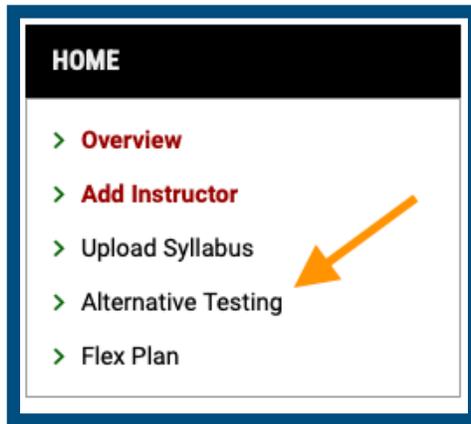


Upload Exam to AIM

1. Log into **AIM Faculty Portal**.
2. Agree to **Access Policy**.
3. Click **Alternative Testing** under the **Home** menu.



4. Click **Upcoming Exams** in the top toolbar.

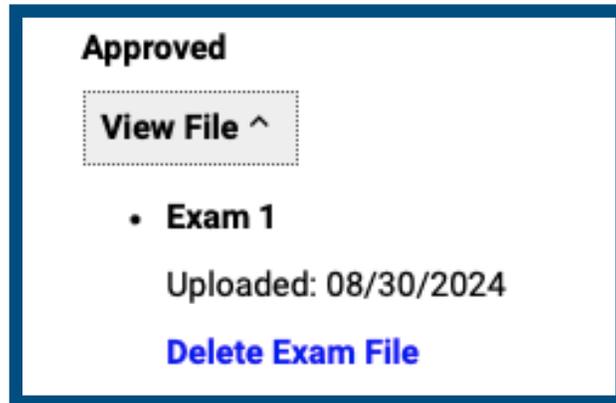


5. Scroll down page to select one or more students for exam attachment.

A screenshot of the "UPCOMING EXAM FILE UPLOAD" page. The page shows a table with two rows of student records. Each row has a checkbox, a status (Approved), a detail link, a proctor (Not Assigned), a location (Haley 1235), a CRN (001), a subject (FAKE), a course (1000), a section (001), and a full name (Elaine Benes and Aubie Tiger).

<input type="checkbox"/>	Status	Detail	Proctor	Location	CRN	Subject	Course	Section	Full Name
<input checked="" type="checkbox"/>	Approved	Detail	Not Assigned	Haley 1235	001	FAKE	1000	001	Elaine Benes
		Review Instructions By Student							
<input checked="" type="checkbox"/>	Approved	Detail	Not Assigned	Haley 1235	001	FAKE	1000	001	Aubie Tiger
		Review Instructions By Student							

9. If the incorrect exam was uploaded or attached to the wrong student, click the **View File** and then **Delete Exam File**. Follow steps above to upload new exam.



What Comes Next?

The OA Testing Center will administer the exam for your student(s). Once the exam is complete, the exam will be scanned and emailed to instructor's AU email address.