Handout.

If you feel the alternate accommodation option does not meet your disability-related needs, please contact your Case Manager Team to further discuss.



Important: Students using a 30-day Genio trial who wish to continue using Genio notetaking software can request a license through SAS.

Request a Genio License

A Genio license can be requested through the SAS website:

1. Go to the [Documents & Forms section](#) of the SAS website.
2. Scroll down to the 'Accommodations Forms' section.
3. Click the link for the 'Genio License Request' form.
4. Complete the form using your Brock email.



Important: The Genio license is valid for one academic year. A new 'Genio License Request' needs to be completed to request a license renewal.