WINTHROP UNIVERSITY | *Office of Accessibility*

How to Upload a Test into AIM

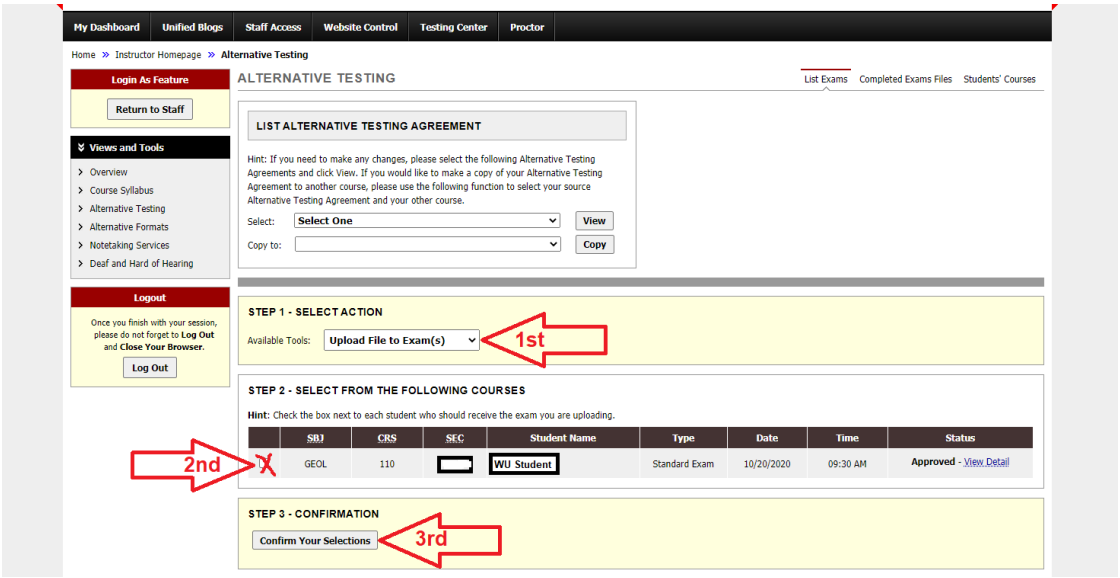
Starting fall 2020, all testing materials must be delivered electronically. Due to the enhanced security features, we would prefer tests to be uploaded into AIM, but we will accept them as an attachment to testcenter@winthrop.edu during the AIM roll-out and adjustment period.

1. Go to the Instructor AIM Portal.

2. To upload a quiz/exam/final to the secure AIM portal, go to the "**Alternative Testing**" tab found under "**Views and Tools**" from the instructor homepage. In the "**Step 1 – Select Action**" box, choose the first option "**Upload File to Exams**" in the drop down menu.

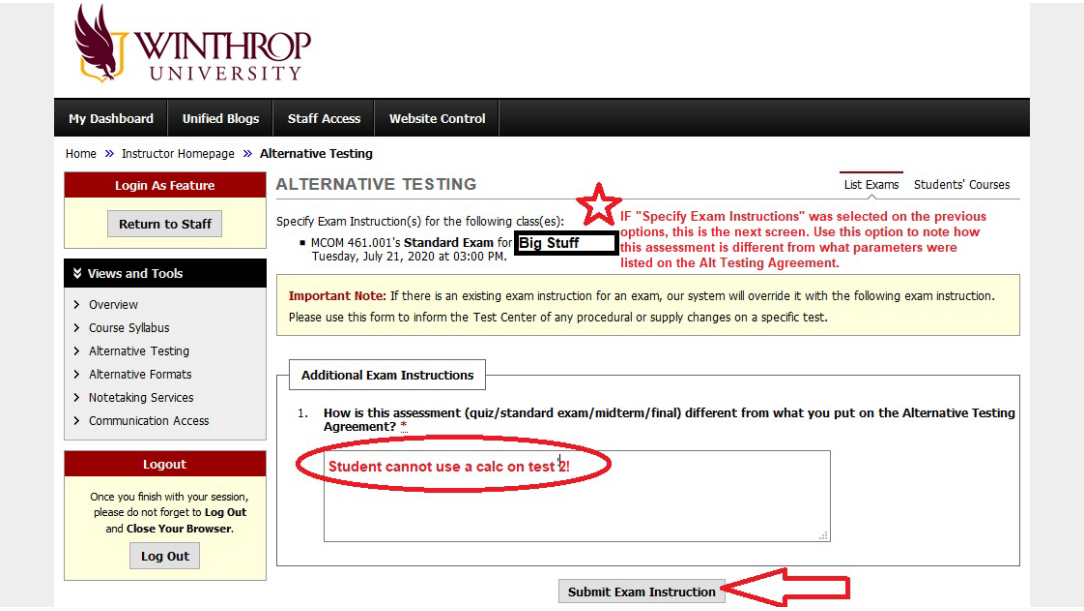
   In the "**Step 2 – Select from the Following Courses**" box, check the box next to each student who should receive the exam you are uploading.

   In the "**Step 3 – Confirmation**" box, select "**Confirm your Selections**".

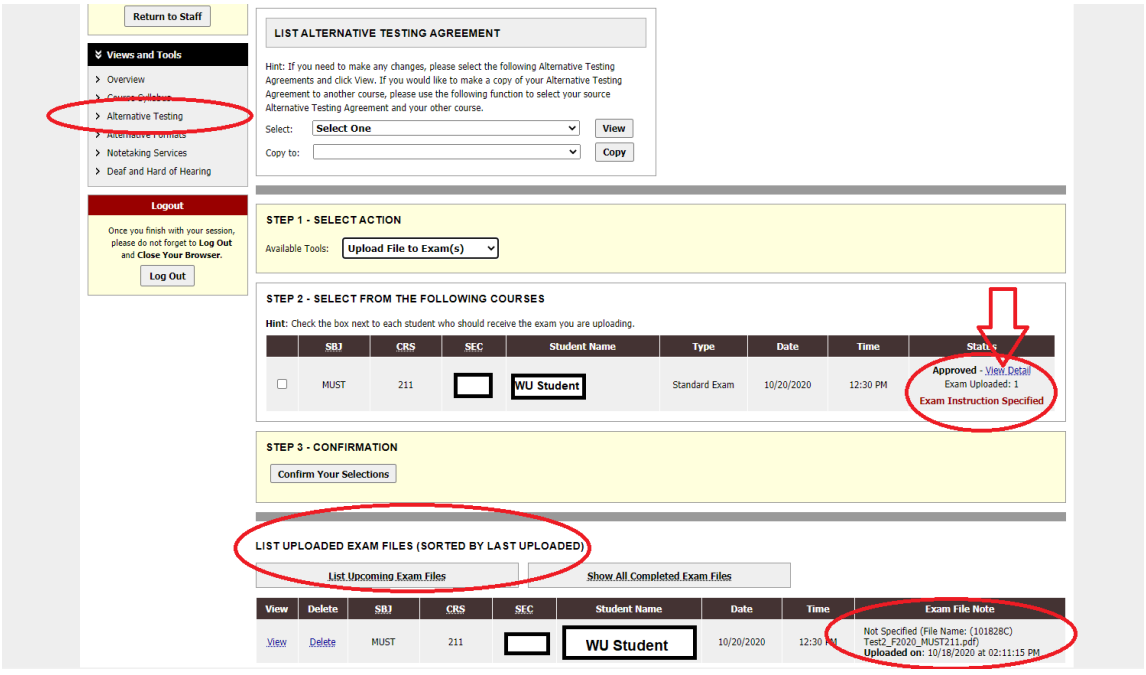


3. If a particular exam warrants a change from the instructions provided in the Alternative Testing Agreement, you can mark what is different by adding exam instruction (example: students can only use a calculator on exam 2).

   Choose "**Specify Exam Instructions**" from the drop-down menu in the "**Step 1 – Select Action**" box in the previous image. Then, you will be directed to respond to why the test is different than what was put in the agreement in the "**Additional Exam Instructions**" box. Once an explanation has been entered, click "**Submit Exam Instruction**".



4. To confirm your test has been successfully uploaded, go back to "**Alternative Testing**" on the left side. The "**Step 2 – Select from the Following Courses**" section will show you student and test information. In the **Status** column, it will show Exam Uploaded: 1 (or more if there are additional items such as a periodic table). Click "**View Detail**" to view exam instruction and exam files. You can also view the uploaded file in the "**List Uploaded Exam Files**" section by clicking "**View**".



***If you have any questions concerning the Instructor AIM Portal or how to upload a test into AIM, contact the OA Test Center at: testcenter@winthrop.edu or 803-323-3290, option 3. We are available for meetings through Zoom to go over any issues! Use our contact information to schedule an appointment.**