

Instructor Portal – Frequently Asked Questions

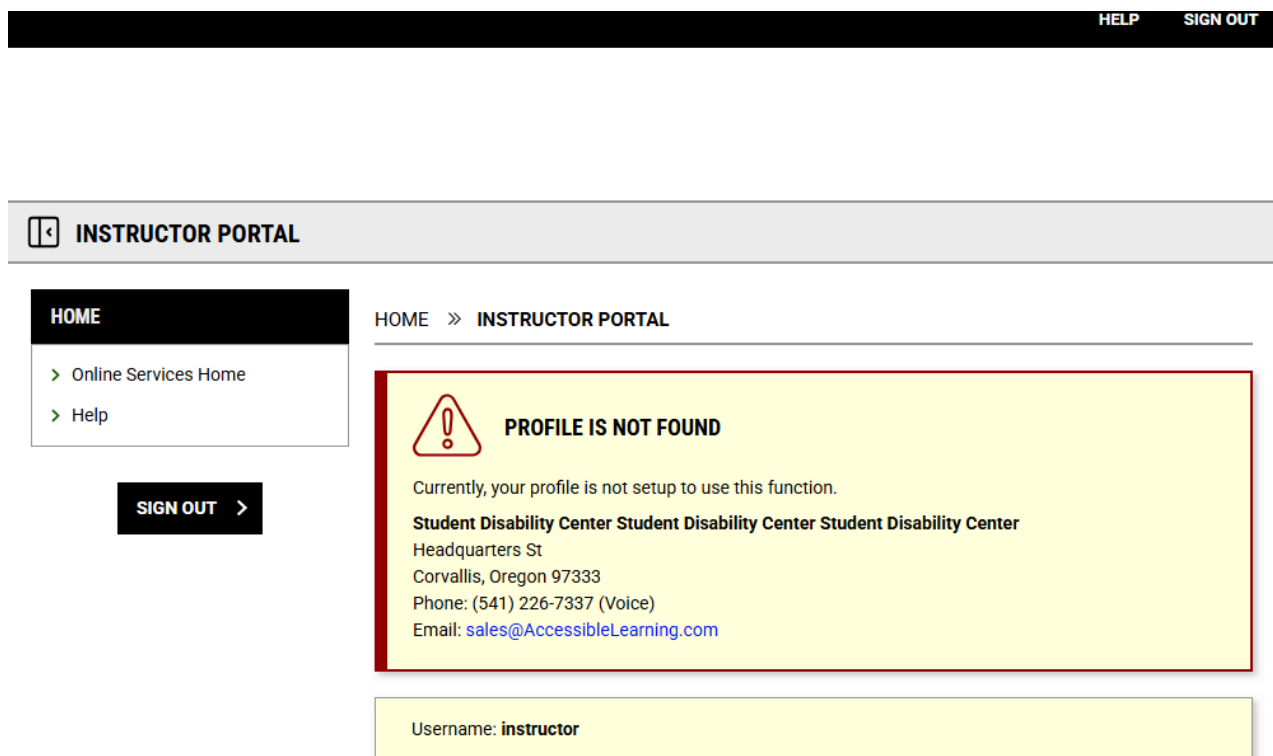
Common questions about the instructor portal.

Instructor Login Issues

Instructor Portal Link:

<https://ServerName.accessiblelearning.com/SchoolID/Instructor>

If an instructor sends you a screenshot where there's a **specified username** but there are only option to access a new student application, or sign up as a notetaker, they most likely tried to login in AIM using the wrong link.



Is there an easy way to direct instructors to a specific module in the instructor portal?

Yes! You can use the following URL to navigate directly to different modules in the instructor portal.

[https://ServerName.accessiblelearning.com/SchoolID/instructor/Default.aspx?R=\[TAG\]](https://ServerName.accessiblelearning.com/SchoolID/instructor/Default.aspx?R=[TAG])

Possible tags:

- Alternative Testing: ATS
 - ATS-Completed: to view completed exams
 - ATS-Instruction: to view courses without instruction specified
- Alternative Formats: ALF
- Notetaking Services NTK
- Communication Access: DHO
- Video Captioning: VID
- Flex Plan: FLX
- Term Code: to view accommodation requests for specific term

Example:

<https://ServerName.accessiblelearning.com/SchoolID/instructor/Default.aspx?R=ATS>

How do I Add an Instructor

1. Navigate to the course. Tip: Use "C:" in the search bar to search a subject or course number
2. Click Add Instructor.
3. Enter the **Instructor Name**, **Instructor Email Address**, and **Instructor Username**.
4. Set **Protect Content From Class Upload** to "Yes" to prevent the new information from being removed by your school during the next nightly data feed.

FORM SUBMISSION

Important Note: **Protect Content from Class Upload** and **Protect Accommodation Requests** fields are set to Yes by default for a course that is being added manually. If you are modifying schedules, location, or instructors, we recommend to set **Yes** for **Protect Accommodation Requests**. If this is a sample course (i.e. for recording video tutorials), we recommend to set **Yes** for **Protect Accommodation Requests**.

Protect Content From Class Upload:

No ▾

ADD INSTRUCTOR >

DELETE INSTRUCTOR >

BACK TO OVERVIEW >

5. Click Add Instructor. If they do not have an Instructor Profile, it will be created by AIM the next night.

How do I Remove an Instructor?

1. Navigate to the course.
2. In the *List Instructors* section, click **Modify Instructor**.

LIST INSTRUCTORS

- **Test Instructor 1** - Email:
dan.instructor1@dsaim.com
(Username: **testinstructor1**)

MODIFY INSTRUCTOR >

LOGIN AS INSTRUCTOR >

3. On the *Instructor Information* page, click **Delete Instructor** at the bottom to remove this instructor from this class. Note: You will need to do this for each class if there is more than one.

FORM SUBMISSION

UPDATE INSTRUCTOR >

HISTORY >

DELETE INSTRUCTOR >

BACK TO OVERVIEW >

How do instructors propose other instructors?

PERSONAL INFORMATION

Class * :

Type * :

Instructor Name * :

Email Address * : ?

1. Select the *Class* from the dropdown list. Note: Instructors can only request for courses they are assigned to.
2. In *Type* they can select adding an instructor or replacing all.

Type * :

Select One

Add Additional Instructor to the Course

Replace All Instructors with the New Instructor

3. They will add the *Name* and *Email Address* for the new instructor and click the **Add Instructor** button.

ADD INSTRUCTOR >

LIST REQUESTS FOR ADDING INSTRUCTORS											
Term	CRN	Subject	Course	Section	Course Title	Campus	Type	Instructor Contact Information	Status	Requested By	Entered On
2010 - Fall	18408	ACCT	33063	600	COST CNTRL/ANALYSIS FOR MGMT	KC	Add	Saturday Test test@dsaim.com	Confirmed 01/08/2025	Test Instructor 1	09/14/2024
2010 - Fall	20931	ACCT	43010	003	PRNCPLS OF AUDIT AND CNTRL	KC	Add	Saturday Test2 dan.test5@dsaim.com	Confirmed 01/08/2025	Test Instructor 1	09/14/2024

- The instructor will have a table below of the request history and status.
- DS Staff will need to approve the request for it to take effect, visit [Accommodations – Navigating the Module](#) for details.

Notes on Adding Instructors

Can I add Support Staff to classes? If staff need to be added consistently (course coordinator for all Biology courses every term), [Contact Customer Support](#) for assistance.

Will courses be protected from the data sync? Protect From Synchronization will be set to Yes by the system when self-verification is performed.

Who Can Self-Verify? Single Sign On Schools can allow instructors to self-verify, non-SSO schools will need to verify additions and add Usernames manually.

Will FNL letters be automatically rescheduled? In Accommodations - Controls - Main Controls the setting "Allow System to Schedule the Faculty Notification Letter when a New Instructor is Added During Automation" will resend letters. If an instructor is added manually by staff (Add Instructor) a FNL will NOT be automatically generated, but staff can send one manually to the new instructor.

When can Instructors view their newly added class? The system will add the new class to the Instructor Portal during the nightly sync.

Who can add an instructor? Settings must be enabled by staff in Accommodations - Controls - Main Controls to allow the instructor and/or the student to propose new instructors. If enabled, any listed student or instructor can do this.

What messages will the system use?

- **When the pending changes has been changed/updated/the link is no longer active:** "The link you are trying to access no longer exists or has expired or is no longer valid. This may be caused by another user who is working on the same profile. Please refresh the browser and try again."
- **When the pending changes is cancelled or completed previously:** "The link you are trying to access no longer exists or has expired or is no longer valid. This may be caused by another user who is working on the same profile. Please refresh the browser and try again."
- **If instructor previously added already or the data feed now has the information:** "Our system found instructor with similar email address or username in the course."
- **Once it is successful:** "The system has successfully processed your request. Your instructor portal access should be available after 8 AM tomorrow morning."