<h1 style="text-align:center">How to Export Students with Extended Testing Time from AIM</h1>

**\*Important\*** The CSV file will list all the courses and students you are teaching in one excel sheet, and in addition to that does not include students last name, only their first name, student ID, and Knights email. The class name is not listed in this export, but you can edit the excel sheet to include the course information and the student last name for your own records. It may be necessary to download the list multiple times a semester as students are able to connect with us all semester. All students have been informed to communicate with their professors 2 business days before their quiz/exams to ask/verify the quiz/exam time is extended.

Step 1:

Go to the SAS Website: https://sas.sdes.ucf.edu/ and select the **Knights Access Instructor Portal** logo from the right side of the homepage as shown below (Figure 1).



*Figure 1: Knights Access Logo*

Step 2:

Sign on to Knights Access Instructor Portal using your **NID** and **NID password** (Figure 2).

*Figure 2: Knights Access Login page screenshot.*

Step 3:

Read the reminders provided and click **'Continue to View Student Accommodations'**.

Step 4:

Select **Search Students Eligibilities** from the top right from the Overview page.
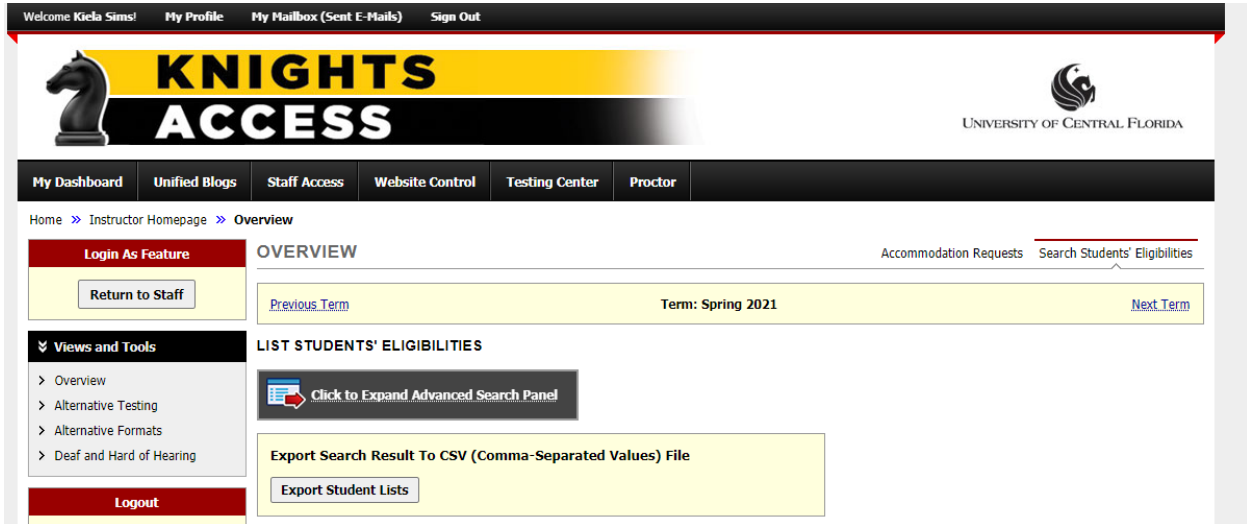


*Figure 4: Overview page with Search Student Eligibilities selected.*

Step 5:

Select the **'Click to Expand Advanced Search Panel'** and select the accommodation eligibilities will be listed below.
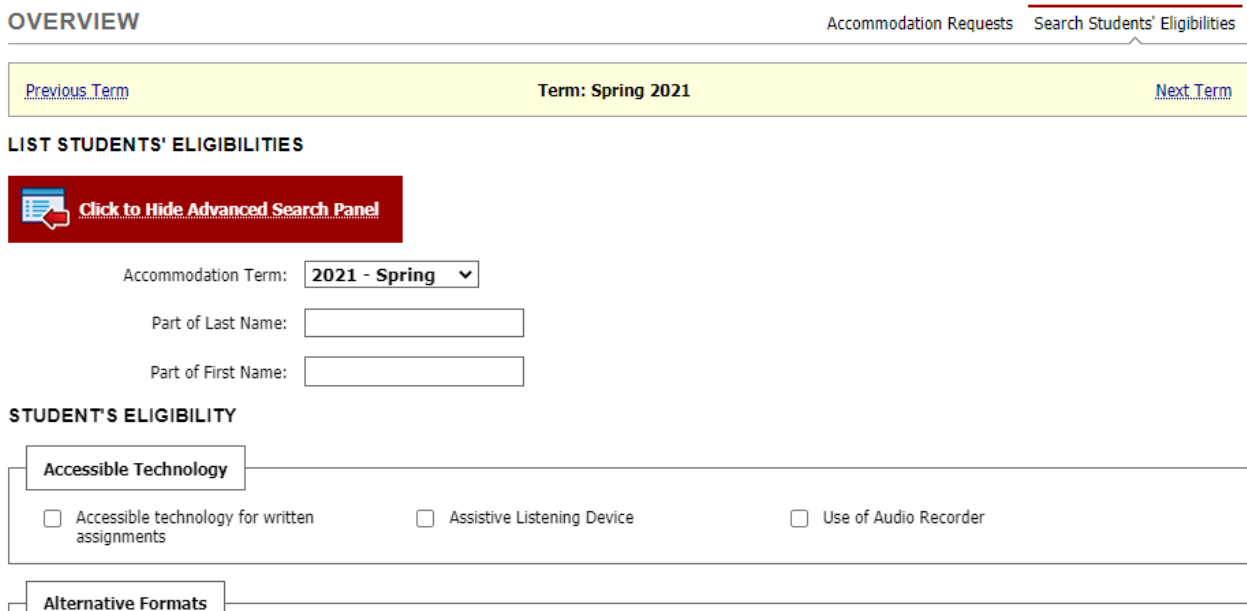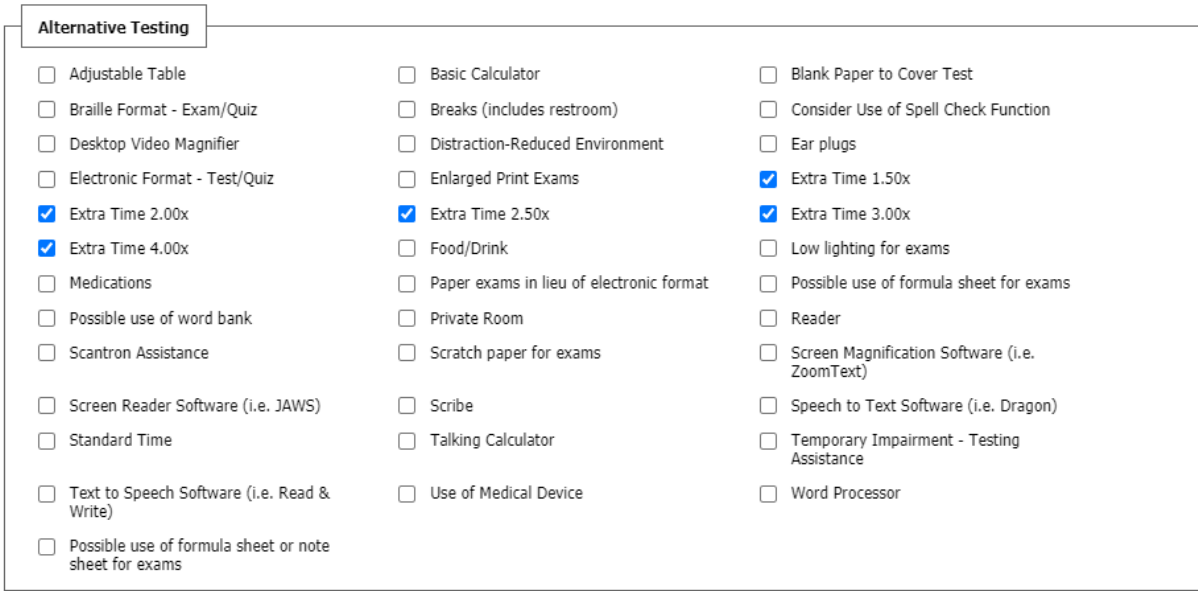


*Figure 5: Expanded Advance Search Panel for student eligibilities screenshot.*

Step 6:

Select all of the Extra Time eligibilities from the **Alternative Testing** Eligibility section as shown below (Figure 6).



*Figure 6: Alternative Testing Eligibilites with Extra Time eligibilites selected screenshot.*

Step 7:

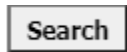Scroll down to the bottom of the page and select to 'search' (Figure 7).



*Figure 7: Search box screenshot.*

Step 8:

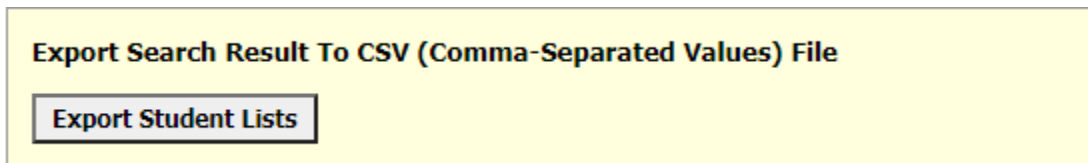Export the Search Results to a CSV file by selecting the 'Export Student Lists'.



*Figure 8: Export Student Lists screenshot.*

**Questions? Contact Us!**
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