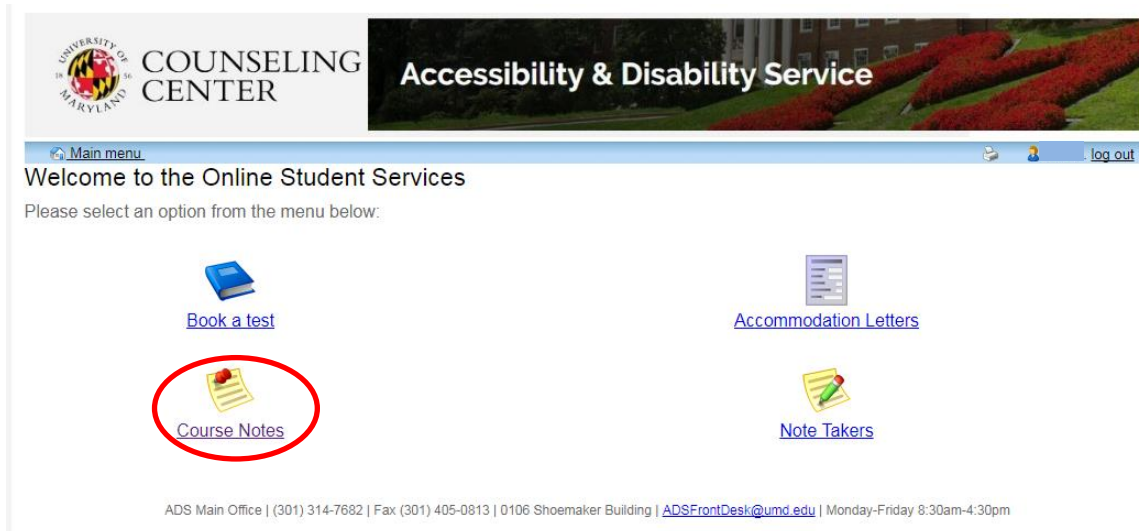


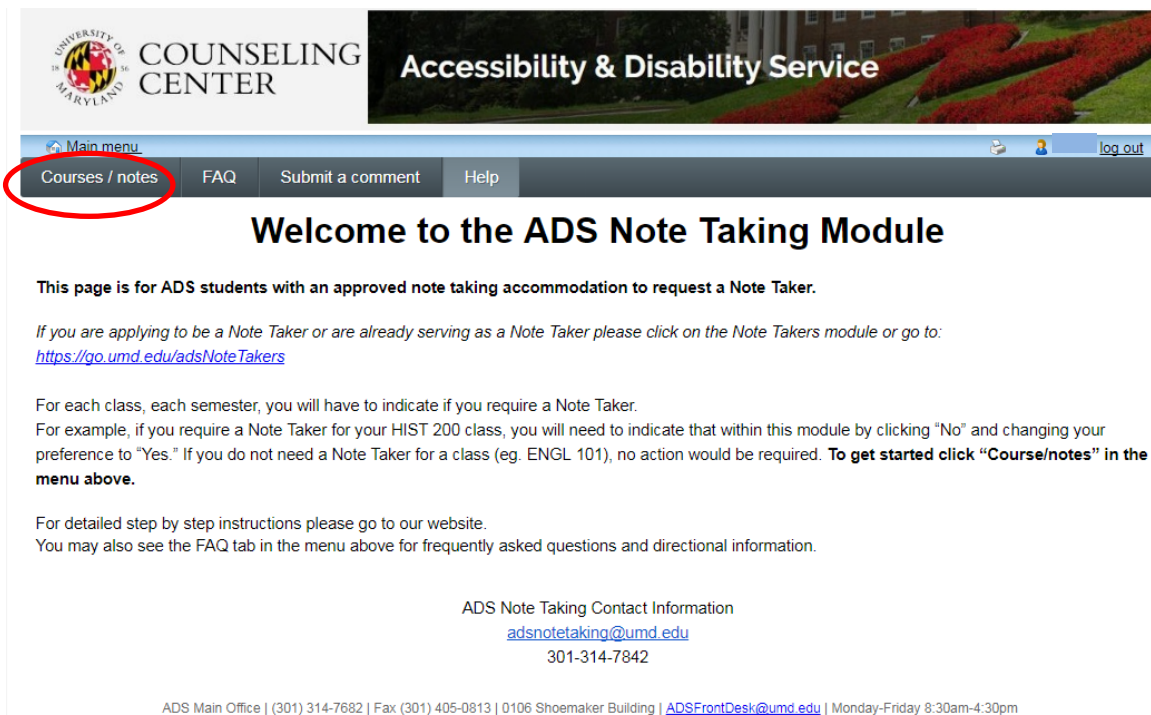
How to Request a Note Taker

1. Select "Course Notes" from the Main Menu.



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 a "Main menu" link and a "log out" button. The main content area displays a welcome message and a list of service options: "Book a test", "Accommodation Letters", "Course Notes", and "Note Takers". The "Course Notes" link is circled in red. At the bottom, contact information for the ADS Main Office is provided.

2. Select "Courses/Notes" from the Welcome page.



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 a "Main menu" link and a "log out" button. The main content area displays a welcome message and a list of service options: "Courses / notes", "FAQ", "Submit a comment", and "Help". The "Courses / notes" link is circled in red. Below the navigation bar, the page title is "Welcome to the ADS Note Taking Module". The page content includes a welcome message, a link to the Note Takers module, and instructions for requesting a Note Taker. At the bottom, contact information for the ADS Note Taking service is provided.

- To request a Note Taker for an individual course, select “Change this” under the column that reads “I require 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.

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"/>

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- Select “OK” to confirm that you require a Note Taker for the selected course.

Courses

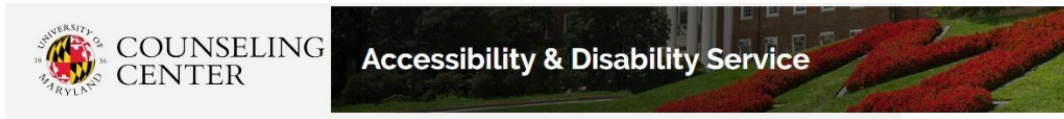
Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for.

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"/>

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5. You have now successfully requested a Note Taker for the selected course. Repeat steps 3 and 4 for each course in which you would like to request a Note Taker.



UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Main menu Courses / notes FAQ Submit a comment Help log out

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"/>