Uploading an Exam or Test for Accommodated Testing in AIM

This guide provides text-based guidance on how to upload your course syllabi in AIM. This guide is intended for faculty working with students registered with Disability Resources. In this guide we dive deeper into the faculty side of Accommodated Testing, specifically at how to upload and view your uploaded exams in AIM. ​ As a reminder, individual departments and academic units are strongly encouraged to proctor their students' tests in their department. The Testing Center serves as a resource to assist in the provision of the student's testing accommodations when those resources are needed.

# Steps to Access the AIM Faculty Portal:

1. Navigate your web browser to the Disability Resources website at [www.jsu.edu/disabilityresources](http://www.jsu.edu/disabilityresources).
2. Locate the two red buttons with white text on the left side under the navigation menus.
3. Click the “Faculty AIM Portal” button.
4. When directed enter your MyJaxState login credentials and login.
5. Review the REMINDERS provided and click “Continue to View Student Accommodations.”
6. You will now be on your Student Portal Dashboard / Overview Page

# Option 1: Uploading Test Files using the AIM Portal:

1. After logging in, confirm you are on the “Overview” page. If you are not on the overview page, click the “Overview” link in the Views and Tools navigational menu on the left.
2. Locate the “Views and Tools” navigational menu on the left side of your screen and click the “Alternative Testing” link.
3. Locate the “Step 1 – Select Action” Box. Select the desired action from the “Available Tools” dropdown menu. In this case, we want to choose “Upload File to Exam(s):”
4. Under “Step 2 – Select from the Following Courses” check the boxes next to the courses which you want to upload a file. For example, if teaching multiple sections of the same course, you can upload the test file to each of those courses.
5. Click “Confirm Your Selection” in the “Step 3 – Confirmation” box.
6. Follow the prompts provided to upload your file(s).
7. You will receive an email confirmation once it is received.

# Option 2: Uploading Test Files using the Emailed Link:

1. Once an exam request is made, updated, or approved you will receive an email from Disability Resources. This email will provide you with a link to upload your exam files.
2. Click the “Upload Exam or Exam Instruction” link in the email.
3. Select the button for the appropriate item (e.g., upload exam or exam instruction) and follow the prompts.
4. You will receive an email confirmation once it is received.

# Viewing Completed Exam Files in the AIM Portal:

1. If your direction requests us to upload a file to the faculty portal, we will do that after the exam.
2. After logging in, confirm you are on the “Overview” page. If you are not on the overview page, click the “Overview” link in the Views and Tools navigational menu on the left.
3. Locate the “Views and Tools” navigational menu on the left side of your screen and click the “Alternative Testing” link.
4. Scroll down to the “List Completed Exams by Students (Sorted by Last Uploaded) section of the page.
5. Find the exam of interest and click “Download” to download the file.

If you have any questions or need additional guidance, please contact us via email at [disabilityresources@jsu.edu](mailto:disabilityresources@jsu.edu) or call us at 256-782-8380.