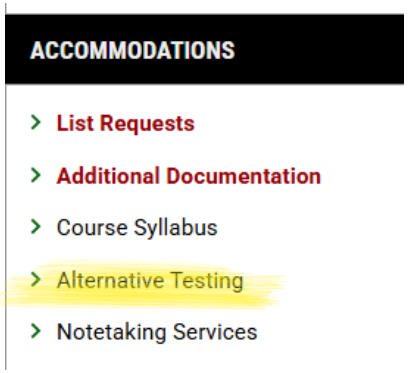
Scheduling Finals

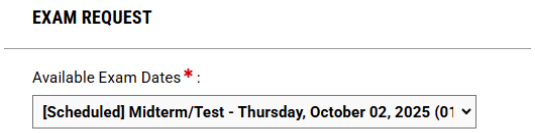
1. Log into UWinSite Student and click the Manage Classes tile. To the left, you will see “Student Exam Schedule by Term.”



2. With your schedule, log into AIM

3. On the left hand side you will see “Accommodations” then under it shows Alternative Testing - click

4. Choose a class that you want to schedule a final for



5. Under the “Exam Request,” you will see “Available Exam Date.s” A final will not be available. Click one of the previous bookings.

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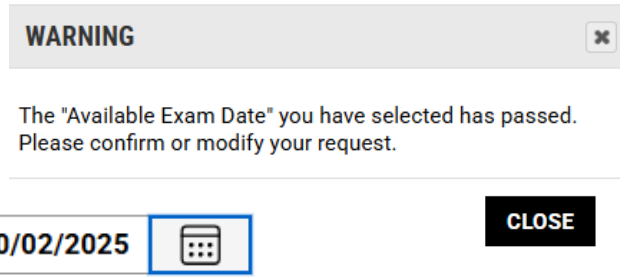
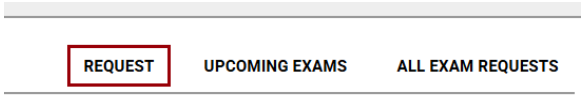
6. You will get an “WARNING” message. Click “close”



7. Use the calendar to schedule the date of the final, then move to the time and schedule the time of the final as well.

8. Scroll to the bottom and hit “Add Exam Request”

9. To see what has been schedule click “ ALL EXAM REQUEST” at the top of the page



10. This will show you all the exams you have scheduled and what the “Status” is and the “Location”

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