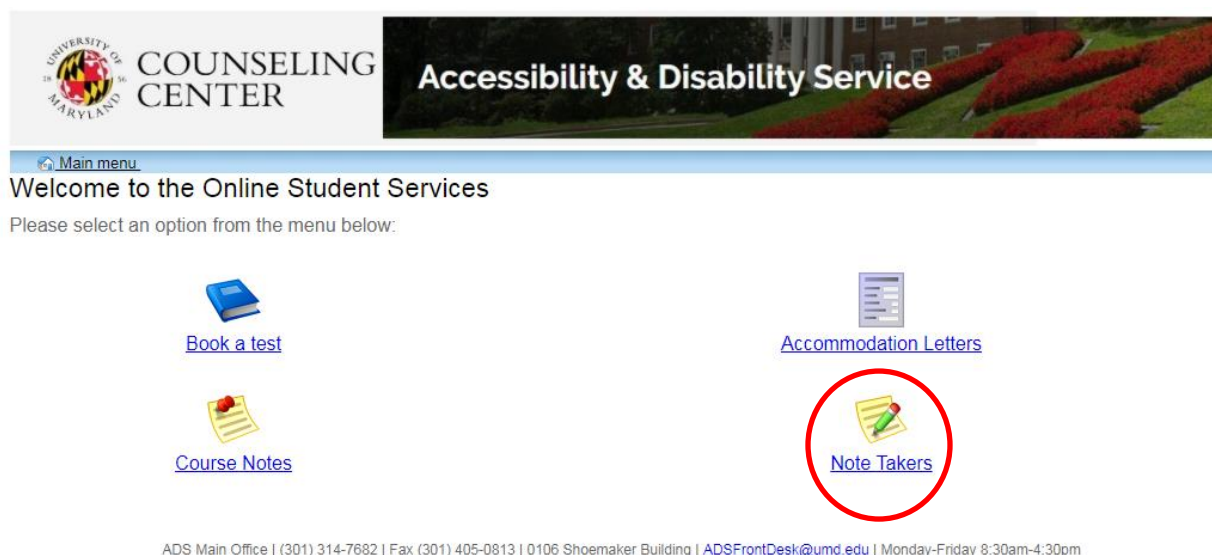


How to Upload Class Notes

1. From the Online Portal main menu, select the Note Taker icon to begin.



2. A new page will display, welcoming you to the Note Taker module.

Welcome to the ADS Note Taker Module

This page is intended for students applying to become Note Takers and those who are already serving as Note Takers.

If you are an ADS student with a note taking accommodation and are looking for procedures for obtaining a Note Taker, please click on the Course-Notes module <https://go.umd.edu/adsCourseNotes>.

Students who are interested in applying to become a Note Taker must start the application process by setting up your Profile. Once you have completed your profile you do not need to complete it again in subsequent semesters. You can, however, return to your profile to make changes or to update your information.

Instructions on the application process as well as information about uploading *sample notes* and *Guidelines for Note Takers* can be found in the Frequently Asked Questions (FAQ) tab in the menu above.

COMPENSATION

If you are chosen as a Note Taker the compensation you will receive at the end of the semester is based upon the number of weeks you take notes and number of credits for the class. If you take notes for the entire 15.5 weeks of the semester you will receive \$25.75 per credit for undergraduate courses and \$36.05 per credit for graduate courses.

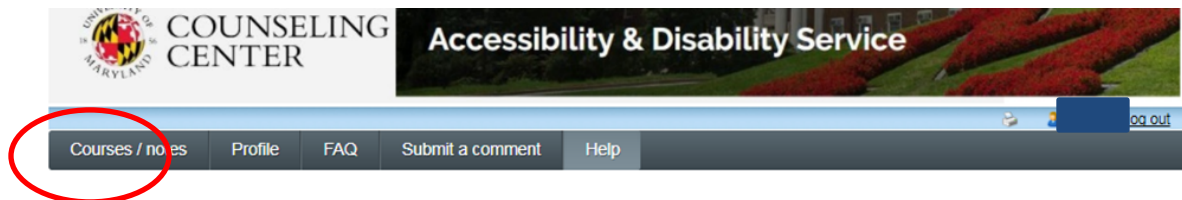
As a reminder - students are encouraged to sign up to be a Note Taker at the beginning of each semester for all of the classes in which they wish to provide this service.. If you have any questions, please see the ADS contact information below.

ADS Note Taking Contact Information

adsnotetaking@umd.edu
301-314-7842
(For scheduling your paperwork appointment call: 301-314-7682)

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

3. Select Courses/ notes from the menu to begin uploading your course notes.



COUNSELING CENTER
Accessibility & Disability Service

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

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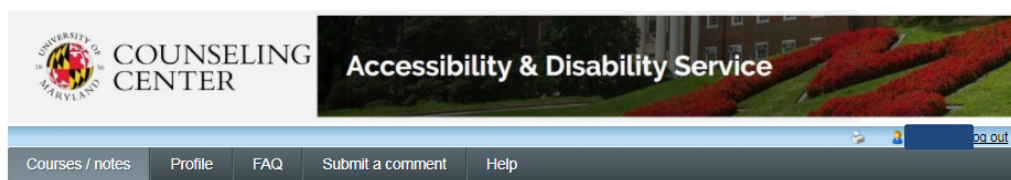
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4. A new page will display, listing all courses you have applied to be a note taker.



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

Notetaker Courses

Courses

Show term: Summer Session 2017 Refresh

My courses	I have been selected	My lecture notes
UNIV 900 0101	Yes	Upload lecture notes

[Add a new potential course](#)

I am no longer available to take notes for the following course:
▼ [Remove this course](#)

Confidentiality Agreement Reminder

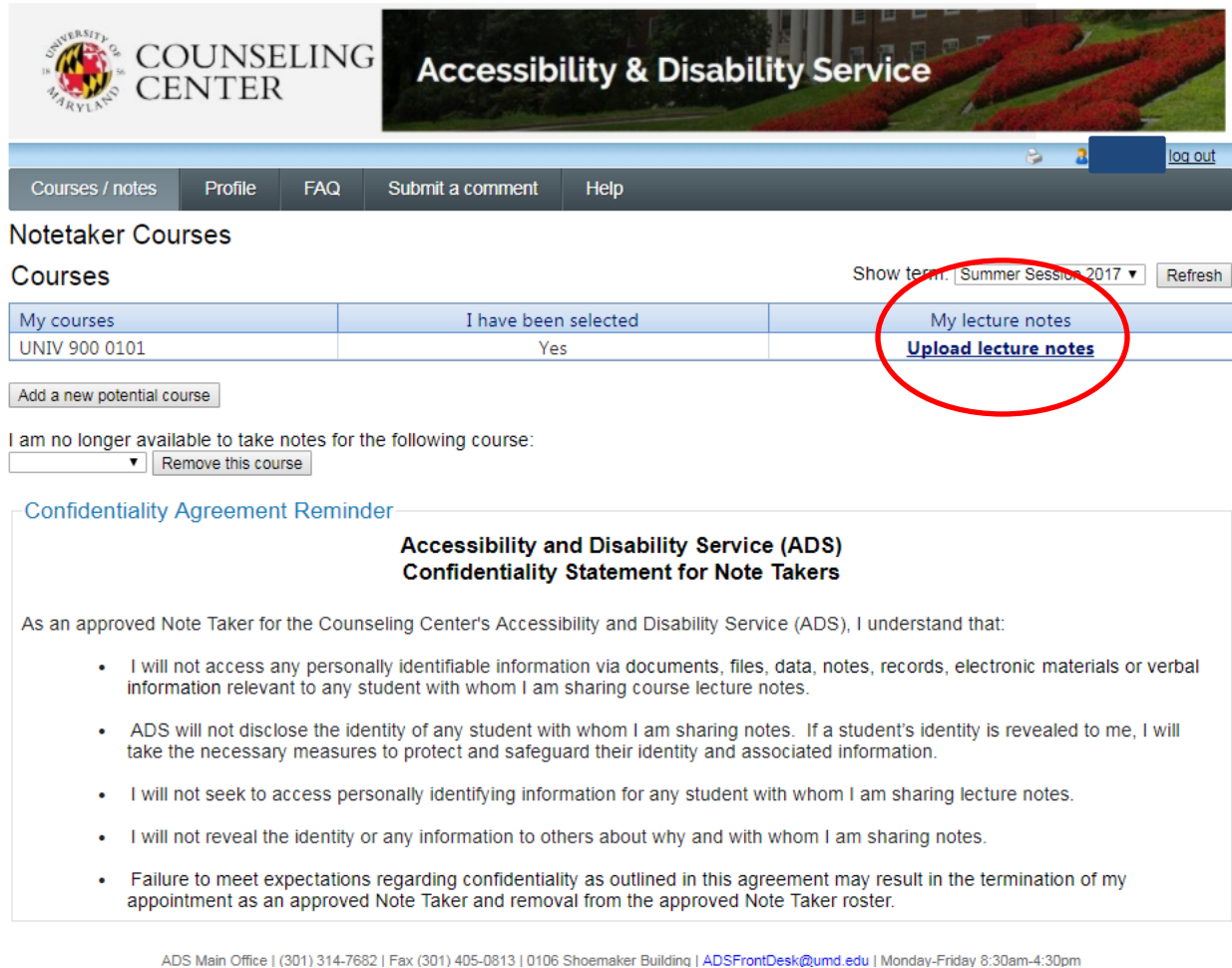
Accessibility and Disability Service (ADS) Confidentiality Statement for Note Takers

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.

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5. Once selected as a note taker, you will be given the option to upload your notes by selecting “Upload lecture notes” under the “My lecture notes” tab.



UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Courses / notes Profile FAQ Submit a comment Help

Notetaker Courses

Courses Show term: Summer Session 2017 Refresh

My courses	I have been selected	My lecture notes
UNIV 900 0101	Yes	Upload lecture notes

[Add a new potential course](#)

I am no longer available to take notes for the following course:
 [Remove this course](#)

[Confidentiality Agreement Reminder](#)

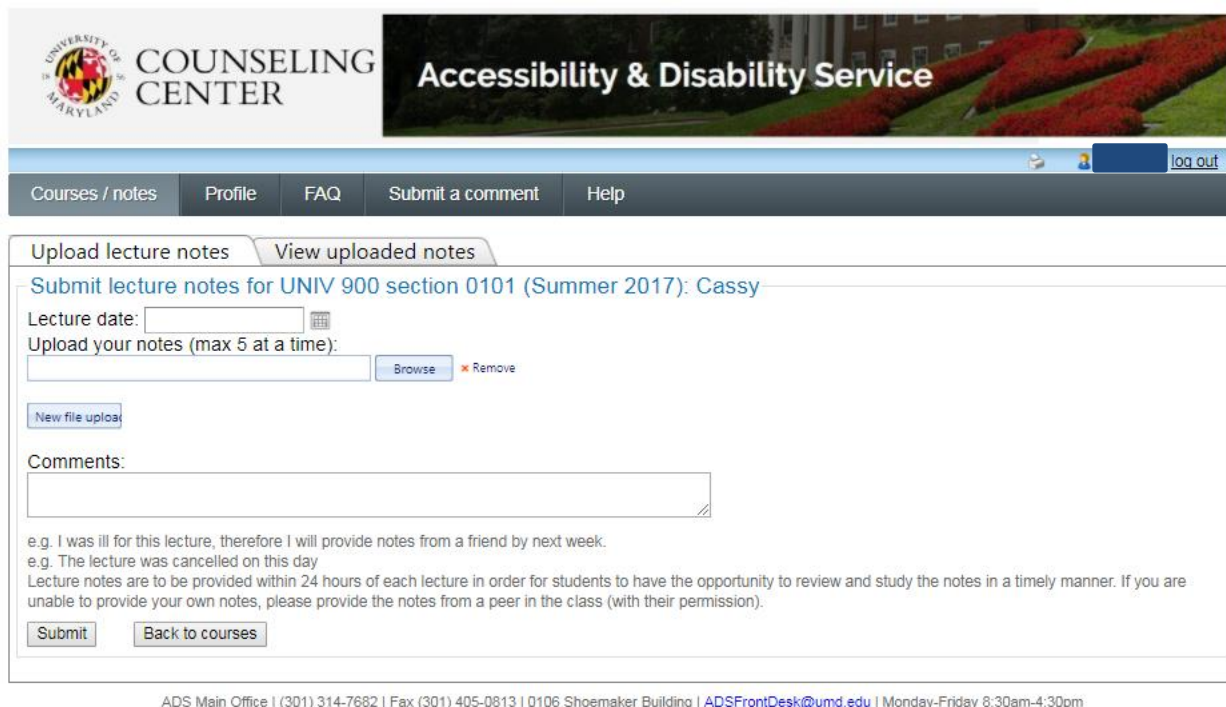
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6. A new page will display, prompting you to upload your notes.



UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Courses / notes Profile FAQ Submit a comment Help

Upload lecture notes View uploaded notes

Submit lecture notes for UNIV 900 section 0101 (Summer 2017): Cassy

Lecture date:

Upload your notes (max 5 at a time): [Browse](#) [Remove](#)

[New file upload](#)

Comments:

e.g. I was ill for this lecture, therefore I will provide notes from a friend by next week.
e.g. The lecture was cancelled on this day
Lecture notes are to be provided within 24 hours of each lecture in order for students to have the opportunity to review and study the notes in a timely manner. If you are unable to provide your own notes, please provide the notes from a peer in the class (with their permission).

[Submit](#) [Back to courses](#)

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7. Before selecting a file to upload, please list the date the notes were taken, using the “Lecture Date” field. Using the “Browse” button, select a file from your computer to upload; a total of five (5) notes can be uploaded at a time. If necessary, please write a comment before submitting your notes.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Courses / notes Profile FAQ Submit a comment Help

Upload lecture notes View uploaded notes

Submit lecture notes for UNIV 900 section 0101 (Summer 2017): Cassy

Lecture date:

Upload your notes (max 5 at a time): Browse Remove

New file upload

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Submit Back to courses

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8. Once all files have been uploaded, and any comments listed, select the “Submit” button to complete the uploading process.

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Courses / notes Profile FAQ Submit a comment Help

Upload lecture notes View uploaded notes

Submit lecture notes for UNIV 900 section 0101 (Summer 2017): Cassy

Lecture date: 8/14/2017

Upload your notes (max 5 at a time): UNIV 901- Lecture Notes from 8-14-2017.docx Browse Remove

New file upload

Comments: There will be a quiz next week on the assigned reading. |

e.g. I was ill for this lecture, therefore I will provide notes from a friend by next week.
e.g. The lecture was cancelled on this day
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Submit Back to courses

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9. Once submitted, a message will display informing you that your "File(s) successfully uploaded".

The screenshot shows the website header with the University of Maryland Counseling Center logo and the title "Accessibility & Disability Service". A navigation bar includes links for "Courses / notes", "Profile", "FAQ", "Submit a comment", and "Help", along with a "log out" button. Below the navigation bar, there are two tabs: "Upload lecture notes" and "View uploaded notes". The "Upload lecture notes" tab is active, and a red oval highlights the "Submit lecture notes for UNIV 900 section 0101 (Summer 2017): Cassy" link. Below this link, a yellow banner displays the message "File(s) successfully uploaded." in black text. The form below the banner includes a "Lecture date:" field, an "Upload your notes (max 5 at a time):" section with a "Browse" button and a "Remove" link, a "New file upload" button, and a "Comments:" text area. At the bottom of the form are "Submit" and "Back to courses" buttons. A footer at the very bottom provides contact information for the ADS Main Office.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Courses / notes Profile FAQ Submit a comment Help log out

Upload lecture notes View uploaded notes

Submit lecture notes for UNIV 900 section 0101 (Summer 2017): Cassy

File(s) successfully uploaded.

Lecture date:

Upload your notes (max 5 at a time): Browse Remove

New file upload

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Submit Back to courses

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10. To view any of your uploaded notes, select the "View Uploaded Notes" tab.

This screenshot is identical to the one above, showing the same website header, navigation bar, and form. The key difference is that the "View uploaded notes" tab is now selected and highlighted with a red oval, while the "Upload lecture notes" tab is no longer active. The "Submit lecture notes" link and the "File(s) successfully uploaded." message remain visible in the background.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Courses / notes Profile FAQ Submit a comment Help log out

Upload lecture notes View uploaded notes

Submit lecture notes for UNIV 900 section 0101 (Summer 2017): Cassy

File(s) successfully uploaded.

Lecture date:

Upload your notes (max 5 at a time): Browse Remove

New file upload

Comments:

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Submit Back to courses

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11. A new page will display, that lists all uploaded files and comments in a grid format. Select “View Notes” to review any uploaded files.

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Accessibility & Disability Service

[log out](#)

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

[Upload lecture notes](#) | [View uploaded notes](#)

Lecture date ↓	Comments	Download
August 1 (Tue)		 View notes
August 3 (Thu)		 View notes
August 8 (Tue)		 View notes
August 14 (Mon)	There will be a quiz next week on the assigned reading.	 View notes

[Refresh](#)

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