

How to Upload an Exam in AIM

To upload an exam in AIM:

1. Navigate to “List Exam Requests” by clicking on **Accessible Testing** and then **List Exams**.
 - Note: A student may be on the list multiple times. A student’s name will show up for each request made.
2. Select from the drop-down list “Upload File to exam(s)” exam.
3. Click the checkbox next to the student(s) who requested the exam.
4. Click **Confirm Your Selections**.

The screenshot shows the 'List Exams' page in the AIM system. The top navigation bar includes 'My Dashboard', 'Unified Blogs', 'Staff Access', 'Website Control', 'Testing Center', and 'Proctor'. The main content area is titled 'ACCESSIBLE TESTING' and has a sub-menu with 'List Exams', 'Completed Exams Files', and 'Students' Courses'. The 'List Exams' option is highlighted. Below this is a section for 'LIST TESTING AGREEMENT WITH DISABILITY RESOURCES' with a hint and 'Select' and 'Copy to' dropdowns. The next section is 'STEP 1 - SELECT ACTION' with a dropdown for 'Upload File to Exam(s)'. This is followed by 'STEP 2 - SELECT FROM THE FOLLOWING COURSES' with a hint and a table of students. The table has columns for 'SBJ', 'CRS', 'SEC', 'Student Name', 'Type', 'Date', 'Time', and 'Status'. Two rows are checked: Harry Potter and Newt Scamander for the course DRTC 102 500. The final section is 'STEP 3 - CONFIRMATION' with a 'Confirm Your Selections' button.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input checked="" type="checkbox"/>	DRTC	102	500	Harry Potter	Test	09/29/2021	09:10 AM	Approved - View Detail
<input checked="" type="checkbox"/>	DRTC	102	502	Newt Scamander	Test	09/29/2021	09:10 AM	Approved - View Detail
<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

5. The next page will be the upload page. Click choose file, then browse for the exam file. Optionally, a note can be added to the file.
6. 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:

7. Once uploaded, the status column will be updated to show the exam was attached.

LIST TESTING AGREEMENT WITH DISABILITY RESOURCES

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

Select:

Copy to:

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"/>	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

8. At the bottom of the List Exams page there is a summary of all uploaded exams with options to *view*, *delete*, and a link to access the completed exams page.

LIST UPLOADED EXAM FILES (SORTED BY LAST UPLOADED)

List Upcoming Exam Files					Show All Completed Exam Files			
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: (0828CU5) DRTC 102 - Exam 1.pdf) Uploaded on: 08/28/2021 at 09:20:01 PM