How to Cancel a Note Taker

1. Select “Courses/Notes” from the Welcome page of the Note Taking Module.

2. Select “Change this” under the course for which you would like to cancel a Note Taker.
3. Select “OK” to confirm that you do not require a Note Taker for the selected course.

4. Write a brief description of the reason that you no longer require a Note Taker for the selected course. Then select “Confirm.”
5. You have now successfully cancelled a Note Taker for the selected course. Repeat steps 3 and 4 for each course in which you would like to cancel a Note Taker.

Courses

Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for.

<table>
<thead>
<tr>
<th>Course name</th>
<th>I require a note taker</th>
<th>Note taker availability</th>
<th>My lecture notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HESP 411 Lecture 0101</td>
<td>No change this</td>
<td>Selected</td>
<td>Notes</td>
</tr>
<tr>
<td>UNIV 900 0101</td>
<td>No change this</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>FMSC 260 Lecture WB21</td>
<td>No change this</td>
<td></td>
<td>Notes</td>
</tr>
</tbody>
</table>

Counseling Center
Accessibility & Disability Service

Courses / notes  FAQ  Submit a comment  Help

Successfully marked 'NO LONGER REQUIRE notetaker'.