


## How To Upload an Exam in AIM

### HOW TO UPLOAD AN EXAM IN AIM

#### 1. Log into AIM, and click on **"Continue to View Student Accommodations"**



University of Dayton

My Dashboard Unified Blogs Staff Access Website Control Testing Center

Home > Instructor Homepage > Instructor Authentication Page

**Login As Feature**

Return to Staff

**Views and Tools**

Overview

Alternative Testing

**Logout**

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

Log Out

**INSTRUCTOR AUTHENTICATION PAGE**

Username: darbuckle1

**REMINDERS**

Resource: [UD Pathforward Academics Working Group Testing & Assessment Document](#)

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://dayton.edu/tc/learnresources/disability/honor-code-guidelines.php>

**Continue to View Student Accommodations**

#### 2. On the left hand side, under **"Views and Tools"** and click on **"Alternative Testing"**



University of Dayton

My Dashboard Unified Blogs Staff Access Website Control Testing Center

Home > Instructor Homepage > Alternative Testing

**Login As Feature**

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**ALTERNATIVE TESTING**

List Exams Completed Exams Files Students' Courses

**LIST OLR TESTING INSTRUCTIONS**

Hint: If you need to make any changes, please select the following OLR Testing Instructions and click View. 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:  View

Copy to:  Copy

**STEP 1 - SELECTION ACTION**

Available Tools:

**STEP 2 - SELECT FROM THE FOLLOWING COURSES**

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

	SRI	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	OLR	002	08	Provisional Bob	Semester Exam, Test or Midterm	12/20/2021	02:00 PM	Approved - <a href="#">View Detail</a>

**STEP 3 - CONFIRMATION**

#### 3. To upload your exam, select **"Upload File to Exam(s)"** from the drop down box. Click the small **white** box next to the subject, and then **"Confirm Your Selections"**.

**STEP 1 - SELECTION ACTION**

Available Tools:

**STEP 2 - SELECT FROM THE FOLLOWING COURSES**

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


	SRI	CRS	SEC	Student Name	Type	Date	Time	Status
<input checked="" type="checkbox"/>	OLR	601	01	Provisional Bob	Semester Exam, Test or Midterm	10/15/2021	02:00 PM	Approved - <a href="#">View Detail</a>

**STEP 3 - CONFIRMATION**

4. Enter optional exam name (Ex: Exam 1), then choose the file from your computer. Select **"Upload Exam"**.

## ALTERNATIVE TESTING

List Exams Completed Exams Files Students' Courses



**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): 

- OLR 601.01's **Semester Exam, Test or Midterm** for Provisional Bob Friday, October 15, 2021 at 02:00 PM.

Exam File Note (Optional):

Select File:  No file chosen



5. You may confirm the successful upload of the exam by going back to **"Alternative Testing"** and seeing that a file has uploaded to the student(s) request. IF multiple students have requested the exam, you will be given the option to n uploaded exam to be used for all the students in the course.

### STEP 1 - SELECT ACTION

Available Tools:

### 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"/>	OLR	601	01	Provisional Bob	Semester Exam, Test or Midterm	10/15/2021	02:00 PM	Approved - <a href="#">View Detail</a> Exam Uploaded: 1