HOW TO UPLOAD YOUR NOTES INTO AIM WHEN YOU ARE A NOTE TAKER

Step 1   Log into CASS Portal (AIM) using the following link

http://cassportal.utep.edu

Step 2   After logging in, you will see your dashboard. Choose "Note Taker" tab

Step 3   On your left hand side select "Upload and View Notes", continue with the following:

*Select Class
(Choose your CRN)

*Notes for
(Choose what week your notes are for)

*Select Day

*Select File

*Upload Notes