

# How to Tell ADS You No Longer Want to be a Note Taker

1. Select the Note Taker icon from the Online Portal main menu.

The screenshot shows the main menu of the Accessibility & Disability Service. It includes a header with the University of Maryland Counseling Center logo and the text 'Accessibility & Disability Service'. Below the header is a navigation bar with a 'Main menu' link. The main content area displays a welcome message and a list of menu options: 'Book a test', 'Accommodation Letters', 'Course Notes', and 'Note Takers'. The 'Note Takers' icon, which depicts a notepad and pencil, is highlighted with a red circle. At the bottom of the page, contact information for the ADS Main Office is provided.

2. A new page will display, that lists all courses you have applied to be a note taker.

The screenshot displays the 'Notetaker Courses' page. It features a navigation bar with links for 'Courses / notes', 'Profile', 'FAQ', 'Submit a comment', and 'Help'. The main content area is titled 'Notetaker Courses' and includes a 'Show term:' dropdown menu set to 'Summer Session 2017' and a 'Refresh' button. Below this is a table with three columns: 'My courses', 'I have been selected', and 'My lecture notes'. The table lists several courses, including HLTH 377, HLTH 371, KNES 461, PHSC 415, MIEH 400, and University 901. Each course has a 'No' or 'Yes' status in the 'I have been selected' column and a corresponding 'Upload sample notes' or 'Upload lecture notes' link in the 'My lecture notes' column. Below the table is a button labeled 'Add a new potential course'. A section titled 'I am no longer available to take notes for the following course:' includes a dropdown menu and a 'Remove this course' button. A 'Confidentiality Agreement Reminder' box is also present, containing the title 'Accessibility and Disability Service (ADS) Confidentiality Statement for Note Takers' and a list of confidentiality obligations for approved Note Takers.

My courses	I have been selected	My lecture notes
HLTH 377Lecture 0101	No	<a href="#">Upload sample notes</a>
HLTH 371Lecture 0201	No	<a href="#">Upload sample notes</a>
KNES 461Lecture 0101	No	<a href="#">Upload sample notes</a>
PHSC 415Lecture 0101	No	<a href="#">Upload sample notes</a>
MIEH 400Lecture 0102	No	<a href="#">Upload sample notes</a>
University 901 UNIV 901 001	Yes	<a href="#">Upload lecture notes</a>

3. Underneath the list of your classes, and above the Confidentiality Statement for Note Takers there is a section that states “I am no longer available to take notes for the following course:”. Use the drop down menu to select the course you are no longer able to take notes for.

The screenshot shows the 'Notetaker Courses' page. At the top, there is a navigation bar with 'Courses / notes', 'Profile', 'FAQ', 'Submit a comment', and 'Help'. Below this is a 'Show term:' dropdown set to 'Summer Session 2017' and a 'Refresh' button. A table lists courses with columns for 'My courses', 'I have been selected', and 'My lecture notes'. Below the table is a section titled 'I am no longer available to take notes for the following course:' with a dropdown menu. The dropdown menu is open, showing a list of course options, with 'University 901 UNIV 901 001' selected and circled in red. To the right of the dropdown is a 'Remove this course' button. Below this section is the 'Confidentiality Statement for Note Takers'.

My courses	I have been selected	My lecture notes
HLTH 377Lecture 0101	No	<a href="#">Upload sample notes</a>
HLTH 371Lecture 0201	No	<a href="#">Upload sample notes</a>
KNES 461Lecture 0101	No	<a href="#">Upload sample notes</a>
PHSC 415Lecture 0101	No	<a href="#">Upload sample notes</a>
MIEH 400Lecture 0102	No	<a href="#">Upload sample notes</a>
University 901 UNIV 901 001	Yes	<a href="#">Upload lecture notes</a>

**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](mailto:ADSFrontDesk@umd.edu) | Monday-Friday 8:30am-4:30pm

4. Once you have selected the class in the drop down menu, select “Remove this course” to continue.

The screenshot shows the 'Notetaker Courses' page. The dropdown menu is now closed, and the 'Remove this course' button is circled in red. The rest of the page content, including the table and the confidentiality statement, remains the same as in the previous screenshot.

My courses	I have been selected	My lecture notes
HLTH 377Lecture 0101	No	<a href="#">Upload sample notes</a>
HLTH 371Lecture 0201	No	<a href="#">Upload sample notes</a>
KNES 461Lecture 0101	No	<a href="#">Upload sample notes</a>
PHSC 415Lecture 0101	No	<a href="#">Upload sample notes</a>
MIEH 400Lecture 0102	No	<a href="#">Upload sample notes</a>
University 901 UNIV 901 001	Yes	<a href="#">Upload lecture notes</a>

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5. A new page will display, asking you to confirm you no longer wish to be a note taker. You may type a rationale within the textbox explaining why you are no longer able to be a note taker. Select “Confirm” to officially remove yourself as a note taker from this course.

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

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

I would like to remove my availability as a notetaker for  
[Confirm remove notetaker requirement](#)

You have been assigned to at least one student to take notes for this course. If you wish to remove yourself as a note-taker, an email will be sent to each student that has selected you for this course.

Please click the 'Confirm' button to indicate that you are no longer available to take notes for

It would be helpful if you could share why you are withdrawing your availability as a notetaker.

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6. You will be redirected back to the Note Taker Courses page. The removed course will no longer be listed as an option to be a note taker.

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

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

**Notetaker Courses**

Courses Show term: Summer Session 2017

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KNES 461Lecture 0101	No	<a href="#">Upload sample notes</a>
PHSC 415Lecture 0101	No	<a href="#">Upload sample notes</a>
MIEH 400Lecture 0102	No	<a href="#">Upload sample notes</a>

I am no longer available to take notes for the following course:

[Confidentiality Agreement Reminder](#)

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

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