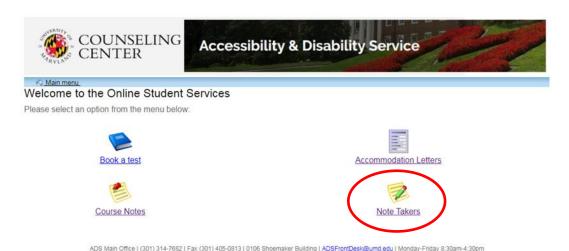
How to Add Additional Classes to Your Note Taker Application

1. Select Note Taker from the Online Portal Main Menu.



2. A new page will display, welcoming you to the Note Taker module. Select the "Course/Notes" icon to continue.



Welcome to the ADS Note Taker Module

This page is intended for students applying to become Note Takers and those who are already serving as Note Takers.

If you are an ADS student with a note taking accommodation and are looking for procedures for obtaining a Note Taker, please click on the Course-Notes module https://go.umd.edu/adsCourseNotes.

Students who are interested in applying to become a Note Taker must start the application process by setting up your Profile. Once you have completed your profile you do not need to complete it again in subsequent semesters. You can, however, return to your profile to make changes or to update your information.

Instructions on the application process as well as information about uploading sample notes and Guidelines for Note Takers can be found in the Frequently Asked Questions (FAQ) tab in the menu above.

COMPENSATION

If you are chosen as a Note Taker the compensation you will receive at the end of the semester is based upon the number of weeks you take notes and number of credits for the class. If you take notes for the entire 15.5 weeks of the semester you will receive \$25.75 per credit for undergraduate courses and \$36.05 per credit for graduate courses.

As a reminder - students are encouraged to sign up to be a Note Taker at the beginning of each semester for all of the classes in which they wish to provide this service. If you have any questions, please see the ADS contact information below.

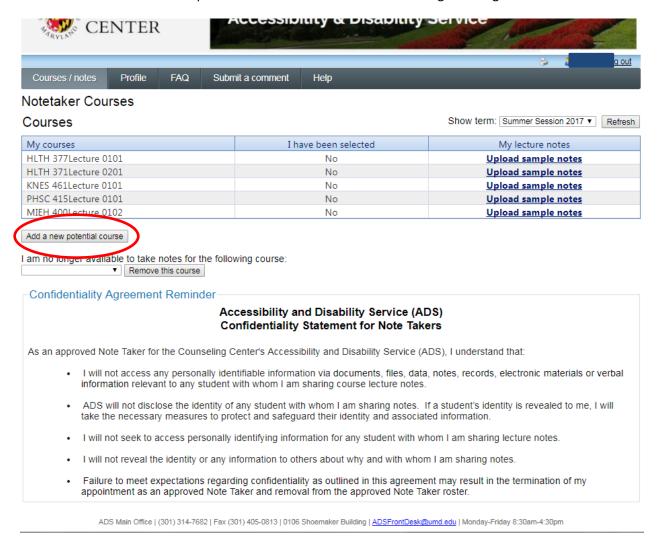
ADS Note Taking Contact Information

adsnotetaking@umd.edu

301-314-7842

(For scheduling your paperwork appointment call: 301-314-7682)

3. Within the Courses/notes section, all courses you have currently applied to be a note taker for. Below this list, is a button entitled "Add a new potential course". Click this button to begin adding additional classes.



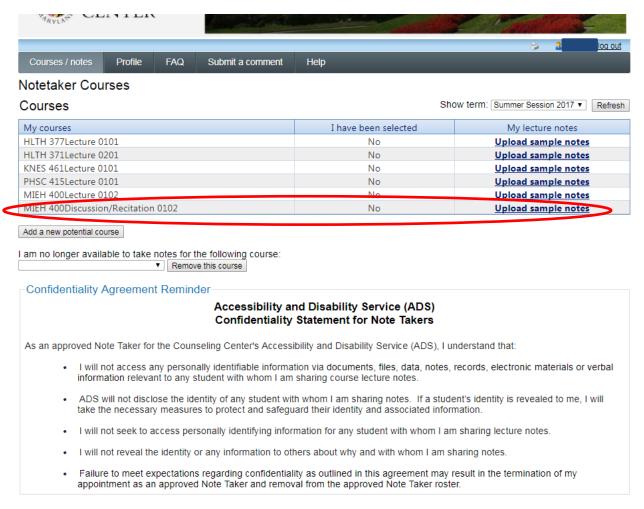
4. A new page will display, listing any additional course(s) you are enrolled in, but have not currently applied to be a note taker for.



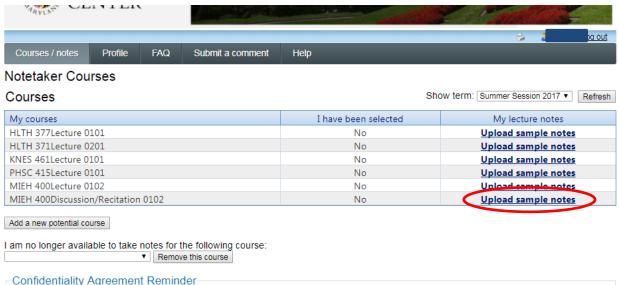
5. Place a check-mark next to any course(s) you wish to add to your previously selected courses eligible to become a note taker for. Once the check mark is listed, select the "add selected course(s) button to continue.



6. You will be redirected back to the original Courses/Notes page. Any new classes will now be displayed within your course listing.



- 7. Upload your sample notes to complete your application for any new course(s) added.
 - a. For instructional information about uploading your sample notes, please see the "How to Upload Sample Notes" document.



Accessibility and Disability Service (ADS) Confidentiality Statement for Note Takers

As an approved Note Taker for the Counseling Center's Accessibility and Disability Service (ADS), I understand that:

- I will not access any personally identifiable information via documents, files, data, notes, records, electronic materials or verbal information relevant to any student with whom I am sharing course lecture notes.
- ADS will not disclose the identity of any student with whom I am sharing notes. If a student's identity is revealed to me, I will take the necessary measures to protect and safeguard their identity and associated information.
- . I will not seek to access personally identifying information for any student with whom I am sharing lecture notes.
- I will not reveal the identity or any information to others about why and with whom I am sharing notes.
- Failure to meet expectations regarding confidentiality as outlined in this agreement may result in the termination of my appointment as an approved Note Taker and removal from the approved Note Taker roster.

ADS Main Office | (301) 314-7682 | Fax (301) 405-0813 | 0106 Shoemaker Building | ADSFrontDesk@umd.edu | Monday-Friday 8:30am-4:30pm