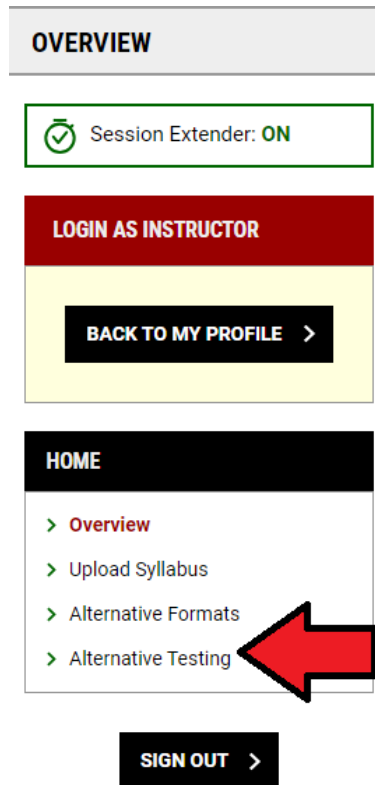


COPYING TESTING AGREEMENT AND EXAM DATES ON AIM

1. Login to the [AIM Portal](#) and select the “Alternative Testing” link on the left side:



The screenshot shows a vertical navigation menu with the following sections and items:

- OVERVIEW** (Section Header)
- Session Extender: ON (Status indicator with a green checkmark icon)
- LOGIN AS INSTRUCTOR** (Section Header)
- BACK TO MY PROFILE > (Button)
- HOME** (Section Header)
- > Overview (Menu item)
- > Upload Syllabus (Menu item)
- > Alternative Formats (Menu item)
- > Alternative Testing (Menu item, highlighted with a red arrow)
- SIGN OUT > (Button)

2. On the next page, you will see the ‘**TDS ALTERNATIVE TESTING AGREEMENT**’ heading. Under that heading, there will be the number of agreements to be completed by the instructor as well as a link to access the **Alternative Testing Agreement**. Select the hyperlinked number next to the “**Total Courses with TDS Alternative Testing Agreement**” link to continue.


The screenshot displays a web interface with a top navigation bar containing a home icon, 'ALTERNATIVE TESTING', and 'UPCOMING EXAMS'. A 'Session Extender: ON' indicator is visible in the top left. The left sidebar includes a 'LOGIN AS INSTRUCTOR' button, a 'BACK TO MY PROFILE >' button, a 'HOME' menu with links for 'Overview', 'Upload Syllabus', 'Alternative Formats', and 'Alternative Testing', and a 'SIGN OUT >' button. The main content area features an 'IMPORTANT MESSAGE' box with the text '***TYPICALLY NOT IN USE***'. Below this is the 'TDS ALTERNATIVE TESTING AGREEMENT' section, which shows a large '0' and the text 'Courses without TDS Alternative Testing Agreement' and 'Total Courses with TDS Alternative Testing Agreement: 1'. A red arrow points to the number '1'. Further down are sections for 'UPCOMING EXAMS SCHEDULED' and 'UPCOMING EXAM FILE UPLOAD'. At the bottom, a footer indicates 'Records Found: 1 (Showing: 1 - 1)'.


3. Next, scroll down to find the course you're searching.
- If you teach multiple courses and sections, and the information is different, you only need to complete one Testing Agreement for each course rather than one for each student.
 - If you teach multiple courses and sections, and the exam information is the same, you only have to complete one Testing Agreement, and then copy the Testing Agreement to the various sections or courses you're teaching.
4. Select **“View/Modify TDS Alternative Testing Agreement”** to continue.

Navigate To:

GO >

Records Found: **1** (Showing: 1 - 1)

MATH 0002.7 - MOUSE MATH (COURSE REGISTRATION NUMBER: 999996) 

Status: [View/Modify TDS Alternative Testing Agreement](#) 

Summary:


- Number of Students Requesting Alternative Testing: **1**.
- Total Exams Scheduled: **5 (Upcoming: 1)**.

List Exam Dates:

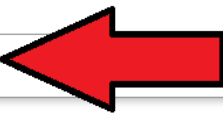
- **Test** on Tuesday, August 06, 2024 at 12:00 PM.

QUESTION?

5. On the TDS ALTERNATIVE TESTING AGREEMENT -Details page, select “**Copy TDS Alternative Testing Agreement.**”

 > TDS ALTERNATIVE TESTING AGREEMENT

MATH 00002.7 - MOUSE MATH (Course Registration Number: 999996)

[TDS ALTERNATIVE TESTING AGREEMENT](#) [LIST EXAM DATES](#) [COPY TDS ALTERNATIVE TESTING AGREEMENT](#) 

LIST OF QUESTIONS

Can student take the exam home? *

Yes

Hell No.

Additional Comment:

Yes

CONTACT INFORMATION

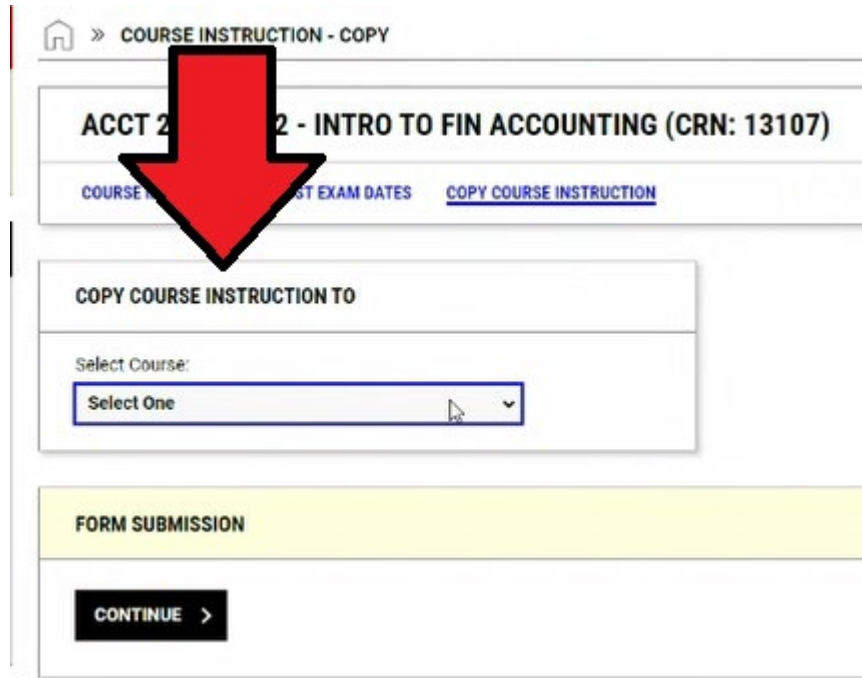
Phone Number *:

United States of America (+1) v 7067371469

FORM SUBMISSION

UPDATE AND VIEW EXAM DATES >

6. Next, select the course you would like to copy your agreement from the drop-down menu.



The screenshot shows a web interface for copying course information. At the top, there is a breadcrumb trail: a home icon followed by '» COURSE INSTRUCTION - COPY'. Below this, the course title 'ACCT 2012 - INTRO TO FIN ACCOUNTING (CRN: 13107)' is displayed. Underneath the title, there are three links: 'COURSE INFO', 'TEST EXAM DATES', and 'COPY COURSE INSTRUCTION'. A large red arrow with a black outline points directly to the 'COPY COURSE INSTRUCTION' link. Below the links, there is a section titled 'COPY COURSE INSTRUCTION TO' which contains a 'Select Course:' label and a dropdown menu currently showing 'Select One'. At the bottom of the form, there is a yellow highlighted section titled 'FORM SUBMISSION' containing a black button with the text 'CONTINUE >'.

If you are teaching multiple sections, you can copy specified exam dates at the same time as the Testing Agreement.


- **Additional Notes:** Only copy previously specified exam dates if the course information from the original testing agreement will be the same for the copied courses/sections.
- If you do not wish to copy the specified exam dates, unselect the boxes by selecting the checkbox at the top left.

7. After reviewing your choices, select **“COPY COURSE INSTRUCTION”** to complete your action.

Copy to Course: **ENG 11011.504 - COLLEGE WRITING I (CRN: 18061)**

<input type="checkbox"/>	Type	Date	Time	Length	Use Same File
<input checked="" type="checkbox"/>	In-Class Exam	06/14/2023	9 AM 00	60	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	In-Class Exam	11/22/2023	2 PM 00	60	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	In-Class Exam	12/08/2023	9 AM 00	80	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Final	12/13/2023	10 AM 00	60	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	In-Class Exam	12/22/2023	3 PM 00	60	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	In-Class Exam	01/24/2024	10 AM 00	75	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	In-Class Exam	02/05/2024	10 AM 00	80	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	In-Class Exam	02/06/2024	10 AM 00	80	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	In-Class Exam	02/07/2024	10 AM 00	80	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Final	02/12/2024	9 AM 00	50	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	In-Class Exam	02/19/2024	9 AM 00	50	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	In-Class Exam	02/26/2024	9 AM 00	50	<input checked="" type="checkbox"/>

COPY COURSE INSTRUCTION >



8. If exam dates change, you can modify them at any point throughout the semester.