

Faculty Uploading Exam File to AIM Mines Testing Center (MTC)

Process to upload exam to AIM

Log into [AIM Portal](#) using your Mines single sign-on credentials.

When you are logged in, you will be taken to the Instructor Dashboard. On the left-hand side there will be some new tabs. Click **“Alternative Testing”** as shown in the image below:

The screenshot shows the AIM Instructor Dashboard. The top navigation bar includes 'My Dashboard', 'Unified Blogs', 'Staff Access', 'Website Control', and 'Testing Center'. The main content area is titled 'OVERVIEW' and includes a 'Return to Staff' button, a 'Previous Term' dropdown set to 'Term: Fall 2021', and a 'Next Term' dropdown. A 'Click to Expand Advanced Search Panel' button is visible. Below this is a 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION' section with a legend for ATS, DHH, ETX, and NTE. An 'Export Search Result To CSV' section is also present. In the left-hand navigation menu, the 'Alternative Testing' tab is highlighted with a red circle and a red arrow pointing to it.

Select **“Upload File to Exam(s)”** in the Available Tools.

Check off all the students who should receive the exam file you are uploading.

Select **“Confirm Your Selections”**.

The screenshot shows the upload process in three steps. Step 1, 'STEP 1 - SELECT ACTION', has 'Available Tools' with 'Upload File to Exam(s)' selected and circled in blue. Step 2, 'STEP 2 - SELECT FROM THE FOLLOWING COURSES', includes a hint: 'Check the box next to each student who should receive the exam you are uploading.' with a blue arrow pointing to the checkbox column. Below the hint is a table with columns for SBJ, CRS, SEC, Student Name, Type, Date, Time, and Status. Five rows are shown, all with checked checkboxes. Step 3, 'STEP 3 - CONFIRMATION', has a 'Confirm Your Selections' button circled in blue.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input checked="" type="checkbox"/>	CSCI	471	A	[REDACTED]	Final	12/11/2021	05:00 PM	Approved - View Detail
<input checked="" type="checkbox"/>	CSCI	471	A	[REDACTED]	Final	12/11/2021	06:00 PM	Approved - View Detail
<input checked="" type="checkbox"/>	CSCI	471	A	[REDACTED]	Final	12/11/2021	06:00 PM	Approved - View Detail
<input checked="" type="checkbox"/>	CSCI	471	A	[REDACTED]	Final	12/11/2021	06:00 PM	Approved - View Detail
<input checked="" type="checkbox"/>	CSCI	471	A	[REDACTED]	Final	12/11/2021	06:00 PM	Processing - View Detail

If you have additional testing instructions and/or an access code that you didn't enter in the Testing Agreement form, please include this information in the Exam File Note (Optional): text box.

Choose the exam file to upload.

Select **Upload File**.

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):

- CSCI 471.A's Final for [REDACTED] Saturday, December 11, 2021 at 05:00 PM.
- CSCI 471.A's Final for [REDACTED] Saturday, December 11, 2021 at 06:00 PM.
- CSCI 471.A's Final for [REDACTED] Saturday, December 11, 2021 at 06:00 PM.
- CSCI 471.A's Final for [REDACTED] Saturday, December 11, 2021 at 06:00 PM.
- CSCI 471.A's Final for [REDACTED] Saturday, December 11, 2021 at 06:00 PM.

Exam File Note (Optional):

Select File: **No file chosen**

If you need to upload more than one file, you can only upload one at a time. After you've completed uploading one file, click on **Back to List Upcoming Exams and repeat the process starting at Step 1.