

How to Export Students with Extended Testing Time from AIM

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).

UCF Federated Identity

Login to Accessible Information Management, LLC

Account

Username: NID or DTC-Atlas ID


Password

.....

Sign On

By signing on, you agree to the terms of the UCF Policies & Procedures.

Accessible Information Management, LLC



ACCESSIBLE INFORMATION MANAGEMENT
for higher education and beyond

You have asked to login to Accessible Information Management, LLC

- Look up your UCF NID username.
- Reset your account password.
- Trouble Signing On?



Figure 2: Knights Access Login page screenshot.

Step 3:

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

Welcome Kiela Sims! My Profile My Mailbox (Sent E-Mails) Sign Out

KNIGHTS ACCESS

UNIVERSITY OF CENTRAL FLORIDA

My Dashboard Unified Blogs Staff Access Website Control Testing Center Proctor

Home >> Instructor Homepage >> Instructor Authentication Page

INSTRUCTOR AUTHENTICATION PAGE

Username: 1995238

REMINDERS

Please read the following prior to continuing:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Continue to View Student Accommodations

Figure 3: Instructor Authentication Page screenshot with 'Continue to View Student Accommodations' circled in red ink.

Step 4:

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

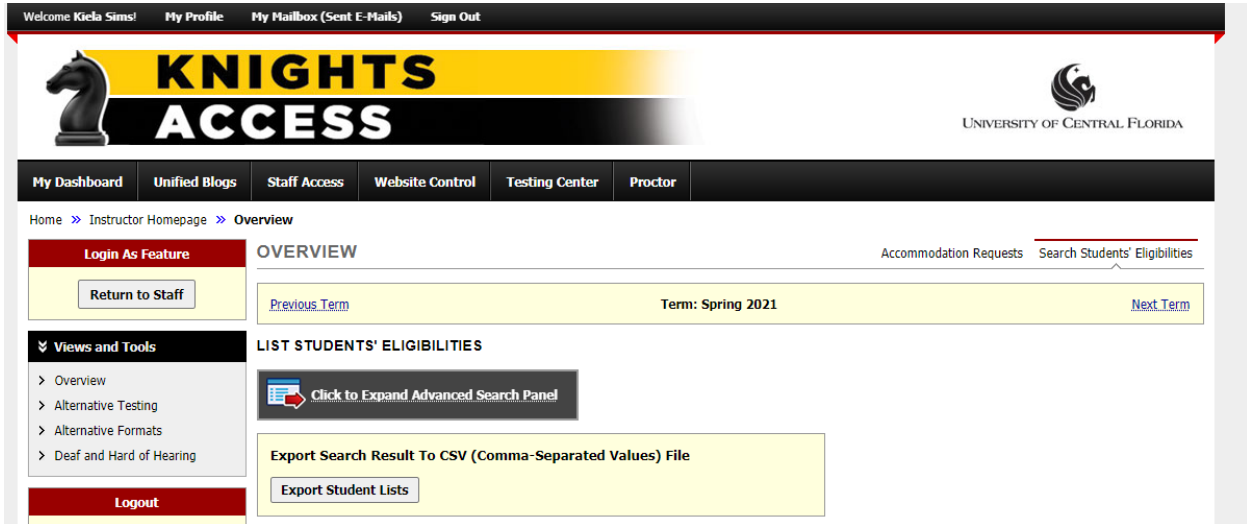


Figure 4: Overview page with Search Student Eligibilities selected.

Step 5:

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

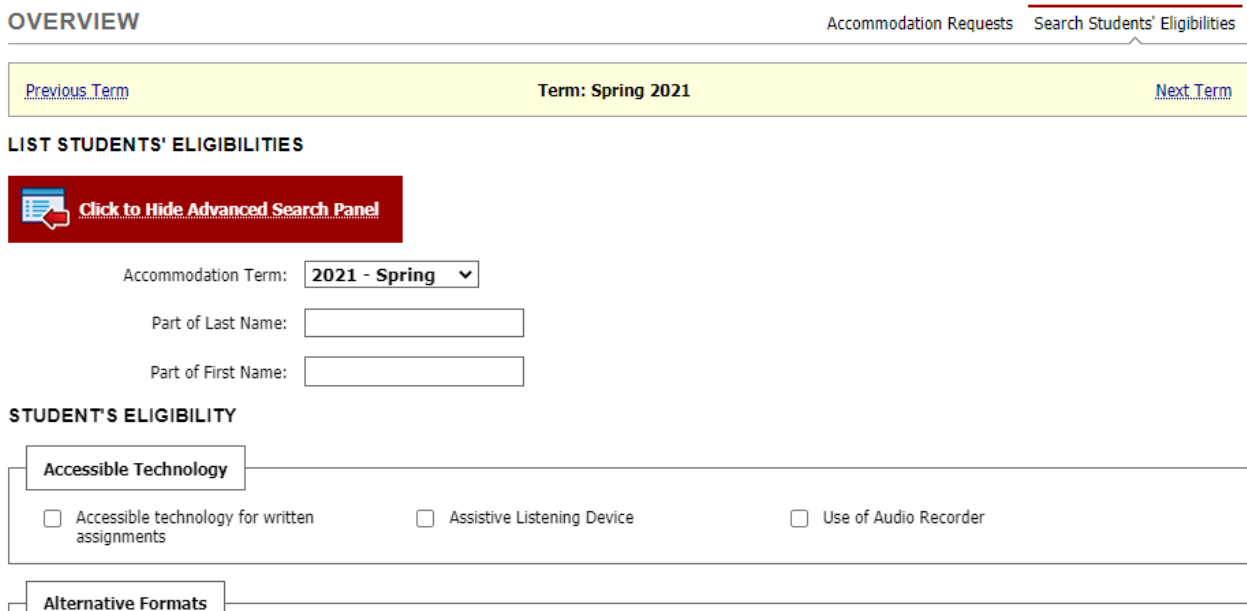
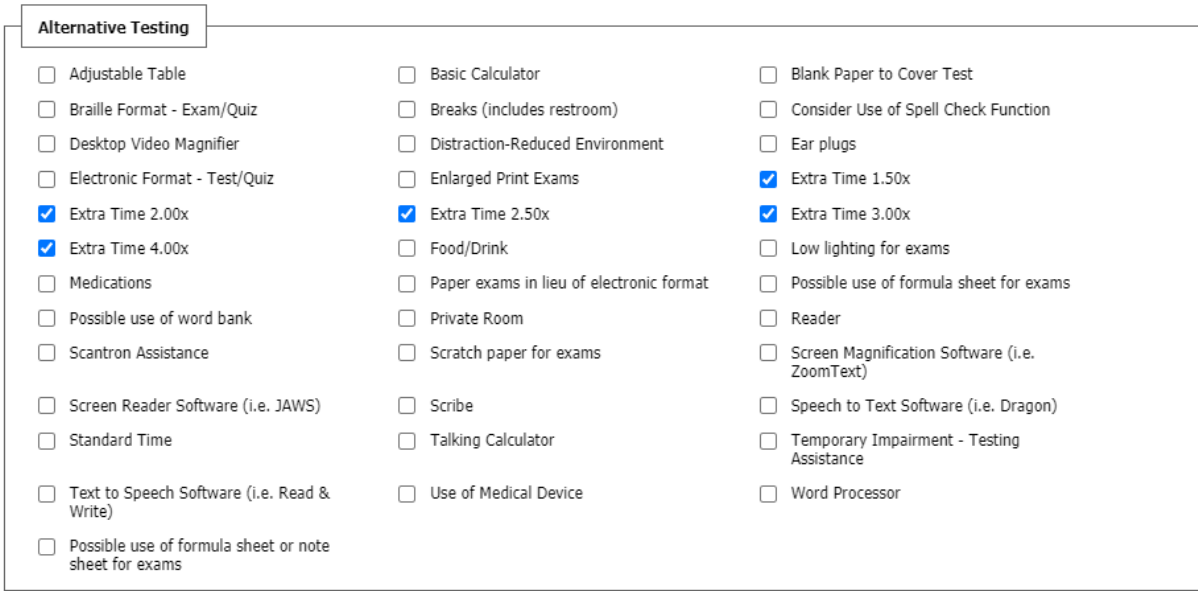


Figure 5: Expanded Advance Search Panel for student eligibilities screenshot.

Step 6:

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



The screenshot shows a form titled "Alternative Testing" with a grid of 30 checkboxes. The following checkboxes are selected with blue checkmarks:

- Extra Time 2.00x
- Extra Time 4.00x
- Extra Time 2.50x
- Extra Time 1.50x
- Extra Time 3.00x

All other checkboxes are unselected.

Figure 6: Alternative Testing Eligibilities with Extra Time eligibilities selected screenshot.

Step 7:

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

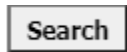


Figure 7: Search box screenshot.

Step 8:

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

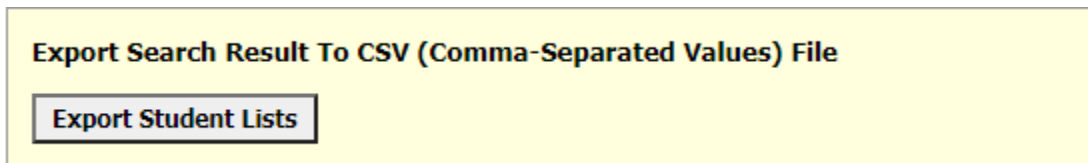


Figure 8: Export Student Lists screenshot.

Questions? Contact Us!
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