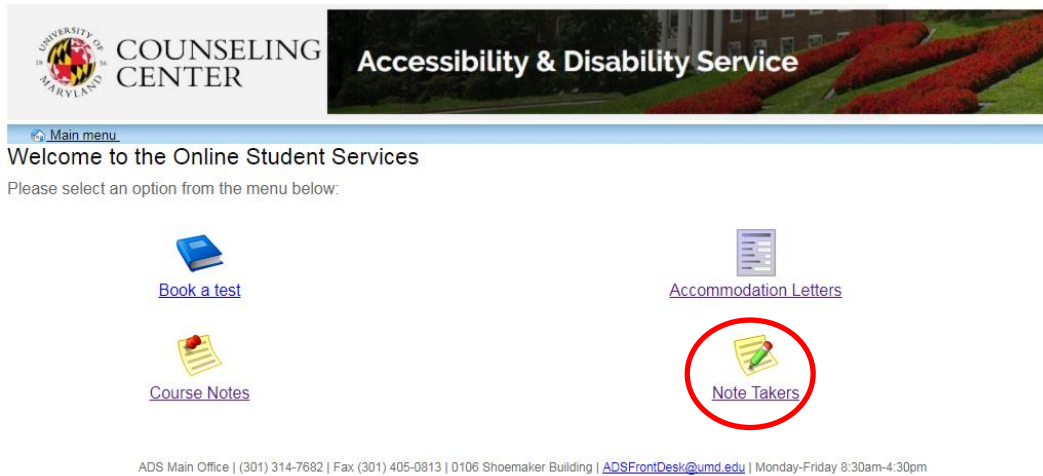



How to Upload Your Sample Notes

1. Select "Note Taker" to begin



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 "Main menu" section with the text "Welcome to the Online Student Services" and "Please select an option from the menu below:". There are four menu items: "Book a test", "Accommodation Letters", "Course Notes", and "Note Takers". The "Note Takers" link is circled in red. At the bottom of the page, contact information is provided: "ADS Main Office | (301) 314-7682 | Fax (301) 405-0813 | 0106 Shoemaker Building | ADSFrontDesk@umd.edu | Monday-Friday 8:30am-4:30pm".

2. Select the "Courses/notes" tab from the main menu at the top of your screen.



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 several tabs: "Courses / notes", "Profile", "FAQ", "Submit a comment", and "Help". The "Courses / notes" tab is circled in red. In the top right corner of the navigation bar, there is a "log out" button. Below the navigation bar, the text "Welcome to the ADS Note Taker Module" is displayed.

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)

- A new page will appear, that lists all courses you have applied to be a note taker for. To upload your sample notes, select the “Upload sample notes” link listed under the “My Lecture notes” tab for each individual course.

COUNSELING CENTER Accessibility & Disability Service

Courses / notes Profile FAQ Submit a comment Help [log out](#)

Notetaker Courses

Courses Show term: Summer Session 2017 Refresh

My courses	I have been selected	My lecture notes
ENGL 391Lecture 9006	No	Upload sample notes
NFSC 380Lecture 0102	No	Upload sample notes
BCHM 462Lecture 0201	No	Upload sample notes

[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.

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

- A new page will display, designed for uploading your sample notes for the specific class selected. Select the “browse” button to select your sample note file to upload. You are allowed to upload a maximum of two samples of your notes.

COUNSELING CENTER Accessibility & Disability Service

Courses / notes Profile FAQ Submit a comment Help [log out](#)

Sample notes for ENGL 391 section 9006 Lecture (201708) CP : Pleasants, Kara Matteson

IMPORTANT: At least 1 copy of your sample notes must be uploaded for your application to be complete.

Helpful Tips

- It is useful to upload a sample related to the course you are offering to take notes for (uploading math notes for a math course).
- If you plan on hand writing your notes, upload a sample of hand written notes; likewise if you plan on typing your notes, upload a sample of typed notes.
- If you are uploading hand written notes, please ensure your writing is legible and the scan is clear.
- List the date at the top of your notes.
- List the course at the top of your notes.
- Number each page of your notes.
- Your name and contact information should NOT be listed on your notes.

Submit sample notes

Please submit one or more files below:

Lecture date: [Browse](#)

Lecture date: [Browse](#)

[Submit notes](#) [Back to courses](#)

Sample notes (click to download)	Date uploaded	Action
No records to display.		

5. Once you have uploaded your sample note, click the “submit notes” button to officially upload.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Courses / notes Profile FAQ Submit a comment Help log out

Sample notes for ENGL 391 section 9006 Lecture (201708) CP : Pleasants,Kara Matteson

IMPORTANT: At least 1 copy of your sample notes must be uploaded for your application to be complete.

Helpful Tips

- It is useful to upload a sample related to the course you are offering to take notes for (uploading math notes for a math course).
- If you plan on hand writing your notes, upload a sample of hand written notes; likewise if you plan on typing your notes, upload a sample of typed notes.
- If you are uploading hand written notes, please ensure your writing is legible and the scan is clear.
- List the date at the top of your notes.
- List the course at the top of your notes.
- Number each page of your notes.
- Your name and contact information should NOT be listed on your notes.

Submit sample notes

Please submit one or more files below:

Lecture date: 8/28/2017 Sample Note for ENGL 391 section 9

Lecture date:

Sample notes (click to download)	Date uploaded	Action
No records to display.		

6. Once uploaded, the system will display “File Successfully Uploaded” and it will be listed at the bottom of the page.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Courses / notes Profile FAQ Submit a comment Help log out

Sample notes for ENGL 391 section 9006 Lecture (201708) CP : Pleasants,Kara Matteson

IMPORTANT: At least 1 copy of your sample notes must be uploaded for your application to be complete.

Helpful Tips

- It is useful to upload a sample related to the course you are offering to take notes for (uploading math notes for a math course).
- If you plan on hand writing your notes, upload a sample of hand written notes; likewise if you plan on typing your notes, upload a sample of typed notes.
- If you are uploading hand written notes, please ensure your writing is legible and the scan is clear.
- List the date at the top of your notes.
- List the course at the top of your notes.
- Number each page of your notes.
- Your name and contact information should NOT be listed on your notes.

Submit sample notes

File successfully uploaded.

Please submit one or more files below:

Lecture date:

Sample notes (click to download)	Date uploaded	Action
Notes - 391.2017_08-28.docx	2017-08-09	<input type="button" value="Remove"/>