Note taking is creating a written record of the main points and supporting details of a class, including:

Lectures  
Class discussions  
Demonstrations, such as labs  
Videos or films shown in class

Even the best notes are not a word-for-word record of everything said by the teacher and others in the class. However, notes should include all learning points as well as other important information such as assignments, class announcements, and test dates.

How is note taking for other students different from taking notes for yourself?

When you know that someone else will be using your notes, especially students with hearing loss, you must be extra careful to record all vital information completely.

Even if the teacher says something that you already know, you must include it in the notes.

This means including things like:

Major topics or themes  
Basic concepts  
New or difficult vocabulary  
Assignments  
Class announcements  
Test, quiz, and project due dates