

PROVIDING ADDITIONAL EXAM INSTRUCTIONS IN THE AIM INSTRUCTOR PORTAL

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>

Additional Exam Instruction Details

Please note:

- This form allows the course instructor to provide details specific to scheduled exams, such as passwords to Brightspace exams. If necessary, this form will be filled out each time an exam is scheduled.
- This form can only be filled out AFTER the student has scheduled the exam.
- ONLY fill out this exam if the details of the exam scheduled differ from the Testing Instruction Form that is filled out at the beginning of each semester.

Navigating the AIM Faculty Portal – Additional Exam Instruction Form

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

INSTRUCTOR AUTHENTICATION PAGE

Username: mcombsr

Return to Staff

Logout

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

Log Out

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

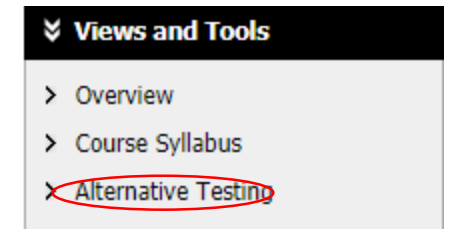
Phone: (260) 481 - 6657
Fax: (260) 481 - 6018

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CONT. Navigating the AIM Faculty Portal – Testing Instruction Form

After logging into your AIM Faculty Portal

- Under “Views and Tools” go to “Alternative Testing”
 - Step 1 – Select Action
 - Use the drop down menu to select “Specify Exam Instructions.”
 - Step 2 – Select From the Following Courses
 - Check the scheduled exam that you would like to specify details for.
 - Step 3 – Confirmation
 - Press the “Confirm Your Selections” button.



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My Dashboard Unified Blogs Staff Access Website Control

Home > Instructor Homepage > Alternative Testing

ALTERNATIVE TESTING

List Exams Completed Exams Files Students' Courses

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

LIST TESTING INSTRUCTION FORM

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

Select: **Select One** View

Copy to: Copy

STEP 1 - SELECT ACTION

Available Tools: **Specify Exam Instructions**

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"/>	DACFAKE	90210	01L	Kodiak Dog	In-Person Exam (taken at DAC)	08/18/2021	11:00 AM	Approved - View Detail Exam Uploaded: 1
<input checked="" type="checkbox"/>	DACFAKE	90210	01L	Kodiak Dog	In-Person Exam (taken at DAC)	08/25/2021	09:00 AM	Approved - View Detail

STEP 3 - CONFIRMATION

Confirm Your Selections

CONT. Navigating the AIM Faculty Portal – Testing Instruction Form

After logging into your AIM Faculty Portal

- Under “Alternative Testing”
 - Additional Exam Instructions –
 - Provide additional details that are exam specific for the DAC to reference when proctoring the scheduled exam.
 - Submit Form –
 - To complete the form, click “Submit Exam Instruction.”

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Home » Instructor Homepage » Alternative Testing

ALTERNATIVE TESTING

List Exams Completed Exams Files Students' Courses

Specify Exam Instruction(s) for the following class(es):

- DACFAKE 90210.01L's **In-Person Exam (taken at DAC)** for Kodiak Dog Wednesday, August 18, 2021 at 11:00 AM.

Important Note: If there is an existing exam instruction for an exam, our system will override it with the following exam instruction. If your exam has a password you may enter it here instead of modifying the form for the semester.

Additional Exam Instructions

1. Password for Electronic Exam: *

Submit Exam Instruction

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.

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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 – Testing Instruction Form

After logging into your AIM Faculty Portal

- Under “Alternative Testing”
 - Confirmation of Submission –
 - Once completed, there will be a green check mark at the top of the page and it will say “System Update is Successful”.



SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

QUESTIONS?

Contact the Disability Access Center:

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