

Posting Notes in AIM

- Log into AIM. The link can be found on the AAS webpage, and in Pack Portal under Campus Tools. You will use your A-State email and password.
- On the left side of your screen, you should see different tabs. Click on the Notetaker
 - You should see all the classes you have agreed to take notes for.
 - Any classes you have been assigned to will say assigned next to it as well as view.
- Click view for the class you want to upload notes to.
- Select the appropriate file and upload.
 - You will need to give the notes a title for them to be submitted.
 - If you hand-write your notes, you can:
 - Take clear, readable photos of the notes.
 - Use a scanning app like Genius.
 - Bring hand-written notes by the AAS office, and we can scan and upload them for you.

Be consistent and upload no less than twice a week!

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