

DOWNLOADING COMPLETED EXAM FROM AIM

Disability Access Center

Walb Student Union, Room 113

(E) dac@pfw.edu

(P) 260-481-6657

(W) <https://www.pfw.edu/dac>

Login to your AIM Faculty Portal

AIM FACULTY PORTAL

<https://augusta.accessiblelearning.com/PFW/instructor>

Navigating the AIM Faculty Portal – Download Completed Exam

After logging into your AIM Faculty Portal

- Instructor Authentication Page
 - Read through confidentiality statement
 - Click the “Continue to View Student Accommodations”

Welcome Ryan McCombs! My Profile My Mailbox (Sent E-Mails) Sign Out

PURDUE UNIVERSITY FORT WAYNE

My Dashboard Unified Blogs Staff Access Website Control

Home » Instructor Homepage » Instructor Authentication Page

Login As Feature

Return to Staff

Home

> DAC's Main Website

Logout

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

Log Out

INSTRUCTOR AUTHENTICATION PAGE

Username: mcombsr

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**

Continue to View Student Accommodations

NEED HELP?

Access Tutorials
Contact Our Office
Read Disclaimer

DISABILITY ACCESS CENTER

Purdue University Fort Wayne
Walb Student Union, Room 113, 2101 E. Coliseum Blvd.
Fort Wayne, IN 46815

Website: Visit Us
Email Us: dac@pfw.edu

Phone: (260) 481 - 6657
Fax: (260) 481 - 6018

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CONT. Navigating the AIM Faculty Portal – Download Completed Exam

After logging into your AIM Faculty Portal

- Under “Views and Tools” go to “Alternative Testing”

Welcome Ashley Crill! My Profile My Mailbox (Sent E-Mails) Sign Out

PURDUE UNIVERSITY FORT WAYNE

My Dashboard Unified Blogs Staff Access Website Control Testing Center

Home > Instructor Homepage > Overview

Login As Feature [Return to Staff](#)

Views and Tools

- > Overview
- > Course Syllabus
- > **Alternative Testing**

Logout

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

OVERVIEW [Accommodation Requests](#) [Search Students' Eligibilities](#) [Add Instructor](#)

[Previous Term](#) **Term: Fall 2021** [Next Term](#)

[Click to Expand Advanced Search Panel](#) Sort Result: **Last Requested (Newest F)** [Sort](#)

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- **TEXT**: Alternative Formats
- **NOTE**: Notetaking Services
- **COM**: Communication Access
- **EXAM**: Testing Accommodations

Export Search Result To CSV (Comma-Separated Values) File

For Accommodation Export, Sort Column by: **Alphabetically** [Accommodation Requests](#)

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEXT	COM	NOTE	EXAM	Request Date	Status
View	00005	DACFAKE5	12345	12	Buddy The Elf	Yes	Yes	Yes	Yes	08/13/2021	Emailed
View	00005	DACFAKE5	12345	12	Kodiak Dog	Yes	Yes	Yes	Yes	08/13/2021	Read

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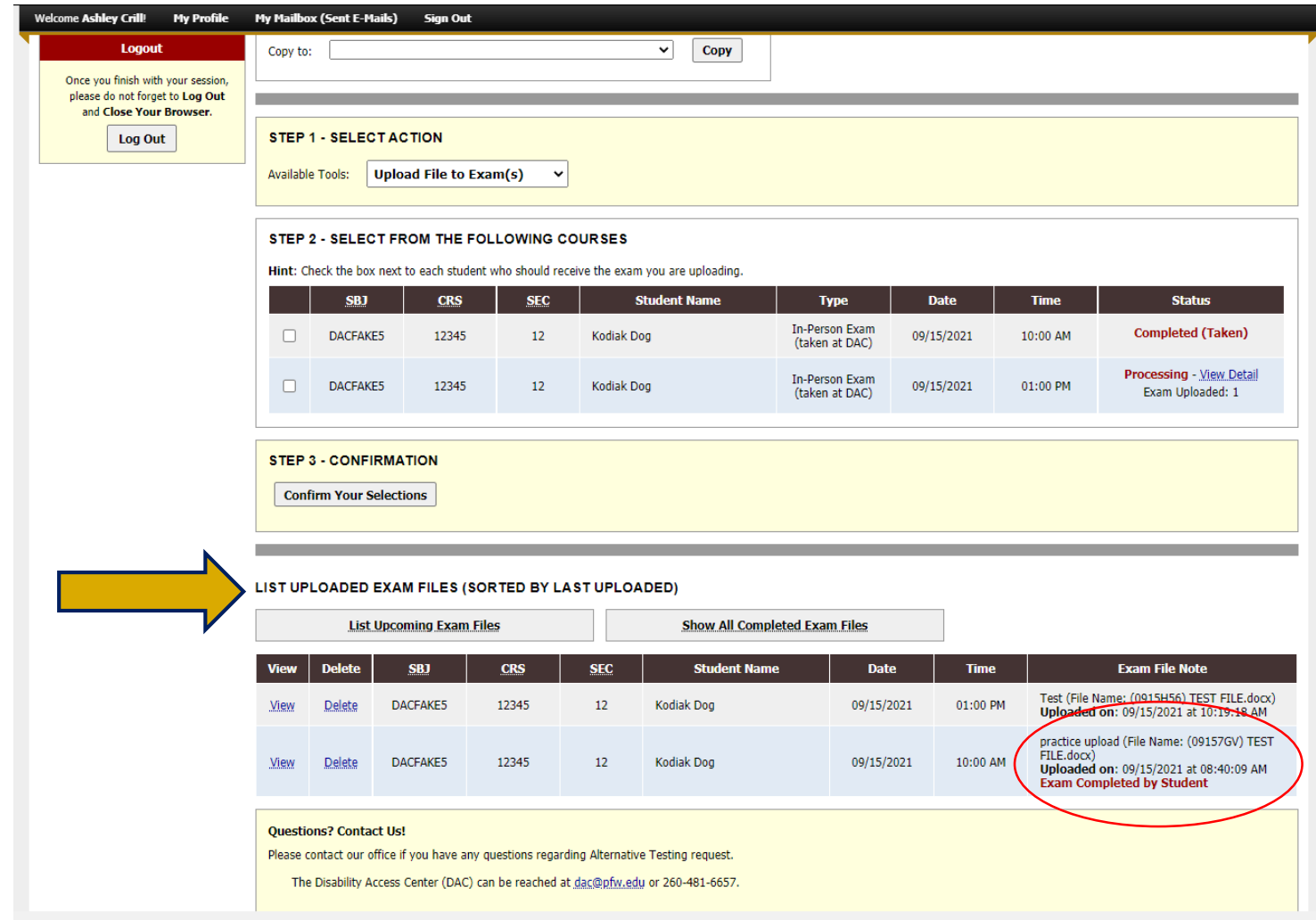
Phone: (260) 481 - 6657
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CONT. Navigating the AIM Faculty Portal – Download Completed Exam

After logging into your AIM Faculty Portal

- Under “Alternative Testing”
 - Scroll down the page to find the “List Uploaded Exam Files (Sorted by Last Uploaded).”
 - Completed exams will have a red note in the file stating, “Exam completed by Student.”
 - Please note, the exams listed here will include those you have uploaded AND the completed exams we have uploaded for you.



Welcome Ashley Crill! My Profile My Mailbox (Sent E-Mails) Sign Out

Logout
Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.
[Log Out](#)

Copy to: [Copy](#)

STEP 1 - SELECT ACTION
Available Tools: [Upload File to Exam\(s\)](#)

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"/>	DACFAKE5	12345	12	Kodiak Dog	In-Person Exam (taken at DAC)	09/15/2021	10:00 AM	Completed (Taken)
<input type="checkbox"/>	DACFAKE5	12345	12	Kodiak Dog	In-Person Exam (taken at DAC)	09/15/2021	01:00 PM	Processing - View Detail Exam Uploaded: 1

STEP 3 - CONFIRMATION
[Confirm Your Selections](#)

LIST UPLOADED EXAM FILES (SORTED BY LAST UPLOADED)

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

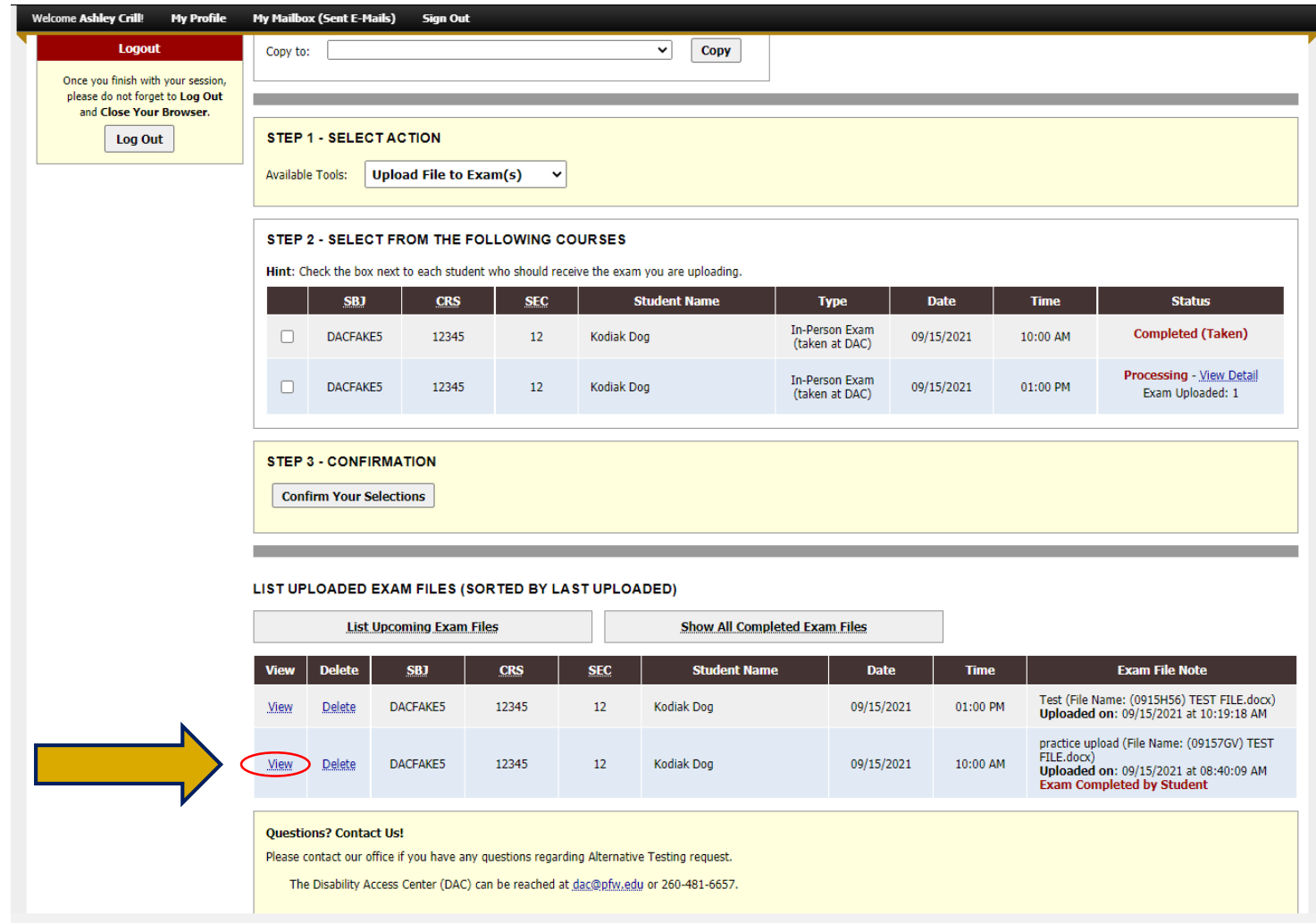
View	Delete	SBJ	CRS	SEC	Student Name	Date	Time	Exam File Note
View	Delete	DACFAKE5	12345	12	Kodiak Dog	09/15/2021	01:00 PM	Test (File Name: (0915H56) TEST FILE.docx) Uploaded on: 09/15/2021 at 10:19:48 AM
View	Delete	DACFAKE5	12345	12	Kodiak Dog	09/15/2021	10:00 AM	practice upload (File Name: (09157GV) TEST FILE.docx) Uploaded on: 09/15/2021 at 08:40:09 AM Exam Completed by Student

Questions? Contact Us!
Please contact our office if you have any questions regarding Alternative Testing request.
The Disability Access Center (DAC) can be reached at dac@pfw.edu or 260-481-6657.

CONT. Navigating the AIM Faculty Portal – Download Completed Exam

After logging into your AIM Faculty Portal

- Under “List Uploaded Exam Files”
 - Select “view” which will prompt AIM to send a verification code to your university email.



Welcome Ashley Crill! My Profile My Mailbox (Sent E-Mails) Sign Out

Logout

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

Log Out

Copy to: Copy

STEP 1 - SELECT ACTION

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

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"/>	DACFAKE5	12345	12	Kodiak Dog	In-Person Exam (taken at DAC)	09/15/2021	10:00 AM	Completed (Taken)
<input type="checkbox"/>	DACFAKE5	12345	12	Kodiak Dog	In-Person Exam (taken at DAC)	09/15/2021	01:00 PM	Processing - View Detail Exam Uploaded: 1

STEP 3 - CONFIRMATION

Confirm Your Selections

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	DACFAKE5	12345	12	Kodiak Dog	09/15/2021	01:00 PM	Test (File Name: (0915H56) TEST FILE.docx) Uploaded on: 09/15/2021 at 10:19:18 AM
View	Delete	DACFAKE5	12345	12	Kodiak Dog	09/15/2021	10:00 AM	practice upload (File Name: (09157GV) TEST FILE.docx) Uploaded on: 09/15/2021 at 08:40:09 AM Exam Completed by Student

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CONT. Navigating the AIM Faculty Portal – Download Completed Exam

After logging into your AIM Faculty Portal

- After selecting “view”
 - Input the verification code sent to your university email. Please note, this code is only valid for 20 minutes.
 - Click the “verify code” button to complete.
 - The file will download to your computer and be available for selection in the bottom left corner of your browser screen.

Welcome Ashley Crill! My Profile My Mailbox (Sent E-Mails) Sign Out

PURDUE UNIVERSITY. FORT WAYNE

My Dashboard Unified Blogs Staff Access Website Control Testing Center

Home >> Instructor Homepage >> Alternative Testing

ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses

Important Note: Code for Verification was sent to your email. Please check your email right away since the code is only available for **20 minutes**. If you need a new code, simply click on **Back to Exam List**, try to download the file again.

Important Note: Verification code will **APPLY** to all available exams per login session.

Verification

Code #:

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