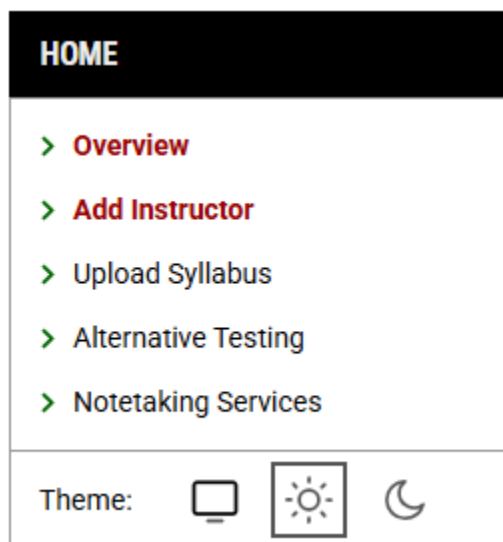


Professor Guide: How to use AIM to upload Exam Information at Regis University

Step 1

- Log into the [AIM Professor Portal](#)

How to upload your exam information



1. Click on Alternative Testing in AIM



2. In the upper left right corner, select **Information For Scheduling and Proctoring Exams.**

[Previous Term](#)
Term: Spring 2026
[Next Term](#)

Navigate To: View All Courses

GO >

REFINES SEARCH >

Records Found: 1 (Showing: 1 - 1)
 Show Per Page: 100
Page: 1

View	Copy	CRN	Subject	Course	Section	Course Title	Students	Exam Dates	Meeting Times	Notes	Bulk Entry
View	Copy	X00001	AIM	210	R30	Fake Class	1	2	TR: 01:30 PM - 03:00 PM	List Exam Dates	

3. Scroll down, you will see all the courses you are the professor for, **select view to go to the next step.**

FORM SUBMISSION

UPDATE AND VIEW EXAM DATES >

BACK TO LIST >

4. Select Update and View Exam Dates

Note: Required fields are marked with an asterisk (*).

EXAM DETAIL

Type *:

Select One

Approval Method *:

Hint: Use this field to identify the approval method where exam requests will be automatically approved. Instructors will receive an email to review exam requests not automatically approved.

Select One

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).

mm/dd/yyyy

Time:

Select

Select

Standard Length Of Exam (in Minutes) *:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Skip Automated Exam Reminder:

No

EXAM DATE INSTRUCTIONS

Question 1: What is the name of the exam/quiz? *

Question 2: What other scheduling considerations should students and SDS be aware of?

Examples:

- The exam will be given at the beginning of class and lecture will resume at 6:40 PM.
- We will lecture until 3:00 PM, and the class will begin testing at 3:00.
- Students have another class/activity immediately before/after this class.

If none or unknown, type N/A. *

Question 3: Exam format: *

☐ Paper
 ☐ WorldClass
 ☐ ExamSoft/Examplify
 ☐ Kaplan
 ☐ HESI
 ☐ Lab
 ☐ Skills Assessment

UPLOAD EXAM FILE

Note: Exam files can be added on a continual basis.

Title Or Exam File Note:

Select File:

Choose File

No file chosen

5. You will then see “**Exam Details**”, you can now add the information for any exam for the course you selected.

EXAM DETAIL	EXAM DATE INSTRUCTIONS	UPLOAD EXAM FILE
Type *: Exam Approval Method *: Approve If Scheduled on the Specified Date Date *: 01/09/2026 Time: 12 PM 00 Standard Length Of Exam (In Minutes) *: 75 Skip Automated Exam Reminder: No Additional Note For Staff:	Question 1: What is the name of the exam/quiz? * Exam 1 Question 2: What other scheduling considerations should students and SDS be aware of? Examples: • The exam will be given at the beginning of class and lecture will resume at 6:40 PM. • We will lecture until 3:00 PM, and the class will begin testing at 3:00. • Students have another class/activity immediately before/after this class. If none or unknown, type N/A. * N/A Question 3: Exam format: * ☒ Paper ☐ WorldClass ☐ ExamSoft/Exemplify ☐ Kaplan ☐ HESI ☐ Lab ☐ Skills Assessment ☐ Other - please specify below.	Note: Exam files can be added on a continual basis. Title Or Exam File Note: Select File: ? Choose File Student Guide_ Using ...egis University (2).pdf

6. Once filled out, it will look like this!

UPLOAD EXAM FILE
Note: Exam files can be added on a continual basis. Title Or Exam File Note: Exam 1 Select File: ? Choose File Student Guide_ Using ...egis University (2).pdf

7. When you upload your exam file, **please make sure to put information in the title** or else it will make you reupload the file again.

FORM SUBMISSION

SAVE EXAM DATE >

8. Once done, click **Save Exam Date**.

LIST EXAM DATES

Modify	Duplicate	Delete	Type	Date	Time	Length	Exams Uploaded	Exam Instruction	No Reminder	Approval Method
Modify	Duplicate	Delete	Exam	Friday, January 09, 2026	12:00 PM	75	1	Yes		Approve If Scheduled on the Specified Date

9. This is what you will see on the List Exam Dates in AIM, if you need to modify the exam at all after you have submitted, you will click modify!

Hello faculty:

A student has submitted a request to schedule testing for your AIM 210.R30 - FAKE CLASS (CRN: X00001) in Student Disability Services (SDS) with their accommodations. Additional information regarding the date and time will be available after SDS staff have reviewed and approved the request.

Please contact us if you have questions.

Thank you,

Status: **Approved**

Student: **Steve Rogers** (School ID: **X000001**)

Course: **AIM 210.R30 - FAKE CLASS (CRN: X00001)**

Exam Type: **Exam**

Date: **Friday, January 23, 2026**

Start Time: **12:00 PM**

Standard Length of Exam: **75 Minutes**

End Time: **01:53 PM (113)**

Location: **To Be Determined**

Approved Accommodations:

- Extra Time 1.50x

10. Once you have successfully submitted the exam, you will receive an email that looks like this with the information you uploaded!

We at SDS ask that you submit all information for quizzes, exams, and finals **48 hours prior to the exams scheduled time!** If you have any questions, please contact disability@regis.edu!