

Instructor Portal – Modules

Information available to Instructors by module.

Alternate Formats



» ALTERNATIVE FORMATS » LIST STUDENTS

LIST STUDENTS

LIST BOOKS



IMPORTANT MESSAGE

Message For The Instructor Dashboard: Set this message in Alternative Formats- Controls- Main Controls.

[Previous Term](#)

Term: Fall 2010

[Next Term](#)

Records Found: 29 (Showing: 1 - 29)

Show Per Page: 100

Page: 1

CRN	Subject	Course	Section	Full Name	Campus	Lecture	Request Date	Number of Books
13107	ACCT	23020	002	Spongebob Squarepants	KC	Yes (LEC)	02/15/2023	1
13107	ACCT	23020	002	Patrick Star	KC	Yes (LEC)	02/17/2023	2

Instructors can see which textbooks are being converted for accessibility. They view lists By Student or By Books and can navigate between terms.

List Students: Lists students with the request in a table by term.

List Books: Lists books and other materials individually.

Communication Access



IMPORTANT MESSAGE

Set this text in **Communication Access- Controls- Main Controls**.
Example: Information specific to having CART or ASL Interpreters

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Term: Fall 2010

[Next Term](#)

Records Found: **13** (Showing: 1 - 13)

Show Per Page: Page: 1

Assignment	CRN	Subject	Course	Section	Full Name	Campus	Lecture	Request Date	Request Type
View	13107	ACCT	23020	002	Verbit AI Student	KC	Yes (LEC)	01/07/2025	CART
View	13107	ACCT	23020	002	Sheldon Plankton	KC	Yes (LEC)	05/30/2024	CART and Interpreting

Instructors can see a list of requests for all of their courses by student with the service. Clicking **View** will display the assignment details.

View Assignment Detail

**THIRD PARTY: R 02:00 PM - 04:50 PM**

Provider:

Verbit AI Basic - Verbit Test API

Live Caption:

[View Live Caption](#)

Classroom Support:

[Send Email](#)**TUESDAY**

- Type: *Interpreting*
Assigned to: [Number 1 Interpreter and Text Editor](#)
02:00 PM - 04:50 PM (RCE 0E208)

THURSDAY

- Type: *Interpreting*
Assigned to: [Number 1 Interpreter and Text Editor](#)
02:00 PM - 04:50 PM (RCE 0E208)

Optional: View Transcripts

If instructors are allowed to download transcripts, they will have an additional link at the top of the Communication Access module for Transcripts.



» COMMUNICATION ACCESS » LIST STUDENTS

LIST STUDENTS

TRANSCRIPTS

Which will bring instructors to a table listing Transcript files for their courses. If their classes have any third party assignments, details will be listed at the top of the page.

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THIRD PARTY ASSIGNMENT LINKS

- CHEM 10031.600 - CHEMISTRY IN OUR WORLD (CRN: 18140)

Meeting Days: **TR at 02:00 PM - 04:50 PM**

Provider: **3Play Media**

[View Live Caption](#)
[View Transcripts](#)

Contact: [Classroom Support](#)

Meeting information text entered in assignment detail when creating the assignment

Flex Plans

» FLEX PLANS

OVERVIEW

IMPLEMENTATIONS

IMPORTANT MESSAGE

Message for the Instructor Dashboard

Customize text in [Flex Plan- Controls- Main Controls](#)

[Previous Term](#)

Term: Fall 2010

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UPCOMING IMPLEMENTATION REQUESTS

1

Upcoming Implementation

Total Implementation Requests: 2

LIST ALL >

OVERVIEW OF FLEX PLANS

0

Number of Plans Not Initiated

Total Requests: 10

SUBMITTED FLEX PLANS

0

Number of Plans Initiated

Total Completed Requests: 10

Records Found: 10 (Showing: 1 - 10)

Show Per Page: 100

Page: 1

☐	View	Status	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date	Initiated On	Initiated By	Completed Date	Instructor Reminder
☐	View	Completed	3	13107	ACCT	23020	002	KC	3	08/09/2023	01/28/2025	By Staff	01/28/2025	
☐	View	Completed	1	13936	ACCT	23020	003	KC		02/03/2024	01/22/2025	By Staff	01/22/2025	

Initiating Flex Plans

Method 1: Complete Individually

1. Navigate to **Flex Plan**.
2. Click **View** for the plan you want to work on.
3. Complete the **List of Questions** for your course.
 - **Note:** Some schools prepopulate default answers which can be adjusted based on the essential requirements of the course.
4. Upload a **Syllabus** for the course.
5. Click **Initiate and Request Review** which will alert the DS office.

Method 2: Complete in Bulk

1. Multiple courses can be completed in bulk by navigating to Flex Plan.
2. In **Step 1: Select Courses** select the checkboxes for the requested plans to be completed (ex. all sections of Bio 100.)
3. In **Step 2: Select Available Options** choose *Start A New Plan* from the dropdown list then click **Specify Flex Plans for Multiple Courses**.
4. Complete the Question List.
 - Prepopulated answers can be adjusted based on the essential functions of the course.
5. Click **Initiate and Request Review**.

Method 3: Copy Flex Plan

1. Copy a completed plan by navigating to Flex Plan.
2. In **Step 1: Select Courses**, choose which classes will be completed by this method.
3. In **Step 2: Select Available Options**, choose the plan that you want to copy to the new courses from the dropdown list.
4. You will have the option to make any adjustments needed in the **Question List**.
5. Click **Initiate and Request Review**.

Submitted Flex Plans

STUDENT REQUEST

Course Information:

ACCT 23020.002 - INTRO TO FIN ACCOUNTING (CRN: 13107)

Status:

Completed

Students:

- Kendall Brown:** Attendance Accommodation (Dan Flex) and Consideration for flexible deadlines
- Dan Darkow:** Attendance Accommodation (Dan Flex)
- Abe Lincoln:** Consideration for flexible deadlines

Form Available On:

Tuesday, January 28, 2025

Initiated By:

By Staff - Customer Support

Initiated On:

Tuesday, January 28, 2025 at 03:46 AM

Completed On:

Tuesday, January 28, 2025 at 03:46 AM

OPTIONS

COPY FLEX PLANS >

UNDER REVIEW

Flex Plans Is Currently Being Reviewed By The Staff

UPLOAD SYLLABI

Message For The Instructor Regarding Uploading Syllabi

File Title:

Select File:

Choose File No file chosen

LIST SYLLABI

Upload Additional Syllabus and Manage All Syllabi

Download	File Title	Size	Uploaded On
View	Syllabus	12 KB	08/24/2024 at 10:50
View	SyllabusTest	138 KB	06/23/2024 at 01:31
View	Syllabus intro fin accounting	684 KB	03/18/2023 at 12:27

LIST OF QUESTIONS

What is the course format? *

- Face to Face - Describe the course structure (e.g. size, group work, lecture)
- Distance Learning

Do you have an attendance policy in your course syllabus or other written document? *

Yes - List your policy verbatim as stated on your syllabus. (Additional Comment Required)

Additional Comment

Syllabus statement

How frequently does the course meet? *

2x/week

Is in-class participation or classroom interaction an essential component of the course or final grade? *

No

Does the course design allow for flexibility in attendance? *

Yes - Describe how you will provide the accommodation including how many absences can be reasonably allowed. (Additional Comment Required)

Additional Comment

Three additional absences above policy

If a disability related absence occurs on the day of a scheduled assessment or critical in-class assessment, how will that be

Submitted Flex Plan

Optional: Implementation Requests

Currently Viewing: All Implementation Requests											
VIEW UPCOMING >											
Records Found: 2 (Showing: 1 - 2)											
Show Per Page: 100 Page: 1											
View	Status	Date	CRN	Subject	Course	Section	Full Name	Campus	Initiated On	Title	Accommodations Implemented
View	Completed	01/29/2025	13936	ACCT	23020	003	Abe Lincoln	KC	01/28/2025	Disability Exacerbation	• Consideration for flexible deadlines
View	Completed	04/04/2025	18393	ACCT	23020	600	Abe Lincoln	KC	04/04/2025	Disability Exacerbation	• Consideration for flexible deadlines

Implementation Request Table

Notetaking Services



IMPORTANT MESSAGE

Message For Instructor Dashboard: Set this text in Notetaking Services- Controls- Main Controls

[Previous Term](#)

Term: Fall 2010

[Next Term](#)

Records Found: 19 (Showing: 1 - 19)

Show Per Page: 100 Page: 1

CRN	Subject	Course	Section	Full Name	Campus	Lecture	Request Date	Notetaker Names
13107	ACCT	23020	002	Sandy Cheeks	KC	Yes (LEC)	02/17/2023	
13107	ACCT	23020	002	Spongebob Squarepants	KC	Yes (LEC)	02/15/2023	

Notetaking Request Table

Instructors can view a list of students with Notetaking Services in their courses.

List Notes

Instructors can download and view notes uploaded to AIM for their classes.

Records Found: 7 (Showing: 1 - 7)

Show Per Page: 100 Page: 1

Download	CRN	Subject	Course	Section	Notetaker Full Name	File Name	Size	Uploaded On
Download	10441	ACCT	43031	001	Customer Support	Notes for Week 7 (Wednesday)	10 KB	02/19/2025 at 06:58 AM
Download	12718	ADED	32142	001	James Bond	Notes for Week 1 (Tuesday)	12 KB	02/28/2024 at 06:43 PM

List of Notes Table

Testing Accommodations



IMPORTANT MESSAGE

Message for Instructor Dashboard:

To set this message, navigate to Testing Accommodations- Controls- Main Controls.

COURSE INSTRUCTION

30

Courses without Course Instruction

Total Courses with Course Instruction: 32

COURSES MISSING EXAM DATES

5

Number of Courses without Exam Dates

UPCOMING EXAMS SCHEDULED

STEP 1: SELECT EXAMS (FOR BULK ACTIONS)

Records Found: 1 (Showing: 1 - 1)

Show Per Page: 100 Page: 1

☐	Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Campus	Late	Pro
☐	Approved	Detail	15058	CHEM	20095	006	Catherine Cordova	In-Class Exam	04/03/2025	11:00 AM - 12:40 PM (100)	Corvallis Campus		Cus
		View Files											
		Review Exam Date Instructions											

For schools with access to the Instructor Portal after instructors complete the course instruction form, the next step is submitting Exam Dates. Instructors should:

- Access the testing module within the instructor portal
- Select the link to the "Number of Courses without Exam Dates"
- For the class the instructor wishes to add exam dates, select "View/Modify Course Instruction"

ACCT 43034.002 - NONPROFIT ACCT AND AUDTNG (CRN: 13164)

Status: [View/Modify Course Instruction](#)

Course Meeting Times:

- W 06:15 PM - 08:55 PM, 08/06/2024 - 06/30/2025

Summary:

- Number of Students Requesting Testing Accommodations: **4**.
- Total Exams Scheduled: **3**.



PLEASE REMEMBER TO SPECIFY EXAM DATES.

- Select “List Exam Dates” from the top menu

» ALTERNATIVE TESTING AGREEMENT/COURSE INSTRUCTION - LIST EXAM DATES

ACCT 43010.002 - PRNCPLS OF AUDIT AND CNTRL (CRN: 13145)

ALTERNATIVE TESTING AGREEMENT/COURSE INSTRUCTION

LIST EXAM DATES

COPY ALTERNATIVE TESTING AGREEMENT/COURSE INSTRUCTION

LIST EXAM DATES

Modify	Delete	Type	Date	Time	Length	Exams Uploaded	Exam Instruction	No Reminder	Approval Method
Modify	Delete	In-Class Exam	Monday, December 09, 2024	N/A	60	1	Yes		Approve If Scheduled on the Specified Date
Modify	Delete	In-Class Exam	Friday, January 10, 2025	09:00 AM	90		Yes		Approve If Scheduled on the Specified Date

- List details for the exam.

EXAM DETAIL

Type *:

Select One

Approval Method *:

Select One

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

mm/dd/yyyy

Approval Grace Period:

Select Type

Number of Business Days

Time: ?

Select

Select

Standard Length Of Exam (In Minutes) *:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Skip Automated Exam Reminder:

No

Additional Note For Staff: ?

Approval Grace Period

- Allowance period before or after the scheduled exam date that the exam can be scheduled for, helpful for courses that allow students to choose a date within a window. This is not shared with the students. (Minimum of 1 day must be selected.)
- Upload Exam file
- Select "Save Exam Date"
- Dates will list with the grace period in parenthesis.

Bulk Exam Upload

1. Instructors can choose from a list of upcoming exams to apply one file to.
 - In our example, the in class exam is being administered on two different days by the DS office, Bruce on 2/4 and Chris on 2/5, the instructor selected both to have the same exam file.
2. Once you have selected the exams that need a file, scroll down and enter the file title and select the file from your computer to upload and then press the "Upload File" button.
3. Once uploaded, the list will identify which exams have a file associated.

Instructors can:

- Submit a **Testing Contract** or indicate they will proctor exams
- View a **list of scheduled exam requests**
- See request approval status from disability services
- Upload exams directly

Steps

1. Click **Alternative Testing**
2. To change the term, use the **Next Term** link (top right)
3. Indicate whether they will **proctor their own exams** or submit a **Testing Contract** for disability services
4. View exam requests and their statuses
5. Upload exams directly

Delete Exam Date

STEP 1: SELECT EXAM DATES (FOR BULK ACTIONS)												
Records Found: 20 (Showing: 1 - 20)										Show Per Page: 100		Page: 1
☐	Modify	Delete	CRN	Subject	Course	Section	Type	Exam Date	Length	Files	Scheduled	Approval Method
☐	Modify	Delete	14108	ANTH	18210	003	In-Class Exam	08/14/2025	55	1	2	Approve If Scheduled on the Specified Date
☐	Modify	Delete	14108	ANTH	18210	003	In-Class Exam	08/27/2025	60			Instructor Will Approve Manually Outside the Specified Date
☐	Modify	Delete	18289	BAD	64160	600	In-Class Exam	08/12/2025	55	1	1	Approve If Scheduled on the Specified Date

When logged into the Instructor Portal, navigate to Alternative Testing then Exam Dates to see a list of all exams dates for the instructor across all assigned courses.

To delete an exam date, click Delete for the selected one.

If deleting is possible, the system will display a warning, if an exam is scheduled with more than 7 days notice, it will be identified.

 **DELETE EXAM DATE**

Important Note: If your intent is to edit the exam date, please consider to **Modify** the exam date instead of deleting it. The following exam will be affected:

- Dan Darkow: Final on Friday, November 28, 2025

DELETE >

If an exam has passed or if it is scheduled within 7 days, it cannot be deleted and a message will be displayed to the instructor.

 **DELETE EXAM DATE**

Important Note: This option is not available because there is at least one exam scheduled prior to today or within the next 7 days or has been marked as completed:

- Chris Rover: Midterm (**Past Exam**) on Friday, September 12, 2025
- Millie Miller: Midterm (**Within 7 Days**) on Wednesday, October 08, 2025

Video Captioning



IMPORTANT MESSAGE

This text is from the "Introduction Message for Instructor" field in Video Captioning Controls.

Previous Term

Term: Fall 2010

Next Term

Records Found: 7 (Showing: 1 - 7)

Show Per Page: 100

Page: 1

View	Course Status	Videos Count	Your Requests	CRN	Subject	Course	Section	Course Title	Campus	Students	Request Date
View	Add Video Requests	4		13107	ACCT	23020	002	INTRO TO FIN ACCOUNTING	KC	2	05/30/2024
View	Add Video Requests			10888	ARCH	30321	001	STRUCTURAL TYPOLOGY	KC	1	05/30/2024
View	Add Video Requests			13372	BAD	64158	002	LEADERSHIP/MANAGERIAL ASSMT	KC	1	05/30/2024

Videos for Captioning Table

Instructors will have a few options for interacting with the Video Captioning module. If you decide to allow instructors to submit requests, they will be able to input video information into AIM and view their previous video requests for their specific class(es). A link to the Captioning Video Request Form will be included in the request letter.

They can also log into AIM to view the details and progress of their requests and access the link to the captioned videos. You can edit the "Important Message" that appears for instructors by navigating to the Video Captioning Controls – Main Controls – Main Settings.

List video requests



IMPORTANT MESSAGE

This text is from the "Introduction Message for Instructor" field in DHOH controls.

Previous Term

Term: 2010 - Fall

Next Term

Records Found: 1 (Showing: 1 - 1)

Show Per Page: 100

Page: 1

View	Course Status	Videos Count	Your Requests	CRN	Subject	Course	Section	Course Title	Campus	Students	Request Date
View	Upcoming Videos: 1 Add Video Requests	5	1	10385	ACCT	43010	001	PRNCPLS OF AUDIT AND CNTRL	KC	2	01/06/2024

Shows the amount of videos per each class that has a captioning request

- **View:** This link will take the instructor to view all videos processed for this course

- Course status: Status will show how many videos will be coming up on the schedule. The "Add video requests" link will take them to the page to input more video information
- Video count: How many Video Assignments total are being processed for this course
- Your requests: How many video requests have been submitted, but not yet transferred over as an Assignment
- CRN
- Subject
- Course
- Section
- Course title
- Campus
- Students: Amount of students with a captioning request in this class
- Request date

Upcoming videos

Previous Term		Term: 2010 - Fall					Next Term	
Records Found: 1 (Showing: 1 - 1)							Show Per Page: 100	Page: 1
Link	CRN	Subject	Course	Section	Video Title	Show Date	Type	Updated On
Show Video	10385	ACCT	43010	001	How Rest Can Make You Better at Your Job	Thursday, February 29, 2024	Clip	02/03/2024

This page will show the individual videos that will be coming up according to the show date

- Link: Show video button will take the instructor to the captioned video url that was input into the Video Assignment Details
- CRN
- Subject
- Course
- Section

- Video title
- Show date
- Type
- Updated on

All videos

Records Found: 5 (Showing: 1 - 5)						Show Per Page: 100		Page: 1
Link	CRN	Subject	Course	Section	Video Title	Show Date	Type	Updated On
Show Video	10385	ACCT	43010	001	I'm not your inspiration, thank you very much Stella Young	Wednesday, January 17, 2024	Other	02/10/2024
	10385	ACCT	43010	001	20th Century History Series: Arabs & Israel Since 1947--Episode 15	Monday, February 05, 2024	DVD	02/03/2024
	10385	ACCT	43010	001	A Family Gathering	Wednesday, February 07, 2024	DVD	02/03/2024
	10385	ACCT	43010	001	A World of Art: Lorna Simpson	Thursday, February 15, 2024	Clip	02/03/2024
Show Video	10385	ACCT	43010	001	How Rest Can Make You Better at Your Job	Thursday, February 29, 2024	Clip	02/03/2024

This page will show all of the videos being processed for their courses

- Link: Show video button will take the instructor to the captioned video url that was input into the Video Assignment Details
- CRN
- Subject
- Course
- Section
- Video title
- Show date
- Type
- Updated on

Add Videos from Request letter

When an instructor selects the link to the Video Captioning form in the email they received, they will be taken to a page where they can input video information for their class. This does not require them to log-in, so to view more information related to the progress of their requests – they will need to log-in to view their classes through the Instructor Log-in option.

ACCT 43010.001 - PRNCPLS OF AUDIT AND CNTRL (CRN: 10385)

LIST VIDEO REQUESTS

Cancel	Status	Video Title	Show Date	Length	Showing The Entire Video	Created On
	Transferred	I'm not your inspiration, thank you very much Stella Young	Wednesday, January 17, 2024	10	Yes	01/06/2024
Delete	Submitted	Link: https://www.youtube.com/watch?v=buRLcZeWGPQ	Wednesday, January 24, 2024	4		01/06/2024

VIDEO CAPTIONING REQUESTS

Video URL/Title *	Type *	Source	Show Date *	Length *	Showing The Entire Video
	Select One ▼		mm/dd/yyyy		Yes ▼
	Select One ▼		mm/dd/yyyy		Yes ▼

List Video Requests: This list will show the video title, the show date and whether or not their request has been transferred over to the assignments page.

Video Captioning Requests Form: Instructors are required to input the video title, type, show date and length. If the video is online, they can provide a source link. They also can indicate if they are showing the full video or not.