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

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Login to your AIM Faculty Portal

AIM FACULTY PORTAL

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

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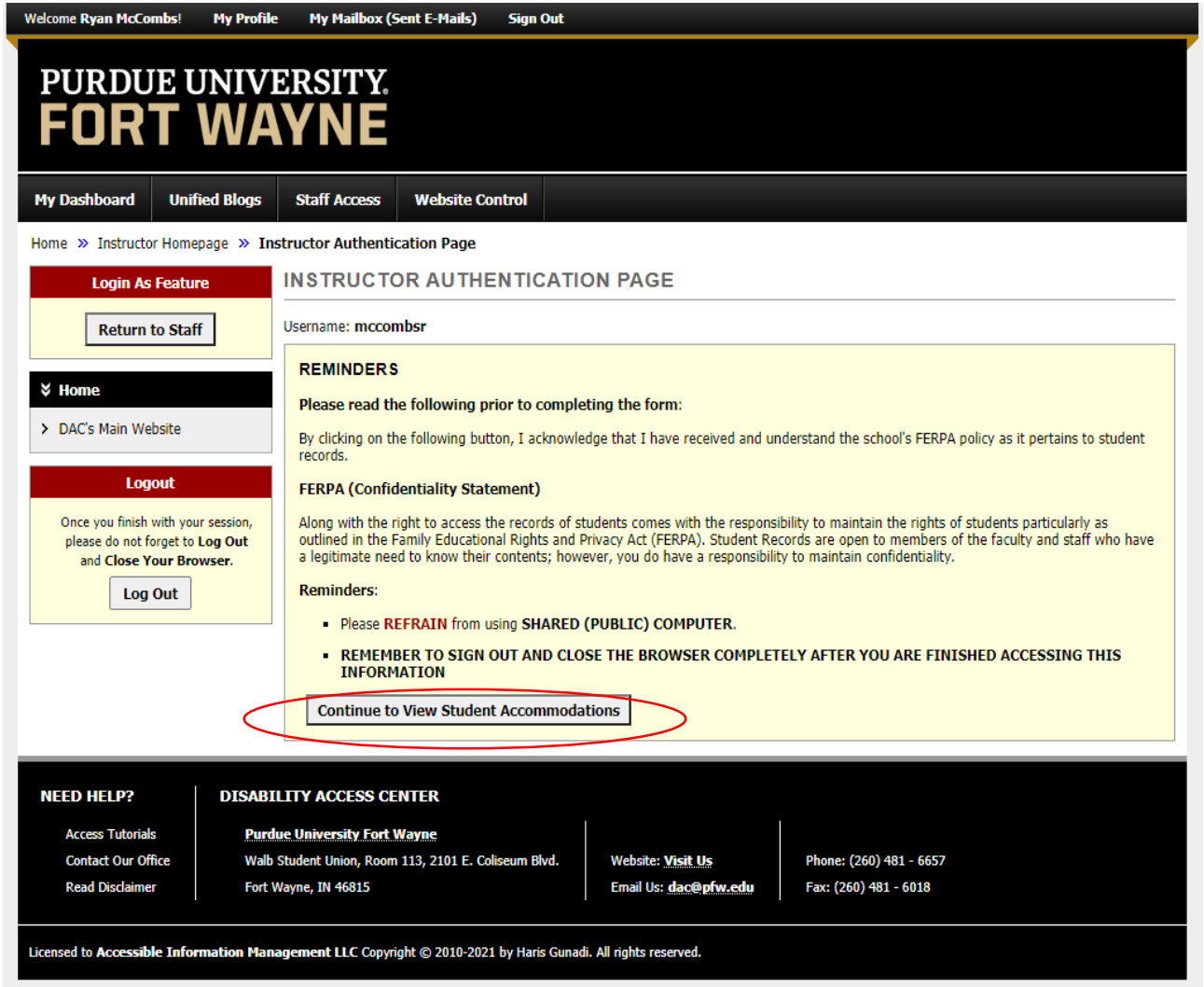
Navigating the AIM Faculty Portal – Download Completed Exam

After logging into your AIM Faculty Portal

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



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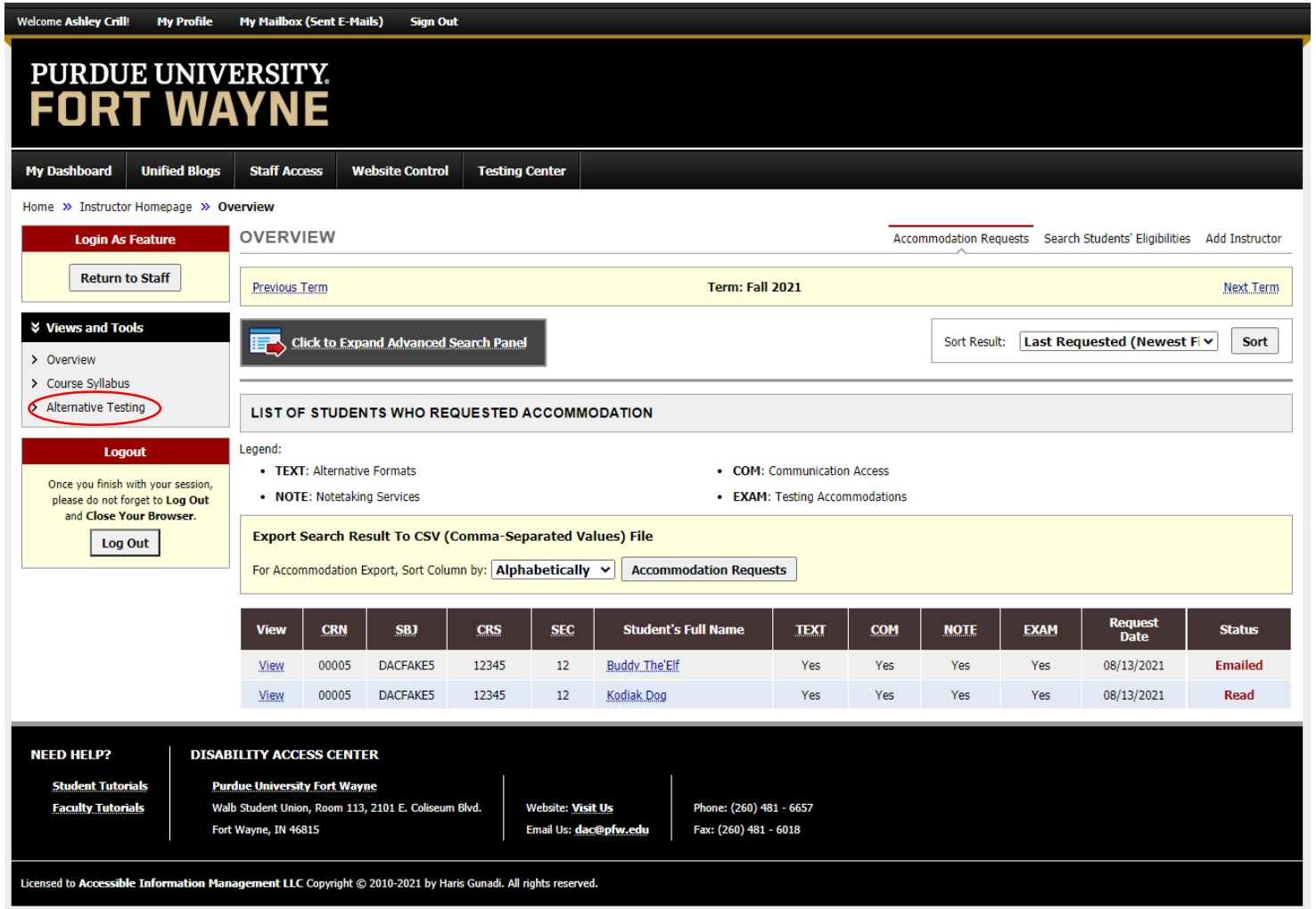
CONT. Navigating the AIM Faculty Portal – Download Completed Exam

After logging into your AIM Faculty Portal

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



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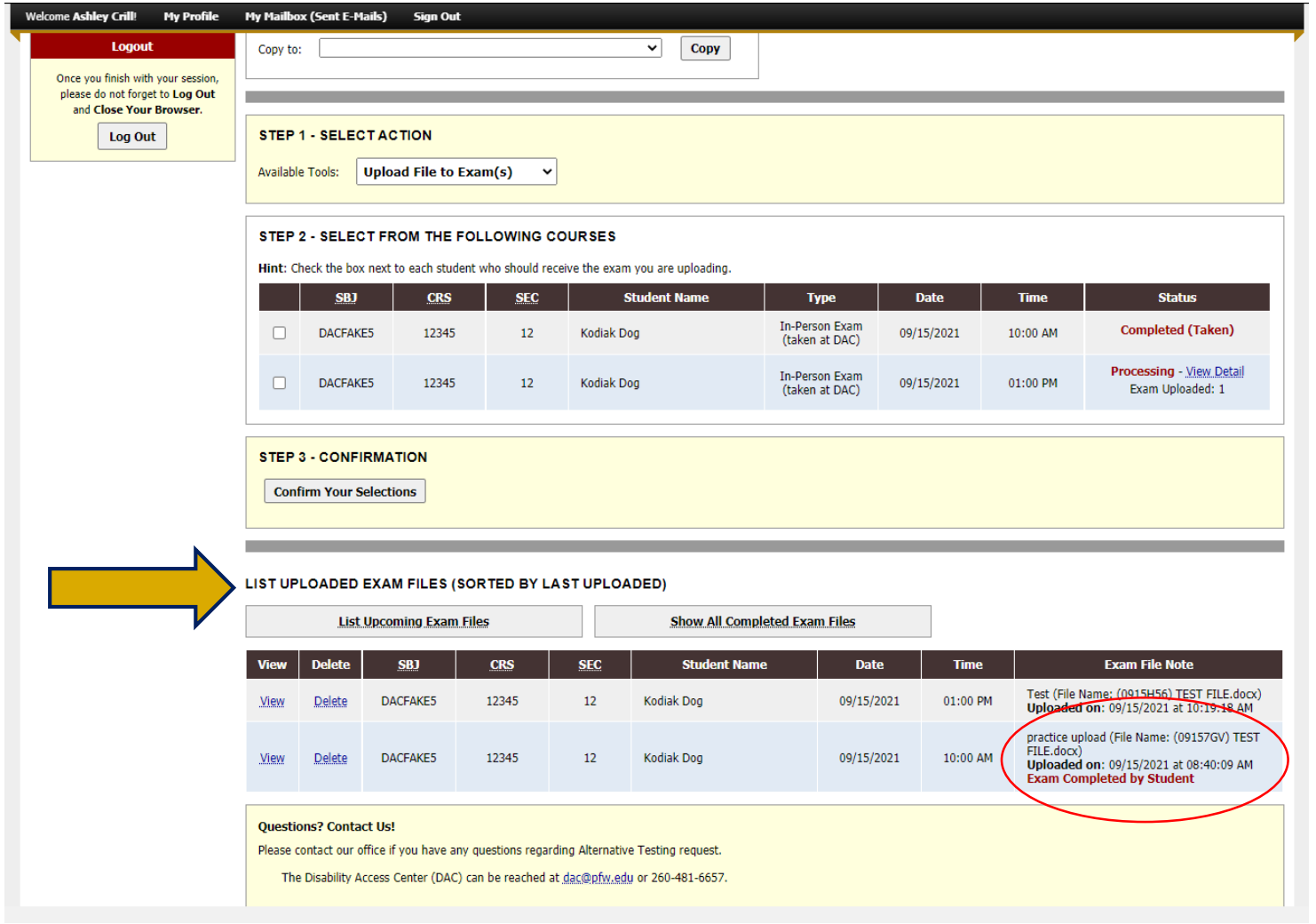
CONT. Navigating the AIM Faculty Portal – Download Completed Exam

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.



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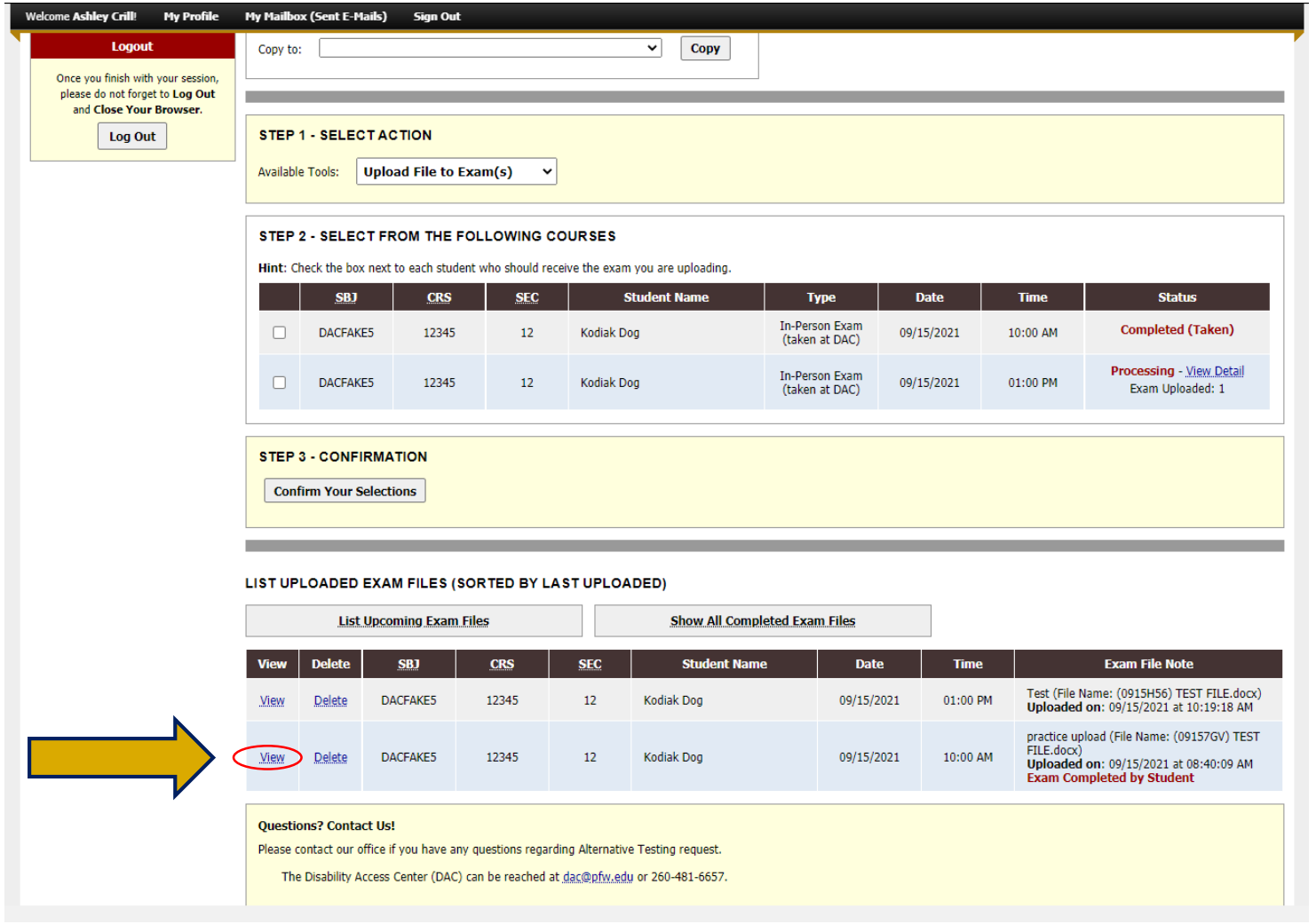
CONT. Navigating the AIM Faculty Portal – Download Completed Exam

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.



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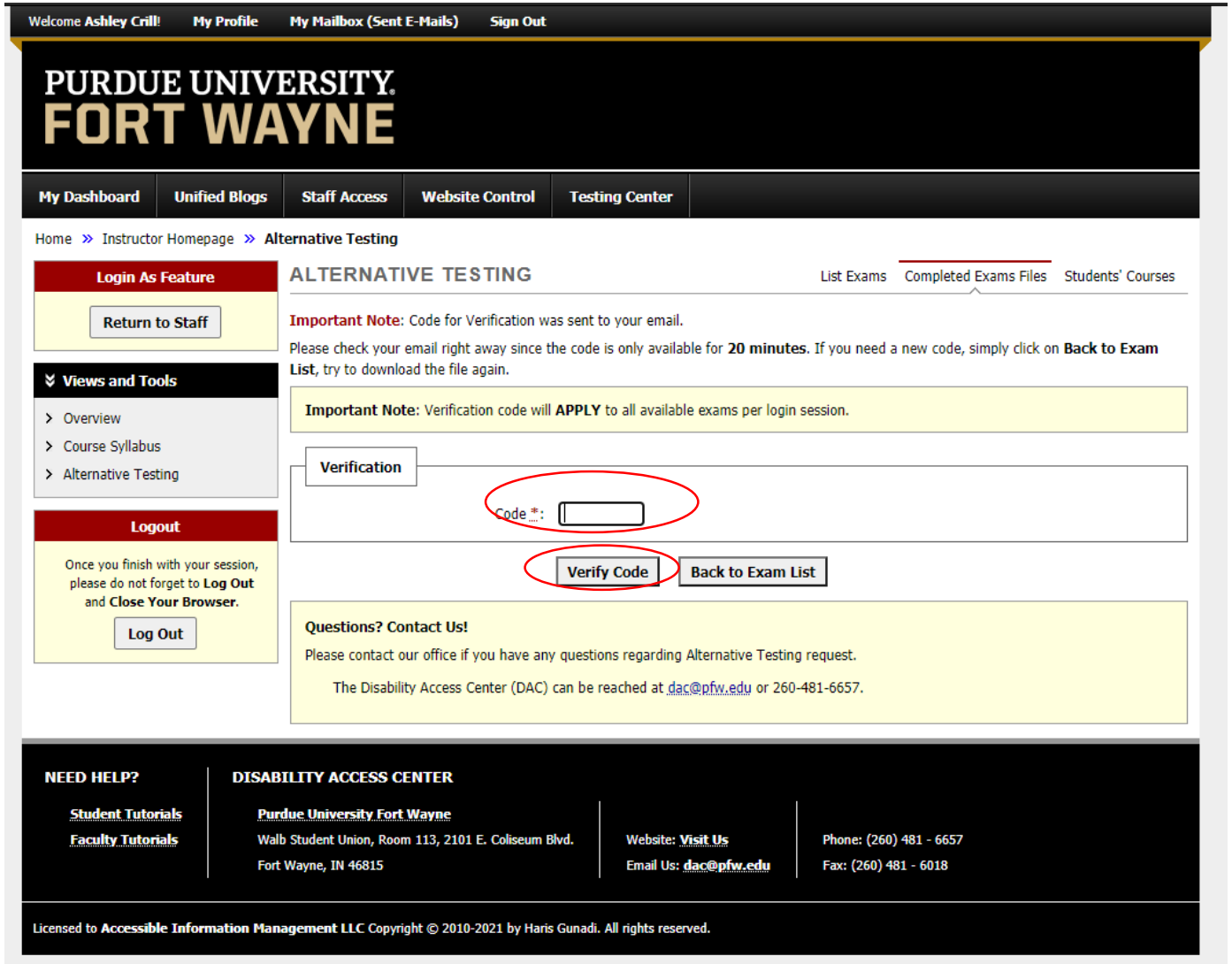
CONT. Navigating the AIM Faculty Portal – Download Completed Exam

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.



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QUESTIONS?

Contact the Disability Access Center:

- **Email: dac@pfw.edu**
- **Phone: 260-481-6657**
- **Location: Walb Student Union, Room 113**

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