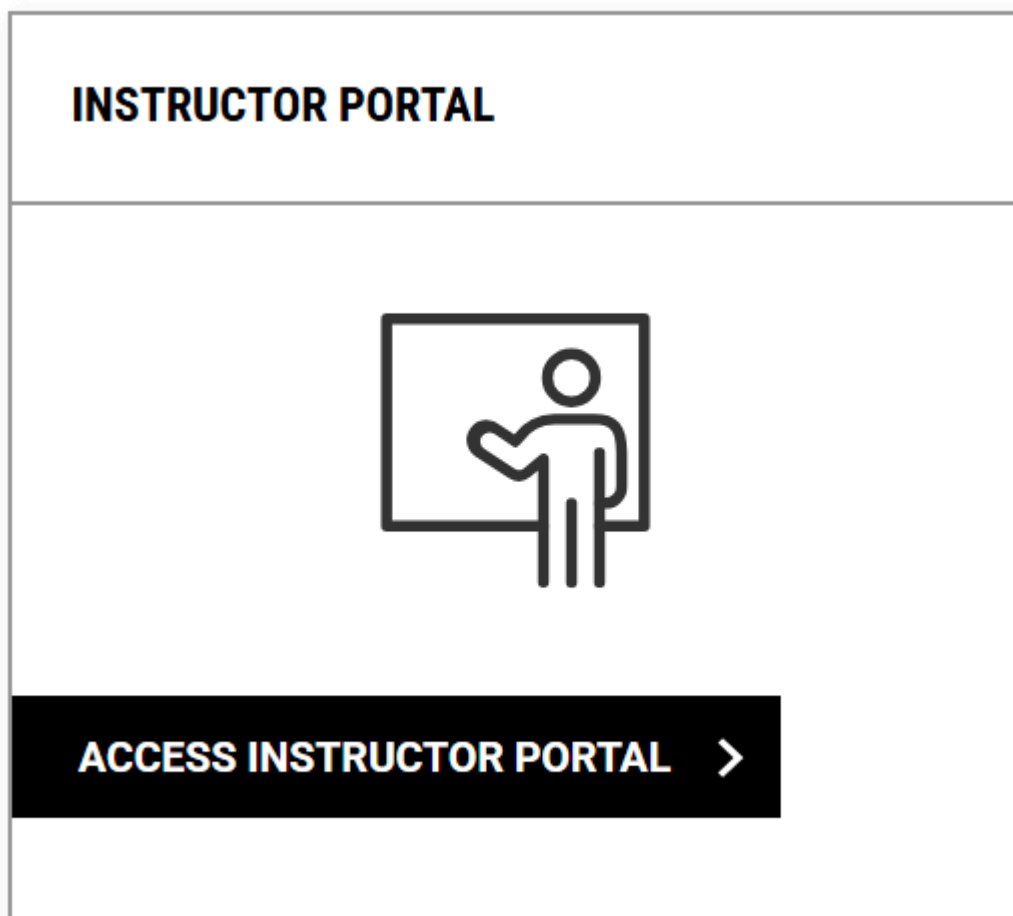


Instructor Portal – Instructor View

What Instructors can access in AIM.

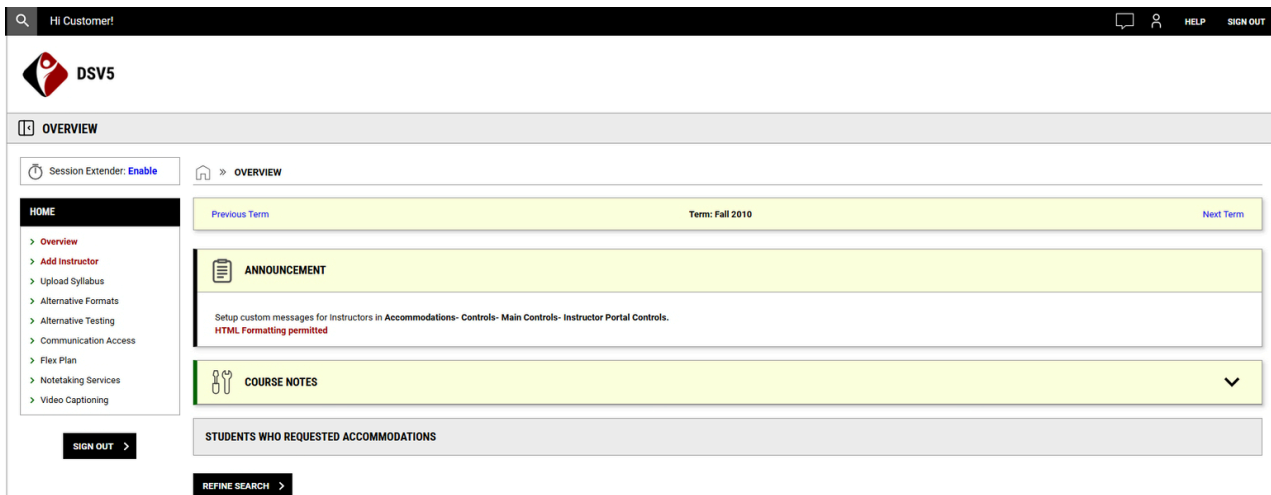
Logging In

1. Click the link to the **Instructor Portal** through the disability services website or a direct link in the faculty notification letter.
2. Read and acknowledge the **FERPA agreement**
3. Access the **Instructor Overview Page**, where instructors can:
 - See all students with accommodations
 - View the main accommodations requested
 - Check whether they have read the **faculty notification letter** (Only updates if read through Instructor Access, not via email)



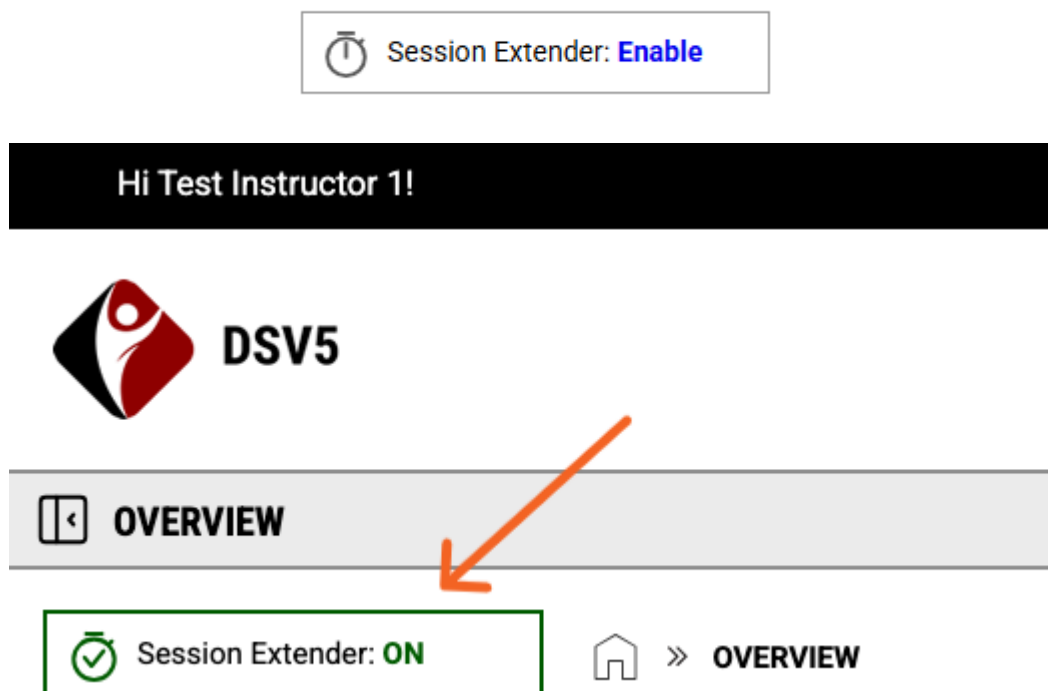
Overview

Defaults to current term and list of requested accommodations. The Home Menu on the left will always be displayed.



Session Extender

The instructor portal has a Session Extender available that will add 30 minutes to the session. A warning will be displayed when 2 minutes are remaining.



Announcement

General announcements for instructors created by the DS staff will display when available.

 **ANNOUNCEMENT**

Setup custom messages for Instructors in **Accommodations- Controls- Main Controls- Instructor Portal Controls**.
HTML Formatting permitted

Course Notes

If a course has specific notes that apply only to it, they will display here. Not all courses will have these.

 **COURSE NOTES** 

ACCT 33010.001 - COST ACCOUNTING (CRN: 10327)
To enter a Course Note: navigate to the Course Detail and click Edit Course Information.
Write a message that applies to that course only

ACCT 23020.002 - INTRO TO FIN ACCOUNTING (CRN: 13107)
To enter a Course Note: navigate to the Course Detail and click Edit Course Information.

Hi Instructor!

ACCT 23020.600 - INTRO TO FIN ACCOUNTING (CRN: 18393)
To enter a Course Note: navigate to the Course Detail and click Edit Course Information.

Testing the instructor note field

Students Who Requested Accommodations

Instructors see the overview of all their students, the main accommodations they requested, and if the instructor has read their faculty notification letter (only counts if faculty read the letter through instructor access. Does not work if faculty reads the letter via email). Instructor can click view next to a specific student's name to see the letter.

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

EXPORT DATA: STUDENTS

TABLE LEGEND

Currently Sorted by Student's Full Name Descending

Records Found: 75 (Showing: 1 - 75) Show Per Page: 100 Page: 1

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Alternative Formats	Testing Accommodations	Communication Access	Flex Plans	Notet Serv
View	PDF	13936	ACCT	23020	003	Test Username	Cancelled	04/30/2023	09/22/2023					
View	PDF	13107	ACCT	23020	002	Cat Test	Emailed	02/10/2024	01/08/2025		Yes			
View	PDF	10327	ACCT	33010	001	Cat Test	Read	02/10/2024	02/20/2024		Yes			

Optional: Acknowledge All Accommodations

Instructors can use the Handy Tool to acknowledge all accommodations requested.

HANDY TOOLS: ACKNOWLEDGE ALL ACCOMMODATIONS

Important Note: This feature allows you to acknowledge all accommodation requests in the table above. The system will send one email confirmation for each accommodation request.

Setup acknowledgement for Instructors in **Accommodations- Controls- Main Controls- Instructor Portal Controls**.

ACKNOWLEDGE ALL ACCOMMODATION REQUESTS >

Optional: Students Who Have Not Requested

Primarily used by institutions promoting **Universal Design**, a section at the bottom of the overview page will list students registered with disability services *who have **not** requested accommodations*.

Eligibility Search

1. In the Students Who Requested Accommodations, select **Refine Search**.
2. The Search Options will display. Search by Subject, Course Number, Section, Student Last or Preferred Name.
 - This will **only search information available to the instructor**, not the entire database

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >



EXPORT DATA: STUDENTS

STUDENTS WHO REQUESTED ACCOMMODATIONS

Course Subject:

Contains



Course Number:

Contains



Course Section:

Contains



Last Name:

Contains



Preferred Name:

Contains



SEARCH



START OVER



Export Data: Students

1. Expand the Export Data: Students menu and select the type of data: All requests or current requests.
2. Click Export Accommodation Results.
 - The system will use the results in the table below for the **Export Data** output. Please use the **Refine Search** section if you need to customize the search result.

Add Instructor



IMPORTANT MESSAGE

Setup Proposing Additional Instructors in **Accommodations- Controls- Main Controls- Instructor Portal Controls**.
Provide the instructor with information on this feature, i.e. FERPA.

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

PERSONAL INFORMATION

Class * :

Select One



Type * :

Select One



Instructor Name * :

Email Address * : ?

FORM SUBMISSION

ADD INSTRUCTOR >

For sections assigned to the instructor, they can **Add Additional Instructor to the Course** or **Replace All Instructors with the New Instructor**. The system will email the proposed instructor for confirmation.

Upload Syllabus

Instructors can upload their syllabi by:

1. Select the **Upload Syllabus** Link from the Home menu.
2. Select the Class from the dropdown menu.
3. Give the file a Title.
4. Select the file for upload.
5. Click **Upload File**.

Instructors can view syllabi they have previously uploaded and will be able to delete files they provided.

UPLOAD SYLLABUS

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

FILE INFORMATION

Class* :

Select One



File Title* :

Select File* : ?

Choose File

No file chosen

FORM SUBMISSION

UPLOAD FILE >

LIST SYLLABI

Records Found: 9 (Showing: 1 - 9)

Download	Delete	CRN	Subject	Course	Section	Campus	Lecture	File Title
Download	Delete	13107	ACCT	23020	002	KC	Yes (LEC)	Syllabus
Download		13107	ACCT	23020	002	KC	Yes (LEC)	SyllabusTest
Download		18140	CHEM	10031	600	AC	Yes (LEC)	Syllabus
Download	Delete	18393	ACCT	23020	600	KC	Yes (LEC)	Syllabus