

Incertoupt m inm nM

Select from the dropdown list "Upload File to Exam(s)" exam



Click the checkbox next to the student you are uploading a file for: Click "Confirm Your Selections"

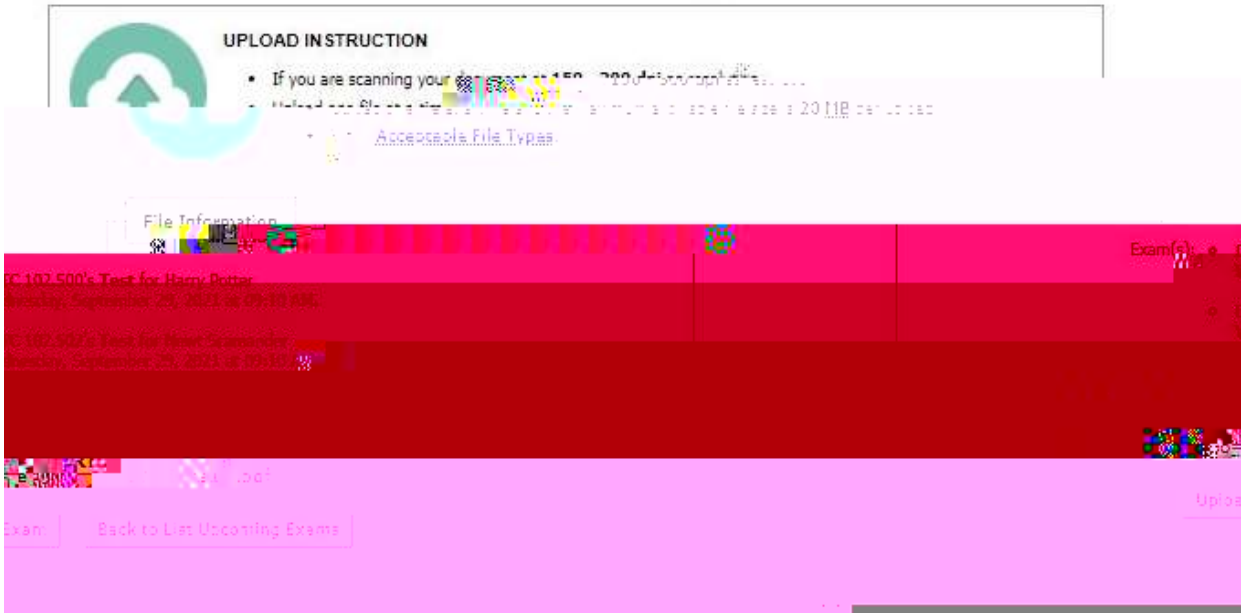
STEP 2 - SELECT FROM THE FOLLOWING COURSES

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

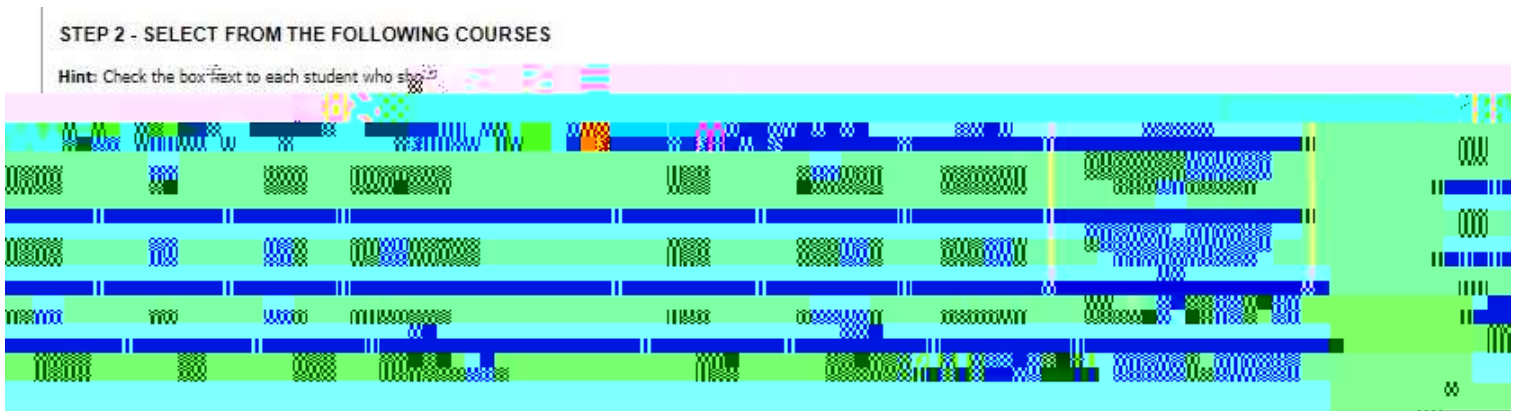
| | SRJ | CRS | SEC | Student Name | Type | Date | Time | Status |
|-------------------------------------|-----|-----|------|-------------------------------------|--------------------|------------|----------|--|
| <input checked="" type="checkbox"/> | NSG | 343 | MM01 | View Accommodations | Midterm 2 / Exam 2 | 10/18/2024 | 11:00 AM | Approved - View Detail |

STEP 3 - CONFIRMATION

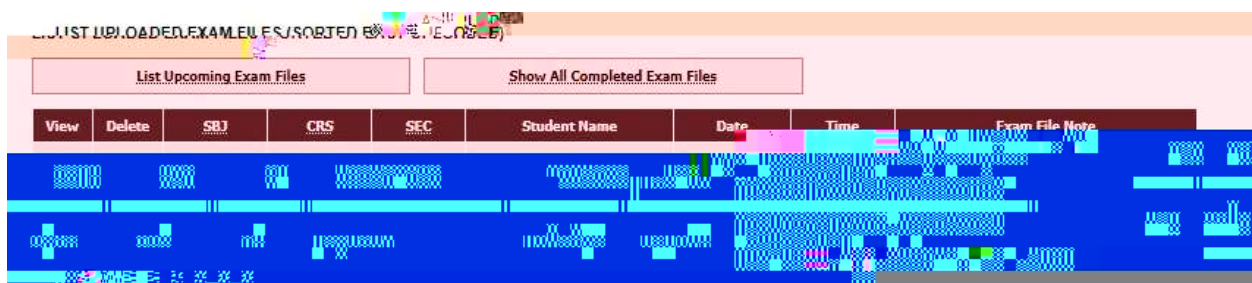
This will take you to the upload page. Click choose file, then Browse for the file you wish to upload. Also, you can add an Exam file note. Please make sure that the file size is no bigger than 1MB.
Select Upload Exam



Once uploaded you will see the Status column Updated on the list of exams



At the bottom of the list Exams page, there is a summary of all uploaded exams with options to view delete, as well as a link to the exam



One of the return options available to instructors is to request that their exam be scanned and uploaded to the AIM portal once it is completed. Instructors will receive an email notification when the exam file(s) are uploaded, which will include the following instructions:

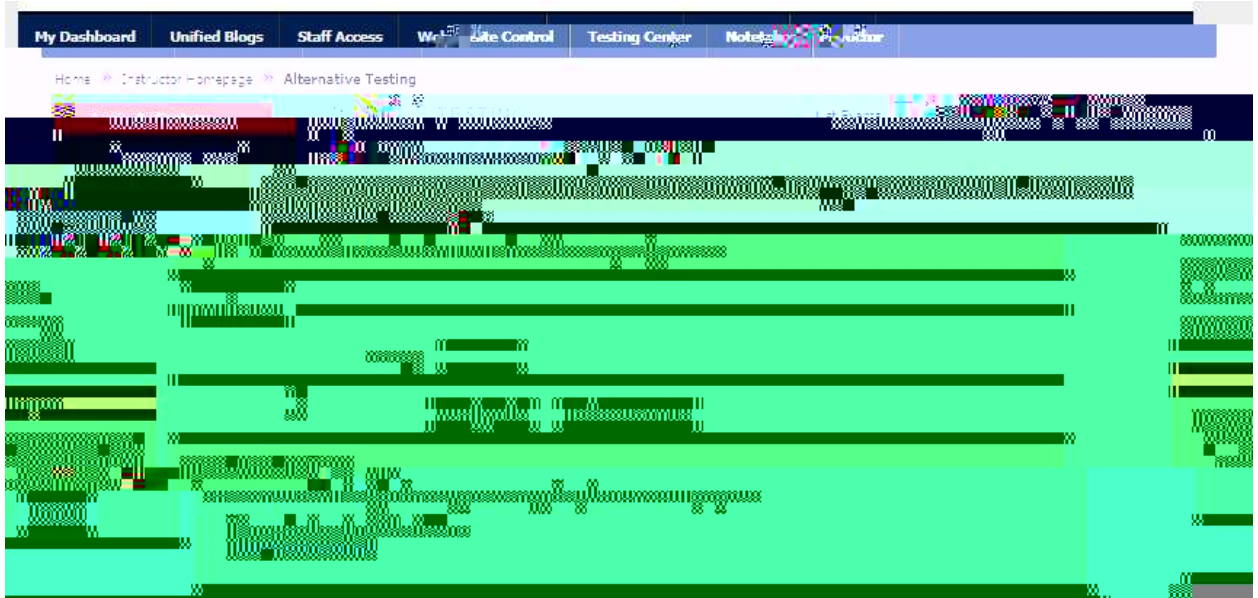
Log on to the AIM Instructor Portal and navigate to Alternative Testing

Click on Completed Exam Files

Click on the Exam file you wish to download

A security code will be emailed to the instructor(s) of record

NOTE: The verification code expires in 20 minutes. If the code expires before you download the file, you can go back in the portal and click on View again to request a new code.



Enter the security code, then click Verify Code. You will then be able to download the completed exam.