

AIM Testing Instructions for Faculty

1. To fill out instructions for tests given in the OLR, log on to go.udayton.edu/AIMfac.

Home » Instructor Homepage » Instructor Authentication Page

Login As Feature

[Return to Staff](#)

Home

- > OLR's Main Website
- > Contact Us

Logout

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

[Log Out](#)

INSTRUCTOR AUTHENTICATION PAGE

REMINDERS

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Please read OLR's Academic Honor Code Guidelines to find out more about the OLR's procedures
<https://udayton.edu/lrc/learningresources/disability/honor-code-guidelines.php>

[Continue to View Student Accommodations](#)

2. After selecting “continue to view student accommodations,” you will be able to see all students who have requested accommodations for your courses.

Home » Instructor Homepage » Overview

Login As Feature

[Return to Staff](#)

Views and Tools

- > Overview
- [Alternative Testing](#)

Logout

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[Log Out](#)

OVERVIEW

[Accommodation Requests](#) [Search Students' Eligibilities](#)

Previous Term Term: Fall 2018 Next Term

[Click to Expand Advanced Search Panel](#)

Sort Result: **Course Information** [Sort](#)

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- **TEST:** Alternative Testing

Student Has Not Requested Accommodation in Your Classes

3. To view alternative testing information and any pending or scheduled test requests, click on “alternative testing” under views and tools on the left-hand side of the page.

4. On the alternative testing page, you will be able to fill in testing instructions, review test requests from students, change testing instructions if needed, and copy testing instructions to other sections.

Login As Feature

Return to Staff

Views and Tools

> Overview

> Alternative Testing

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Log Out

ALTERNATIVE TESTING

LIST OLR TESTING INSTRUCTIONS

Hint: If you need to make any changes, please click on the following OLR Testing Instructionss. If you would like to make a copy of your OLR Testing Instructions to another course, please use the following function to select your source OLR Testing Instructions and your other course.

Select:

Select One

View

Copy to:

Copy

List Exams

Students' Courses

5. When filling out instructions, please be thorough and include any info we might need to know, as well as how to reach you with questions. **In addition, please take a moment to add any instructions for your final (last question on the form).**

6. Tests can be uploaded directly in AIM either through the portal or by clicking on the link in the test request email or reminder email.

- In the portal, you will click on “Alternative Testing.”
- The exam requests will be listed on this page, and you will see a link to upload a student exam to the right of each student’s request (under status).

Please also note that as of the start of the Fall 18 semester, OLR will now deliver all tests to department offices (scanning and emailing or instructor pick-up have been phased out due to the increase in students testing).

If you have any questions about testing, AIM, or the Office of Learning Resources, please do not hesitate to call 937-229-2066.