

Uploading an Exam into AIM

1. Log into AIM and click on Alternative Testing on the left side of the screen.

Home » Instructor Homepage » Overview

Login As Feature

[Return to Staff](#)

Views and Tools

- > Overview
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

OVERVIEW

Accommodation Requests Search Students' Eligibilities

Previous Term Term: Fall 2020 Next Term

Click to Expand Advanced Search Panel

Sort Result: Course Information Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- TEST: Alternative Testing
- ETX: Alternative Formats
- COM: Deaf and Hard of Hearing
- NOTE: Notetaking Services

Export Search Result To CSV (Comma-Separated Values) File

For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	NOTE	ETX	COM	Status
View	83077	MATH	120CX	1004		Yes				Emailed
View	83056	MATH	95CX	1004		Yes				Emailed
View	83279	MATH	96	1024		Yes		Yes		Emailed
View	83279	MATH	96	1024		Yes		Yes		Emailed
View	83282	MATH	96	1027		Yes	Yes			Emailed

2. Select "Upload File to Exam" from the drop down menu. Then select the correct course and section corresponding to the exam you want to upload. Click confirm your selection

STEP 1 - SELECT ACTION

Available Tools: [Upload File to Exam\(s\)](#)

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	MATH	96	1027		Quiz	11/20/2020	12:00 PM	Approved - View Detail
<input type="checkbox"/>	MATH	96	1027		Quiz	12/01/2020	12:00 PM	Approved - View Detail
<input type="checkbox"/>	MATH	96	1027		Final	12/04/2020	12:00 PM	Approved - View Detail
<input checked="" type="checkbox"/>	MATH	96	1027		Final	12/04/2020	12:00 PM	Cancelled

STEP 3 - CONFIRMATION

[Confirm Your Selections](#)

3. Check to make sure the information for the exam is correct. Leave an exam file note if needed. Select the file to upload. Click Upload Exam.



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

Exam(s):

- MATH 96.1027's **Final** for Friday, December 04, 2020 at 12:00 PM.

Exam File Note (Optional):

Select File: **No file chosen**