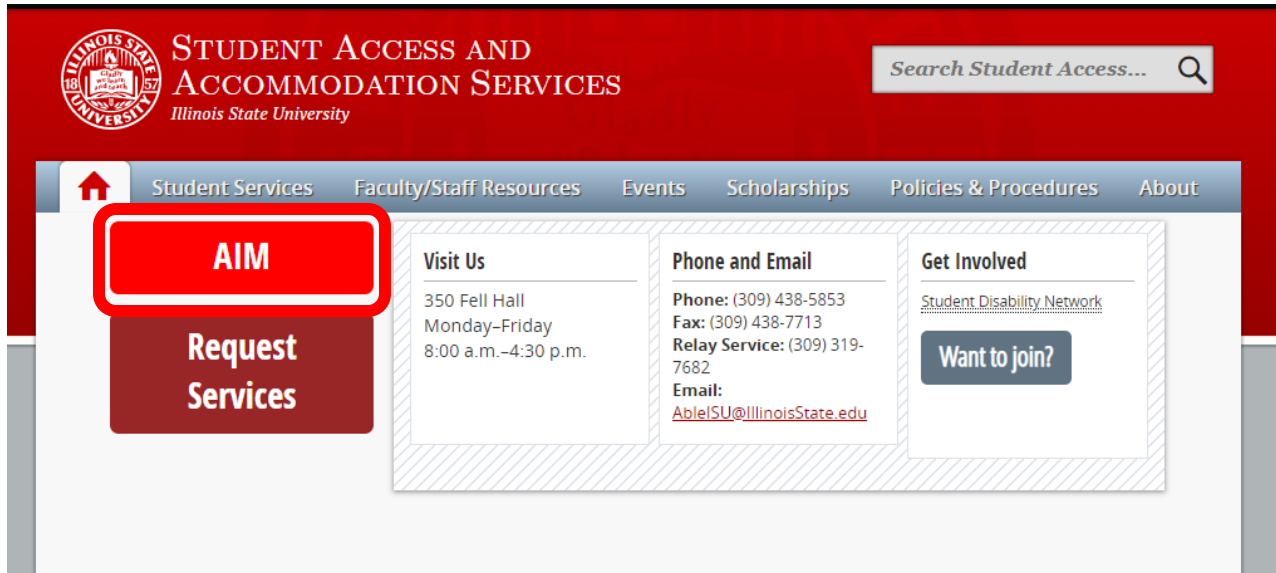
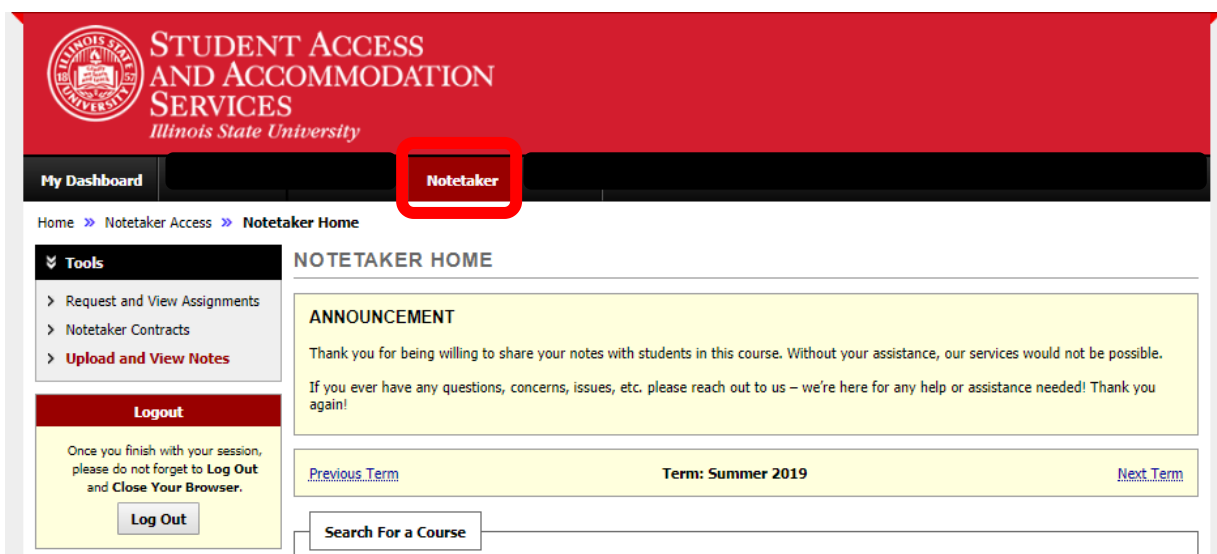


# Uploading Notes to AIM

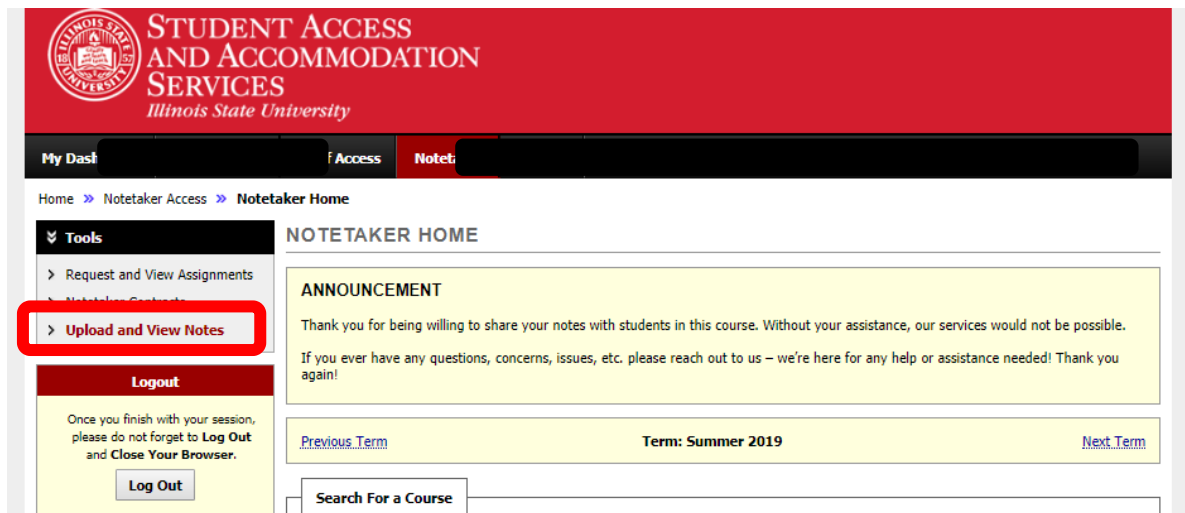
Go to <https://studentaccess.illinoisstate.edu> and log into AIM



Once logged in, you will be directed to your Dashboard. Start by selecting the Notetaker tab in the black ribbon at the top of the screen. Here you can navigate to add additional courses that you may be interested in being a notetaker in, view the notetaker agreements you've been assigned to, and upload and view notes for those classes.




When ready to upload notes, select the “Upload and view notes button”, on the left side of the page



This will open a page where you can upload notes that you took during the most recent class period.

- Follow the prompts in the “File Information” section to upload the notes, starting with the “Select class” dropdown. Be conscious of which “week” you select, as well as what “days”. This will impact how the student sees and receives the notes.
- Choose the file you’d like to upload and select “Upload Notes”. You can only add one file at a time, but you are able to upload multiple files for each week. Ideally, you will upload a file at the end of every class period.
- As an example, if you took notes for a Monday class and you upload it at the end of the class period, select only Monday’s check box so the student knows which day it relates to.

and Close Your Browser.  
**Log Out**

 **UPLOAD INSTRUCTION**

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **5 MB** per upload.
- View: [Acceptable File Types](#).

**File Information**

Select Class #: **COM 111.001 - Intro Com Theories [CRN: 1297]**

Notes for #: **Week 3**

Select Day(s) \*

<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Sunday	

Select File:  **COM 111 - Monday.docx**


After uploading the notes, a message will appear at the top of the screen, next to a big green check mark that says, "System Update is Successful".

**Tools**

- > Request and View Assignments
- > Notetaker Contracts
- > **Upload and View Notes**

**Logout**

**UPLOADING NOTES**

 **SYSTEM UPDATE IS SUCCESSFUL**

The system has successfully processed your request.

If there was a problem, you will see a red triangle and a list of problems. After the issues are resolved, resubmit the notes to ensure you see the green check mark, notifying it was successfully uploaded.

If you have any problems or difficulties, please email us anytime at [SAAS-Exams@ilstu.edu](mailto:SAAS-Exams@ilstu.edu), or contact us via phone calling 309-438-5893.