

Understanding Exams in AIM

How does an instructor upload an exam into AIM?

In order to upload an exam in AIM:

- Login to the Instructor AIM Portal
- Click on “Alternative Testing” under Views and Tools

The screenshot shows the 'Personalized Learning Center' interface. At the top, there is a navigation bar with links: My Dashboard, Unified Blogs, Staff Access, Website Control, Testing Center, Notetaker, and Proctor. Below this is a breadcrumb trail: Home >> Instructor Homepage >> Overview. The main content area is titled 'OVERVIEW' and includes an 'ANNOUNCEMENT' section with a question about the AccessMU disability management system and an email address 'plc@marian.edu'. There is a 'Previous Term' section for 'Term: Fall 2024' with a 'Next Term' link. A 'Click to Expand Advanced Search Panel' button is visible. Below that is a 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION' section with a legend for EXAM, COMM, TEXT, and NOTE. A 'Sort Result' dropdown is set to 'Last Requested (Newest F)' with a 'Sort' button. On the left sidebar, the 'Views and Tools' menu is expanded to 'Alternative Testing'.

- On the next screen, click “List Exams”

The screenshot shows the 'Alternative Testing' page. The navigation bar is the same as the previous page. The breadcrumb trail is: Home >> Instructor Homepage >> Alternative Testing. The main content area is titled 'ALTERNATIVE TESTING' and includes a 'SPECIFY TESTING AGREEMENT FORM' section with a 'Select Class' dropdown menu set to 'NSG 427.MM01 (CRN: 30407) - Bereavement & End of Life Care'. There is a 'Continue to Specify Testing Agreement Form' button. Below that is a 'PROCTORING YOUR OWN EXAM' section with a warning box: 'If you are planning on having the PLC Testing Center administer accommodated exams for your course DO NOT complete this Proctoring Own Exam section'. There is a 'Select Class' dropdown menu set to 'NSG 427.MM01 (CRN: 30407) - Bereavement & End of Life Care', a 'Type' dropdown menu set to 'Select One', and a 'Confirm' button. On the left sidebar, the 'Views and Tools' menu is expanded to 'Alternative Testing'. At the top right of the main content area, there are links: 'List Exams' (highlighted with a red box and a mouse cursor), 'Completed Exams Files', and 'Students' Courses'. A 'Currently selected' box is visible below the 'List Exams' link.

- Select from the drop down list “Upload File to Exam(s)” exam.

By selecting one of the options below, you or your department are agreeing to administer your class exam, OR that you have no exams in your course this semester. If you have questions or concerns about implementing certain exam accommodations, please contact the Personalized Learning Center.

Select Class: **NSG 427.MM01 (CRN: 30407) - Bereavement & End of Life Care** ▼ Type: **Select One** ▼ **Confirm**

LIST TESTING AGREEMENT FORM

Hint: If you need to make any changes, please select the following Testing Agreement Forms and click View. If you would like to make a copy of your Testing Agreement Form to another course, please use the following function to select your source Testing Agreement Form and your other course.

Select: **Select One** ▼ **View**

Copy to: **Select One** ▼ **Copy**

STEP 1 - SELECT ACTION

Available Tools: **Upload File to Exam(s)** ▼

STEP 2 - SELECT FROM THE FOLLOWING COURSES

- 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.

	SDJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input checked="" type="checkbox"/>	NSG	343	MM01	<div style="background-color: black; color: black;">[REDACTED]</div> View Accommodations	Midterm 2 / Exam 2	10/18/2024	11:00 AM	Approved - View Detail

STEP 3 - CONFIRMATION

Confirm Your Selections

- 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.



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):
- DRTC 102.500's Test for Harry Potter
Wednesday, September 29, 2021 at 09:10 AM.
 - DRTC 102.502's Test for Newt Scamander
Wednesday, September 29, 2021 at 09:10 AM.

Exam File Note (Optional):

Select File: **DRTC 102 - Exam 1.pdf**

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

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"/>	DRTC	102	500	Harry Potter	Test	09/29/2021	09:10 AM	Approved - View Detail Exam Uploaded: 1
<input type="checkbox"/>	DRTC	102	502	Newt Scamander	Test	09/29/2021	09:10 AM	Approved - View Detail Exam Uploaded: 1
<input type="checkbox"/>	DRTC	102	500	Harry Potter	Test	10/20/2021	09:10 AM	Approved - View Detail
<input type="checkbox"/>	DRTC	102	502	Newt Scamander	Test	10/20/2021	09:10 AM	Approved - View Detail

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.

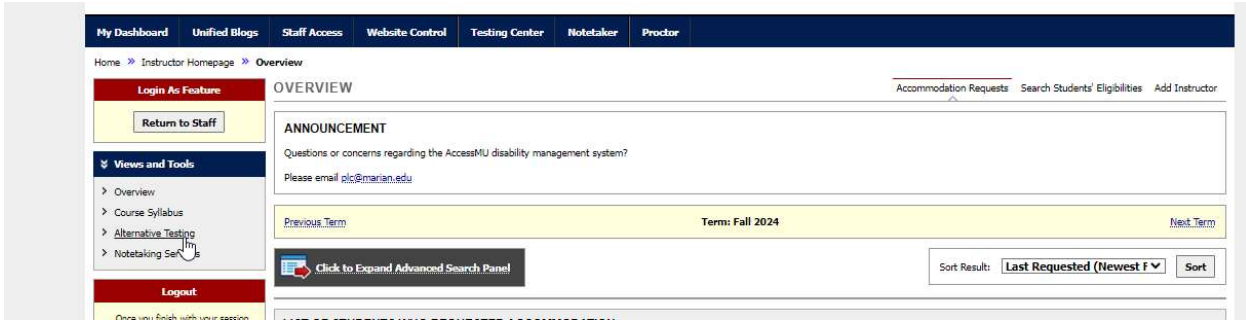
LIST UPLOADED EXAM FILES (SORTED BY LAST UPLOADED)

View	Delete	SBJ	CRS	SEC	Student Name	Date	Time	Exam File Note
View	Delete	DRTC	102	502	Newt Scamander	09/29/2021	09:10 AM	DRTC Exam 1 (File Name: 0828ZTH) DRTC 102 - Exam 1.pdf Uploaded on: 08/28/2021 at 09:20:01 PM
View	Delete	DRTC	102	500	Harry Potter	09/29/2021	09:10 AM	DRTC Exam 1 (File Name: 0828CJS) DRTC 102 - Exam 1.pdf Uploaded on: 08/28/2021 at 09:20:01 PM

How does an instructor download an exam in AIM?

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:

- Logon to the AIM Instructor Portal and navigate to Alternative Testing



- Click on Completed Exam Files



- Click on the Exam file you wish to download

LIST COMPLETED EXAMS BY STUDENTS (SORTED BY LAST UPLOADED)

[List Upcoming Exam Files](#) [Show All Completed Exam Files](#)

Download	Delete	SBJ	CRS	SEC	Student Name	Date	Time	Exam File Note
Download	Delete	CST	150	MM02	[REDACTED]	10/11/2024	01:00 PM	AE Exam + Scratch (File Name: 1011YBZ) AE Exam - Scratch.pdf Uploaded on: 10/11/2024 at 01:59:12 PM Exam Completed by Student

Questions? Contact Us!

- 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.

The screenshot displays the 'ALTERNATIVE TESTING' page. At the top, there is a navigation bar with links: My Dashboard, Unified Blogs, Staff Access, Website Control, Testing Center, Notetaker, and Proctor. Below this, a breadcrumb trail reads 'Home > Instructor Homepage > Alternative Testing'. The main content area is titled 'ALTERNATIVE TESTING' and includes links for 'List Exams', 'Completed Exams Files', and 'Students' Courses'. A red 'Login As Feature' box contains a 'Return to Staff' button. A 'Views and Tools' sidebar lists 'Overview', 'Course Syllabus', 'Alternative Testing', and 'Notetaking Services'. A red 'Logout' box contains a 'Log Out' button. The central area features an 'Important Note' about the 20-minute code expiration, a 'Verification' section with a 'Code *:' input field, and 'Verify Code' and 'Back to Exam List' buttons. A 'Questions? Contact Us!' section provides contact information for the Personalized Learning Center Testing office at plctesting@marian.edu.

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