

Notetaker Adding Course to AIM

How to add a course to a Notetaker AIM profile to begin the process of uploading notes for a student.

1 Navigate to [AIM Portal](#)

You might be asked to sign in - use your MAVzone username and password.



The screenshot shows the login interface for Colorado Mesa University. At the top center is the university's logo, which consists of a stylized 'CMU' monogram in red and gold, followed by the text 'COLORADO MESA UNIVERSITY' in a serif font. Below the logo are two input fields: the first is labeled 'Username' with a person icon on the left, and the second is labeled 'Password' with a lock icon on the left and an eye icon on the right. A large, dark red button with the text 'Log in to your account' is positioned below the password field. Underneath this are two smaller, grey buttons: 'Change my password' on the left and 'I forgot my password' on the right. At the bottom of the form area, there is a line of text: 'If you need help with your password, please contact the CMU IT Help Desk at 970.248.2111'.

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Click "NOTETAKER" from the menu. Select the 9 dot cube in top left corner to access menu if using on a mobile device.

Hi [user]! (Login As User)

NOTETAKER

COLORADO MESA UNIVERSITY

OVERVIEW

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

> Overview

QUESTION?

Educational Access Services (EAS)
eas@coloradomesa.edu
(970)248-1856
Colorado Mesa University

HOME >> MY DASHBOARD >> OVERVIEW

3

Click the "CRN" field and the course CRN. CRN number can be found on schedules and on D2L at the end of the course title information.

ASSIGNMENTS

> My Assignments

> Upload and View Notes

> Agreements

SIGN OUT >

Previous Term

FALL 2024

Enter CRN for each course you could be a notetaker for:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

FIND A COURSE

The system will only see time. Please enter at least a number.

SEARCH OPTIONS

Course Subject * :

Course Number * :

4 Click "ADD COURSES"

> My Assignments
> Upload and View Notes
> Agreements

SIGN OUT >

FALL 2024

Enter **CRN** for each course you could be a notetaker for:

22016	

ADD COURSES >

FIND A COURSE

The system will only see time. Please enter at least a number.

SEARCH OPTIONS

Course Subject* :

Course Number* :

Course Section:

5 Click the course from the listed information.

OVERVIEW

LOGIN AS USER

BACK TO MY PROFILE >

ASSIGNMENTS

> My Assignments
> Upload and View Notes
> Agreements

SIGN OUT >

HOME >> NOTETAKER >> OVERVIEW

Select the courses below you wish to be a notetaker for:

<input type="checkbox"/>	Term	CRN	Subject	Course	Section	Course
<input checked="" type="checkbox"/>	Fall 2024	22016	MUSA	326	001	Music I

VERIFY AND AGREEMENT STATEMENT

Notetaker Terms of Service:

1) You must provide notes for the class you are registered with. By signing this form, you allow EAS to verify your course schedule for the relevant term.

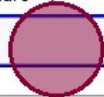
6

Click the "E-Signature" field to type your name agreeing to the Notetaker Agreement terms.

By signing this document electronically and submitting the agreement you are agreeing to all of the terms, conditions, and policies in the **EAS Notetaker Agreement**. Failure to follow any portion of the contract may result in contract termination without notice. EAS reserves the right to withhold or pro-rate any payments for Notetakers who violate any portion of the **EAS Notetaker Agreement**.

Please sign exactly as **Bo Calvo Ramos**.

E-Signature *



SUBMIT YOUR REQUEST >

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Click "SUBMIT YOUR REQUEST"

By signing this document electronically and submitting the agreement you are agreeing to all of the terms, conditions, and policies in the **EAS Notetaker Agreement**. Failure to follow any portion of the contract may result in contract termination without notice. EAS reserves the right to withhold or pro-rate any payments for Notetakers who violate any portion of the **EAS Notetaker Agreement**.

Please sign exactly as **Bo Calvo Ramos**.

E-Signature * :

SUBMIT YOUR REQUEST >



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After completing this, EAS will pair you with the student requesting notes for the course and you can begin uploading notes.