- **Log in to aim** with your GSU login and password
- **Select “Notetaker”**

![Notetaker Interface](image1)

- **Select “Upload and View Notes”**

![Upload and View Notes Interface](image2)
- Select the class you are taking notes for

- Select the week the notes belong to

- Choose the notes you need to upload and select “Upload Notes”
REMEMBER TO SCAN FILE WITH ANTI-VIRUS BEFORE UPLOADING OR AFTER DOWNLOADING

Important Notice: We recommend that you use Anti-Virus to scan your document before uploading your file to our application or after downloading the file from our application.

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 at 150 - 300 dpi as 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

Select Day(s):
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Select File: Choose File

Upload Notes