

Instructor Note Taking Memo

Dear Instructor,

The Accessibility and Disability Service (ADS) has updated our note taking process. You are receiving this memo because you can help us identify students who are interested in working as a Note Taker. To aid us in recruiting Note Takers, please email or send an ELMS message to the students in your class. We've included the template of a message below; this template is also available to copy from the ADS website at: www.counseling.umd.edu/ads/notetaking.

Thank you for your help!

ADS Note Taking Staff
adsnotetaking@umd.edu
ads note taking website link

Note Taking Recruitment Template

Dear Students,

Do you take well-organized, comprehensive notes? Do you have good penmanship or do you currently type your notes? Why not get **paid** to share your notes with classmates who are eligible to receive course lecture notes?

If you are interested in providing this much needed service to a fellow student, please go to <https://go.umd.edu/adsNoteTakers> to apply. If you are selected by an eligible student, the Accessibility and Disability Service (ADS) will compensate you with a one-time payment at the end of the semester.

Staff at ADS are available to answer any questions you may have. Feel free to contact us at adsnotetaking@umd.edu.

Steps to Apply:

1. Go to adsonline.umd.edu and click on *Current Students*
2. Select the **Note Takers** icon
3. You will be directed to the Central Authentication Service (CAS); sign in with your UMD Directory ID and Password
4. Set up your Note Taker Profile to apply to be a Note Taker. If previously completed, skip to step 6 by clicking **Courses/Notes** tab in upper left menu
5. Read and acknowledge (check box) the Confidentiality Agreement
6. Select in which course(s) you would like to serve as a Note Taker for the semester
7. Upload your **Sample Notes** – your application will not be complete until this step is finished
 - a. It is important to understand, if you are applying to serve as a Note Taker in more than one class, sample notes are required for *each* individual class.

8. After ADS reviews your application and it is determined to be complete, you will be considered an eligible Note Taker. If selected by an ADS student who is seeking a Note Taker, you will receive an email from ADS that you have been chosen and should immediately begin uploading notes. The ADS student will see your name and email address. You will not have their information unless they choose to contact you.
9. After receiving the email confirming you are chosen as a Note Taker, call the ADS Front Desk at 301-314-7682 to be added to our Note Taker contact list. An HR representative will then contact you about completing paperwork to receive your full compensation at the end of the semester.