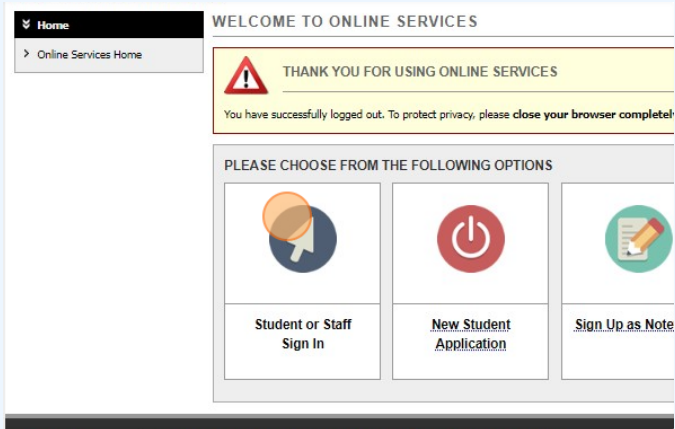

HOW TO UPLOAD NOTES



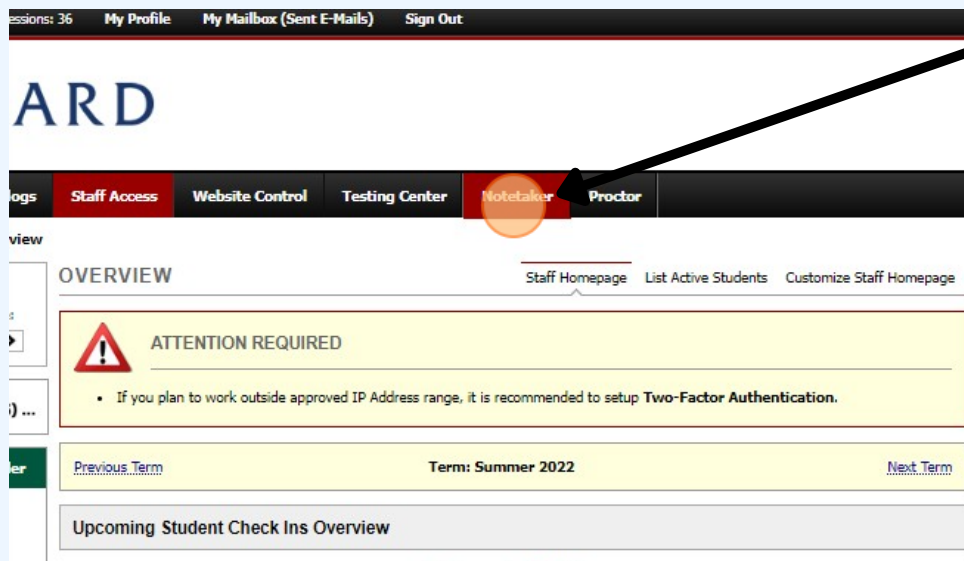
click QR code for website

STEP 1: LOG INTO AIM



Login to AIM -- you can use the QR code above to find the link! Go to staff sign in after you are hired as a notetaker, you should be able to login using your columbia uni sign on credentials.

STEP 2: SELECT NOTETAKER TAB



You will be able to find the notetaker tab on the top of webpage once you sign in

STEP 3: SELECT THE CLASS YOU WANT TO UPLOAD NOTES FOR AND CLICK VIEW

ent for this particular term, the system will require you to submit a notetaker Classes.

Verify Your Classes

Course Title	Status	View
ds Testing Aim Out	Assigned	View
to To Disney Princesses	Assigned	View

WITH ANTI-VIRUS BEFORE UPLOADING OR AFTER DOWNLOADING

and that you use AntiVirus to scan your document before uploading your file to our he file from our application.

with a virus, please delete the file immediately and contact the student.

If you are a notetaker for multiple classes, make sure you are uploading the correct notes for each class.

STEP 4: ONCE YOU ARE IN THE CLASS, SELECT "CONTINUE TO UPLOAD YOUR NOTES"

- Student Name is Confidential - Contact Office If You Have Any Questions or Concerns**
CRDS BC1234.01 - CARDS Testing AIM Out

COURSE MEETING TIMES

- MWF Location: 10:10 AM - 11:25 AM at Alt 101

UPLOAD NOTES

[Continue to Upload Your Notes](#)

Invoice Detail

Assignment Status: **Active**

Confirmed: **Yes**

Confirmed Date: **06/06/2022**

Weeks Duration: **Not Specified**

Important Notes: **Not Specified**

E-Invoice

Completed: **No**

Process Status: **Not Specified**


Signed: **No**

Questions? Contact Us!

Angelena Branderhast


STEP 5: YOU WILL NOW BE DIRECTED TO A DROP DOWN OPTION THAT WILL ALLOW YOU TO LABEL YOUR UPLOAD


If you find a file that is infected with a virus, please delete the file immediately and contact the student.

**UPLOAD INSTRUCTION**

- If you are scanning your document, scan at **150 - 300 dpi** for resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

File Information

Select Class **: Select One 


Notes for **: Select One 

Select Day(s) **

<input 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	

Make sure you select the correct week under "notes for" and the correct day under "select days" using this [calendar](#). *If the label does not match our calendar, you may be prorated at the end of the semester.*


STEP 6: NOW YOU CAN UPLOAD THE FILE CONTAINING YOUR NOTES FROM THAT WEEK

Notes for **: Week 1 

Select Day(s) **

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

Select File: Choose File No file chosen

Number of Records Found: **1** Show Limit: 100  per Page

Showing Records: **1 - 1**

SBJ	CRS	SEC	Notes Title	Date Uploaded	Size	Delete
CRDS	BC1234	01	Notes for Week 1 (Wednesday)	07/25/2022	11 KB	Delete

Please make sure the file itself is labelled in a way that contains the exact date the notes were taken on. For example "Wk 4 Wednesday (4-5-16)" is an acceptable file name.