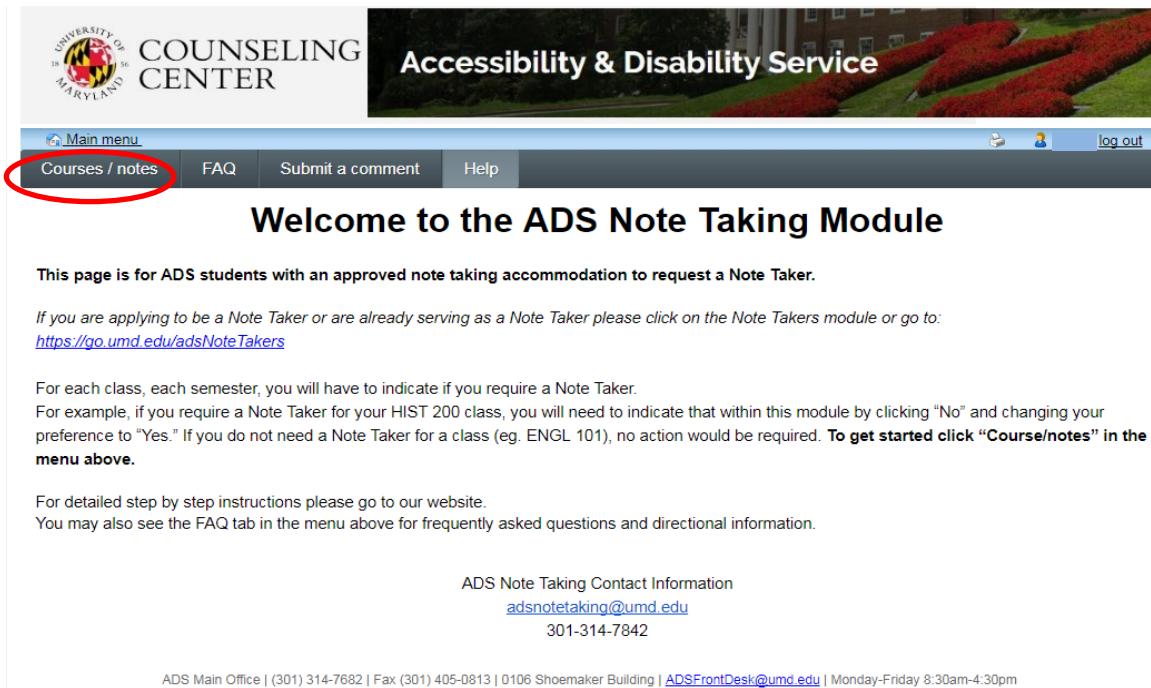


How to Cancel a Note Taker

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



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Welcome to the ADS Note Taking Module

This page is for ADS students with an approved note taking accommodation to request a Note Taker.

If you are applying to be a Note Taker or are already serving as a Note Taker please click on the Note Takers module or go to: <https://go.umd.edu/adsNoteTakers>

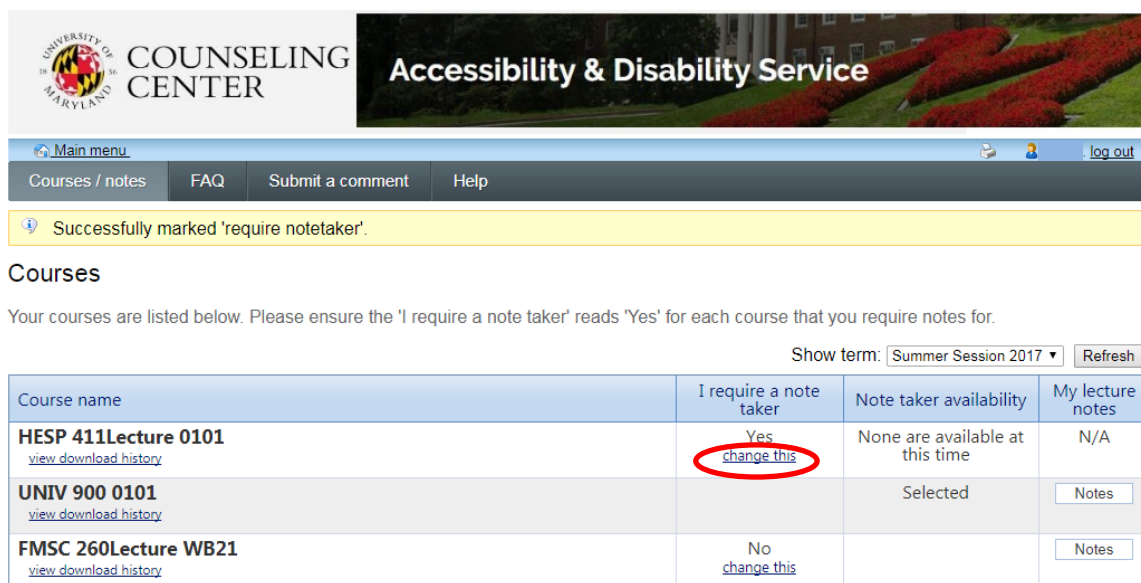
For each class, each semester, you will have to indicate if you require a Note Taker. For example, if you require a Note Taker for your HIST 200 class, you will need to indicate that within this module by clicking "No" and changing your preference to "Yes." If you do not need a Note Taker for a class (eg. ENGL 101), no action would be required. **To get started click "Course/notes" in the menu above.**

For detailed step by step instructions please go to our website. You may also see the FAQ tab in the menu above for frequently asked questions and directional information.

ADS Note Taking Contact Information
adsnotetaking@umd.edu
 301-314-7842

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

2. Select "Change this" under the course for which you would like to cancel a Note Taker.



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Successfully marked 'require notetaker'.

Courses

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

Show term: Summer Session 2017 Refresh

Course name	I require a note taker	Note taker availability	My lecture notes
HESP 411Lecture 0101 view download history	Yes change this	None are available at this time	N/A
UNIV 900 0101 view download history		Selected	<input type="button" value="Notes"/>
FMSC 260Lecture WB21 view download history	No change this		<input type="button" value="Notes"/>

- Select "OK" to confirm that you do not require a Note Taker for the selected course.

dssoonline.umd.edu says:
Are you sure you do not require a notetaker for this course?

OK Cancel

Successfully marked 'require notetaker'.

Courses

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

Show term: Summer Session 2017 Refresh

Course name	I require a note taker	Note taker availability	My lecture notes
HESP 411Lecture 0101 view download history	Yes change this	None are available at this time	N/A
UNIV 900 0101 view download history		Selected	<input type="button" value="Notes"/>
FMSC 260Lecture WB21 view download history	No change this		<input type="button" value="Notes"/>

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- Write a brief description of the reason that you no longer require a Note Taker for the selected course. Then select "Confirm."


Confirm remove notetaker requirement

Please click the 'Confirm' button to indicate that you no longer require a notetaker for **HESP 411Lecture 0101**

* What is the reason that you no longer require a notetaker for this course?

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- 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.



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Successfully marked 'NO LONGER REQUIRE notetaker'.

Courses

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

Show term: Summer Session 2017

Course name	I require a note taker	Note taker availability	My lecture notes
HESP 411Lecture 0101 view download history	No change this		N/A
UNIV 900 0101 view download history		Selected	<input type="button" value="Notes"/>
FMSC 260Lecture WB21 view download history	No change this		<input type="button" value="Notes"/>