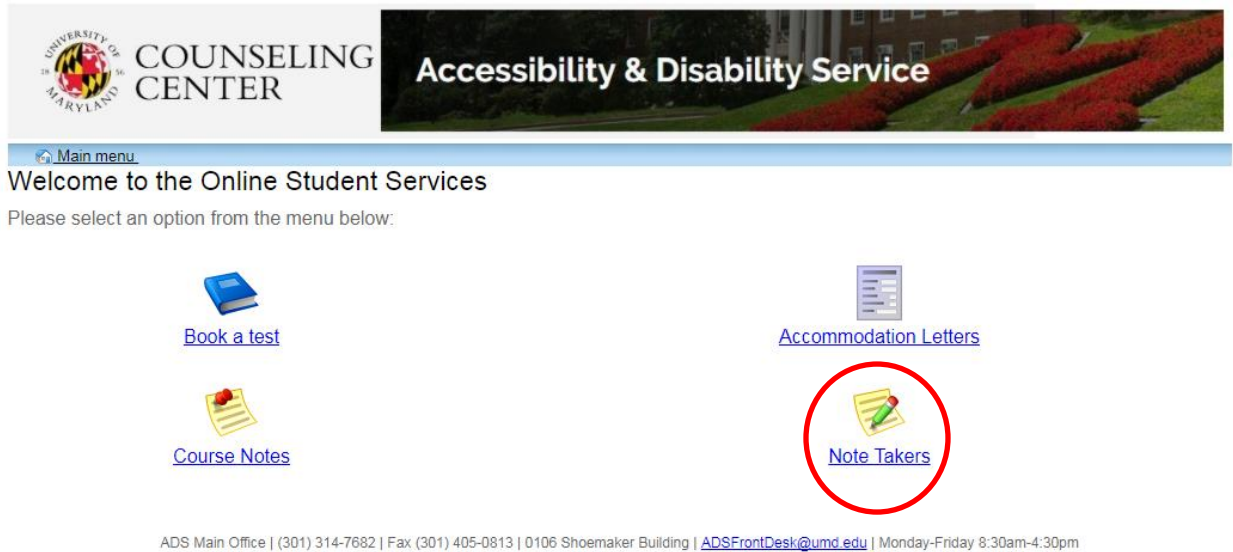


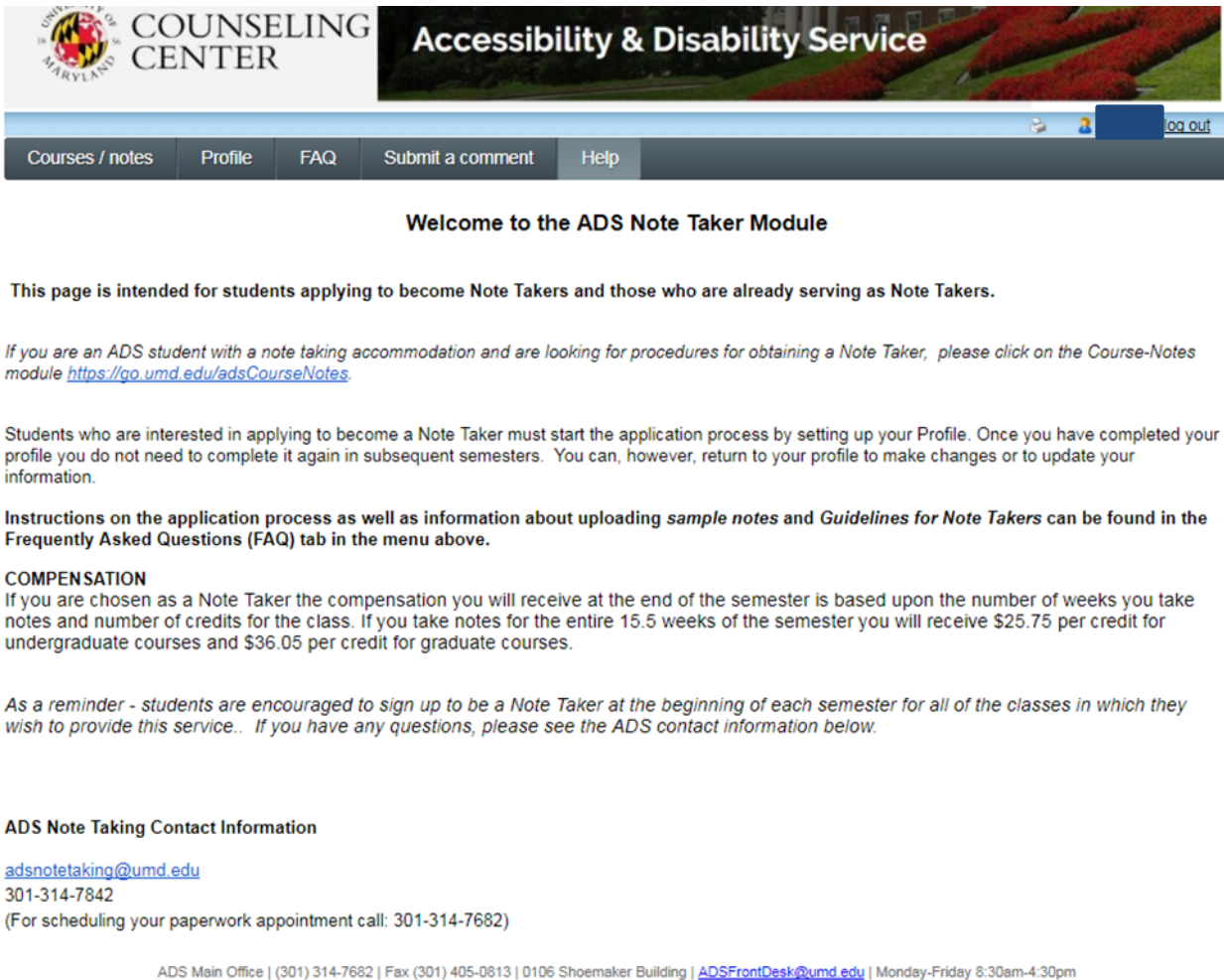
## How to Upload Class Notes

1. From the Online Portal main menu, select the Note Taker icon to begin.



The screenshot shows the main menu of the Accessibility & Disability Service. At the top left is the University of Maryland Counseling Center logo. To the right is a banner for 'Accessibility & Disability Service'. Below the banner is a navigation bar with a 'Main menu' link. The main content area says 'Welcome to the Online Student Services' and 'Please select an option from the menu below:'. There are four icons with links: 'Book a test', 'Accommodation Letters', 'Course Notes', and 'Note Takers'. The 'Note Takers' icon, which shows a notepad and pencil, is circled in red. At the bottom, contact information is provided: 'ADS Main Office | (301) 314-7682 | Fax (301) 405-0813 | 0106 Shoemaker Building | [ADSFrontDesk@umd.edu](mailto:ADSFrontDesk@umd.edu) | Monday-Friday 8:30am-4:30pm'.

2. A new page will display, welcoming you to the Note Taker module.



The screenshot shows the 'Welcome to the ADS Note Taker Module' page. At the top is the same header as the previous page. Below the header is a navigation bar with links for 'Courses / notes', 'Profile', 'FAQ', 'Submit a comment', and 'Help'. On the right side of the navigation bar is a 'log out' button. The main content area starts with the heading 'Welcome to the ADS Note Taker Module'. Below this is a paragraph: 'This page is intended for students applying to become Note Takers and those who are already serving as Note Takers.' This is followed by a paragraph: '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>.' Next is a paragraph: '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.' This is followed by a paragraph: '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.' Then is a section titled 'COMPENSATION' with the text: '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.' This is followed by a paragraph: '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.' At the bottom is a section titled 'ADS Note Taking Contact Information' with the email [adsnotetaking@umd.edu](mailto:adsnotetaking@umd.edu), the phone number 301-314-7842, and the text '(For scheduling your paperwork appointment call: 301-314-7682)'. At the very bottom, contact information is repeated: 'ADS Main Office | (301) 314-7682 | Fax (301) 405-0813 | 0106 Shoemaker Building | [ADSFrontDesk@umd.edu](mailto:ADSFrontDesk@umd.edu) | Monday-Friday 8:30am-4:30pm'.

3. Select Courses/ notes from the menu to begin uploading your course notes.

**UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service**

**Courses / notes** Profile FAQ Submit a comment Help

**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](mailto:adsnotetaking@umd.edu)  
301-314-7842  
(For scheduling your paperwork appointment call: 301-314-7682)

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

4. A new page will display, listing all courses you have applied to be a note taker.

**UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service**

Courses / notes Profile FAQ Submit a comment Help

**Notetaker Courses**

Courses Show term: Summer Session 2017 Refresh

My courses	I have been selected	My lecture notes
UNIV 900 0101	Yes	<a href="#">Upload lecture notes</a>

[Add a new potential course](#)

I am no longer available to take notes for the following course:  
 [Remove this course](#)

**Confidentiality Agreement Reminder**

**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.

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5. Once selected as a note taker, you will be given the option to upload your notes by selecting “Upload lecture notes” under the “My lecture notes” tab.

The screenshot shows the website header with the University of Maryland Counseling Center logo and the title 'Accessibility & Disability Service'. Below the header is a navigation bar with links for 'Courses / notes', 'Profile', 'FAQ', 'Submit a comment', and 'Help', along with a 'log out' button. The main content area is titled 'Notetaker Courses' and includes a 'Courses' section with a 'Show term: Summer Session 2017' dropdown and a 'Refresh' button. A table lists courses, with the 'My lecture notes' column highlighted and the 'Upload lecture notes' link circled in red. Below the table is an 'Add a new potential course' button and a section for removing courses. A 'Confidentiality Agreement Reminder' box is also visible, containing a confidentiality statement for note takers.

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6. A new page will display, prompting you to upload your notes.

The screenshot shows the 'Submit lecture notes' page. It features a header with the University of Maryland Counseling Center logo and the title 'Accessibility & Disability Service'. Below the header is a navigation bar with links for 'Courses / notes', 'Profile', 'FAQ', 'Submit a comment', and 'Help', along with a 'log out' button. The main content area is titled 'Submit lecture notes for UNIV 900 section 0101 (Summer 2017): Cassy'. It includes a 'Lecture date' field, an 'Upload your notes (max 5 at a time):' section with a 'Browse' button and a 'Remove' button, a 'New file upload' button, and a 'Comments:' text area. Below the comments area are two buttons: 'Submit' and 'Back to courses'. A footer at the bottom of the page provides contact information for the ADS Main Office.

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7. Before selecting a file to upload, please list the date the notes were taken, using the “Lecture Date” field. Using the “Browse” button, select a file from your computer to upload; a total of five (5) notes can be uploaded at a time. If necessary, please write a comment before submitting your notes.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Courses / notes Profile FAQ Submit a comment Help log out

Upload lecture notes View uploaded notes

Submit lecture notes for UNIV 900 section 0101 (Summer 2017): Cassy

Lecture date

Upload your notes (max 5 at a time):  Browse Remove

New file upload

Comments:

e.g. I was ill for this lecture, therefore I will provide notes from a friend by next week.  
e.g. The lecture was cancelled on this day  
Lecture notes are to be provided within 24 hours of each lecture in order for students to have the opportunity to review and study the notes in a timely manner. If you are unable to provide your own notes, please provide the notes from a peer in the class (with their permission).

Submit Back to courses

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

8. Once all files have been uploaded, and any comments listed, select the “Submit” button to complete the uploading process.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Courses / notes Profile FAQ Submit a comment Help log out

Upload lecture notes View uploaded notes

Submit lecture notes for UNIV 900 section 0101 (Summer 2017): Cassy

Lecture date: 8/14/2017

Upload your notes (max 5 at a time): UNIV 901- Lecture Notes from 8-14-2017.docx Browse Remove

New file upload

Comments: There will be a quiz next week on the assigned reading. |

e.g. I was ill for this lecture, therefore I will provide notes from a friend by next week.  
e.g. The lecture was cancelled on this day  
Lecture notes are to be provided within 24 hours of each lecture in order for students to have the opportunity to review and study the notes in a timely manner. If you are unable to provide your own notes, please provide the notes from a peer in the class (with their permission).

Submit Back to courses

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

9. Once submitted, a message will display informing you that your "File(s) successfully uploaded".

The screenshot shows the top navigation bar with the University of Maryland Counseling Center logo and the Accessibility & Disability Service banner. Below the navigation bar, there are tabs for "Courses / notes", "Profile", "FAQ", "Submit a comment", and "Help". The main content area has two tabs: "Upload lecture notes" and "View uploaded notes". The "Upload lecture notes" tab is active, and a yellow message box displays "File(s) successfully uploaded." in red text. Below the message box, there are fields for "Lecture date:", "Upload your notes (max 5 at a time):", and "Comments:". There are also "Submit" and "Back to courses" buttons. The footer contains contact information for the ADS Main Office.

10. To view any of your uploaded notes, select the "View Uploaded Notes" tab.

The screenshot shows the same website as above, but the "View uploaded notes" tab is now selected and highlighted with a red circle. The "Upload lecture notes" tab is still visible but not active. The yellow message box "File(s) successfully uploaded." is still present. The rest of the page content, including the navigation bar, footer, and form fields, remains the same.

11. A new page will display, that lists all uploaded files and comments in a grid format. Select "View Notes" to review any uploaded files.

The screenshot shows the header of the University of Maryland Counseling Center's Accessibility & Disability Service website. Below the header is a navigation bar with links for Courses / notes, Profile, FAQ, Submit a comment, and Help. A user profile dropdown menu is visible on the right, containing a 'log out' link. Below the navigation bar are two tabs: 'Upload lecture notes' and 'View uploaded notes', with the latter being selected. The main content area displays a table of uploaded lecture notes. The table has columns for 'Lecture date', 'Comments', and 'Download'. The 'Download' column contains a 'View notes' link for each row, which are circled in red. The table data is as follows:

Lecture date ↓	Comments	Download
August 1 (Tue)		<a href="#">View notes</a>
August 3 (Thu)		<a href="#">View notes</a>
August 8 (Tue)		<a href="#">View notes</a>
August 14 (Mon)	There will be a quiz next week on the assigned reading.	<a href="#">View notes</a>

At the bottom of the page, there is a footer with contact information: ADS Main Office | (301) 314-7682 | Fax (301) 405-0813 | 0106 Shoemaker Building | [ADSFrontDesk@umd.edu](mailto:ADSFrontDesk@umd.edu) | Monday-Friday 8:30am-4:30pm