

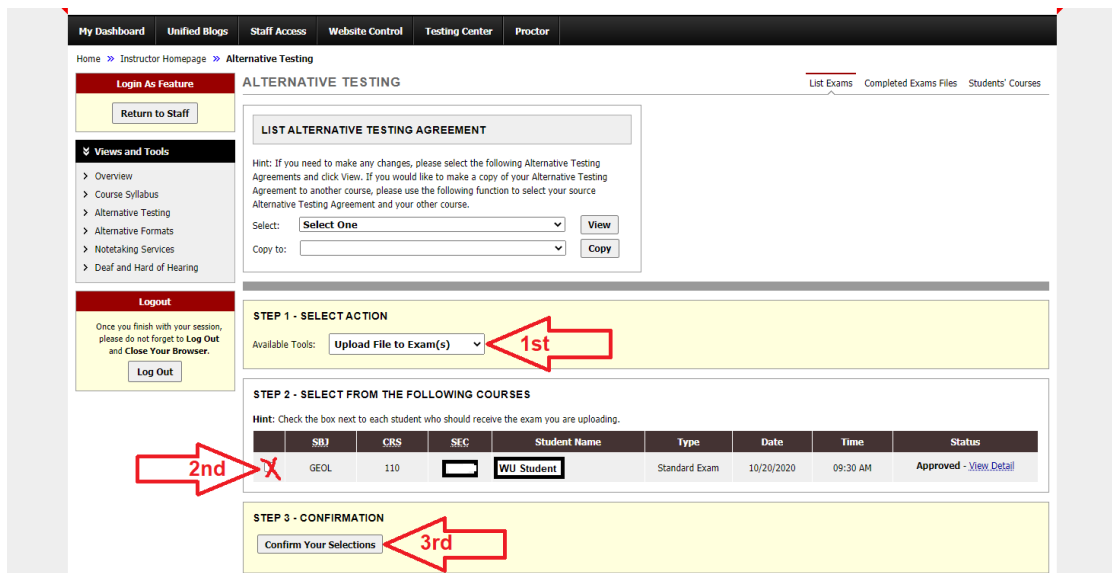
## How to Upload a Test into AIM

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](mailto: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**”.



The screenshot shows the 'ALTERNATIVE TESTING' page. On the left is a navigation menu with 'Views and Tools' expanded to show 'Alternative Testing'. The main content area has three sections:

- STEP 1 - SELECT ACTION:** 'Available Tools:' dropdown menu with 'Upload File to Exam(s)' selected. A red arrow labeled '1st' points to this dropdown.
- STEP 2 - SELECT FROM THE FOLLOWING COURSES:** A table with columns: SBJ, CRS, SEC, Student Name, Type, Date, Time, Status. A red arrow labeled '2nd' points to the checkbox in the 'Student Name' column for 'WU Student'.
- STEP 3 - CONFIRMATION:** A button labeled 'Confirm Your Selections'. A red arrow labeled '3rd' points to this button.

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**”.

WINTHROP UNIVERSITY

My Dashboard | Unified Blogs | Staff Access | Website Control

Home > Instructor Homepage > Alternative Testing

ALTERNATIVE TESTING

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

- MCOM 461.001's Standard Exam for **Big Stuff** Tuesday, July 21, 2020 at 03:00 PM.

**Important Note:** If there is an existing exam instruction for an exam, our system will override it with the following exam instruction. Please use this form to inform the Test Center of any procedural or supply changes on a specific test.

Additional Exam Instructions

1. How is this assessment (quiz/standard exam/midterm/final) different from what you put on the Alternative Testing Agreement? \*

Student cannot use a calc on test?!

Submit Exam Instruction

- 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”.

Return to Staff

Views and Tools

- Overview
- Course Syllabus
- Alternative Testing
- Alternative Formats
- Notetaking Services
- Communication Access

Logout

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

Log Out

LIST ALTERNATIVE TESTING AGREEMENT

Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement 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"/>	MUST	211	<input type="checkbox"/>	WU Student	Standard Exam	10/20/2020	12:30 PM	Approved - View Detail Exam Uploaded: 1 Exam Instruction Specified

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
<a href="#">View</a>	<a href="#">Delete</a>	MUST	211	<input type="checkbox"/>	WU Student	10/20/2020	12:30 PM	Not Specified (File Name: (101828C) Test_F2020_MUST211.pdf) Uploaded on: 10/18/2020 at 02:11:15 PM

**\*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](mailto: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.**