

# ***UPLOADING AN EXAM IN THE AIM INSTRUCTOR PORTAL***

**Disability Access Center**

**Walb Student Union, Room 113**

**(E) [dac@pfw.edu](mailto: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>

# Uploading Exams in AIM

## Steps:

- Login to the AIM Faculty Portal using the link on the previous slide.
- Instructor Authentication Page
  - Read the Confidentiality Statement then 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

#### 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](mailto:dac@pfw.edu)

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

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# Uploading Exams in AIM

## Steps:

- Under “Views and Tools” go to “Alternative Testing”
  - Step 1 – Select Action
    - Use the drop down menu to select “Upload File to Exam(s).”
  - Step 2 – Select From the Following Courses
    - Check the box for the exam you are uploading. If you have multiple students taking the same exam, you can select multiple students and upload the exam once.
  - Step 3 – Confirmation
    - Press the “Confirm Your Selections” button.

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](#)

**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:  View  
Copy to:  Copy

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

**STEP 3 - CONFIRMATION**

# Uploading Exams in AIM

## Steps (CONT.):

- Under “Views and Tools” go to ‘Alternative Testing’
  - Click “Choose File” and navigate and select the exam file on your computer, then click “Open” once you have selected the file.
  - You can add an Exam File note if you choose to.
  - Click “Upload Exam.”
  - Confirmation - At the top of the page a green checkmark will appear and a note stating the “Exam was successfully uploaded.”
- \*Please note: You can only upload exams after the student has scheduled to test in the DAC.\*

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 >> Alternative Testing

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

Exam File Note (Optional):

Select File:  No file chosen

#### 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](mailto:dac@pfw.edu) or 260-481-6657.



**EXAM WAS SUCCESSFULLY UPLOADED**

The file was successfully uploaded. If you need to upload another file, please use the file upload feature again.

# ***QUESTIONS?***

Contact the Disability Access Center:

- Email: [dac@pfw.edu](mailto:dac@pfw.edu)
- Phone: 260-481-6657
- Location: Walb Student Union, Room 113