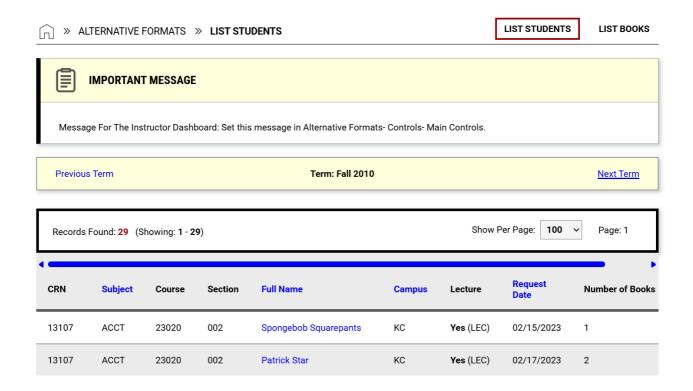
# Instructor Portal - Modules

Information available to Instructors by module.

## **Alternate Formats**

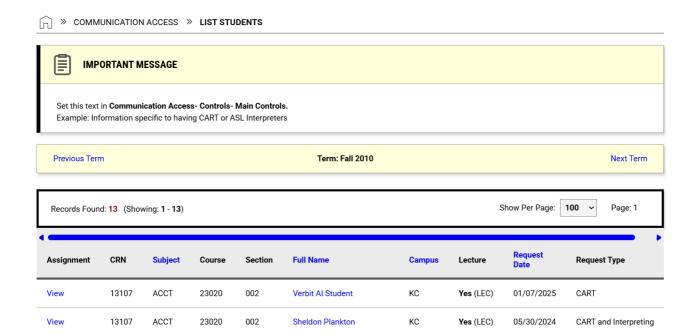


Instructors can see which textbooks are being converted for accessibility. They view lists By Student or By Books and can navigate between terms.

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

List Books: Lists books and other materials individually.

# **Communication Access**



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**

### **VIEW ASSIGNMENT DETAIL**



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

Provider:

Verbit Al 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**

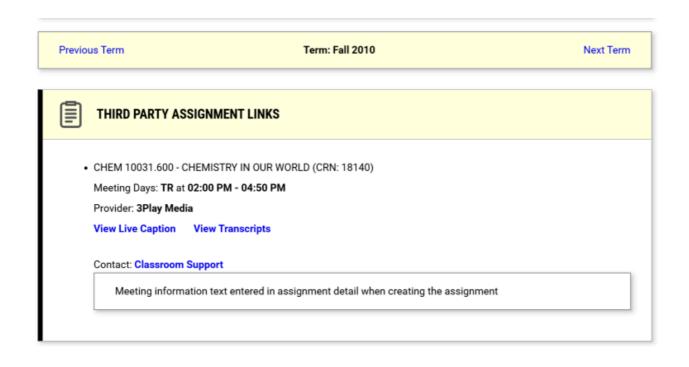
If instructors are allowed to download transcripts, they will have an additional link at the top of the Communication Access module for Transcripts.



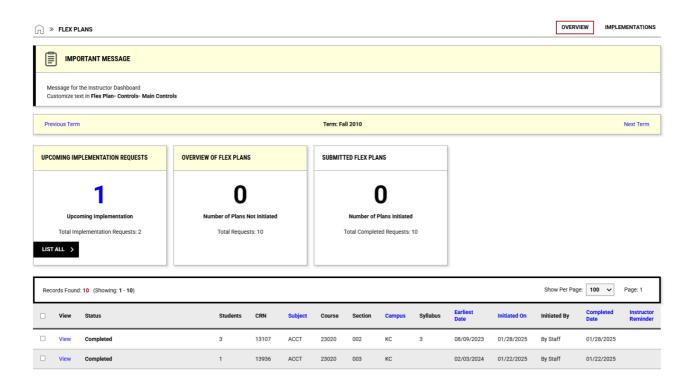
LIST STUDENTS

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.



# **Flex Plans**



# **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.

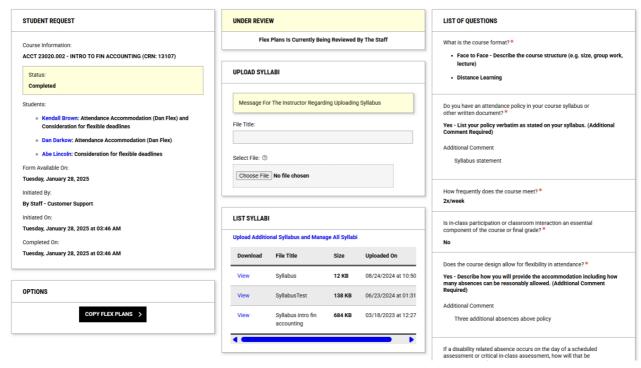
### **Method 2: Complete in Bulk**

- 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 Pla*n 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**

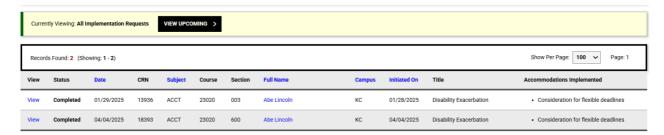
- 1. Copy a completed plan by navigating to Flex Plan.
- 2. In **Step 1: Select Courses**, choose which classes will be completed by this method.
- 3. In **Step 2: Select Available Options**, choose the plan that you want to copy to the new courses from the dropdown list.
- 4. You will have the option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

## **Submitted Flex Plans**



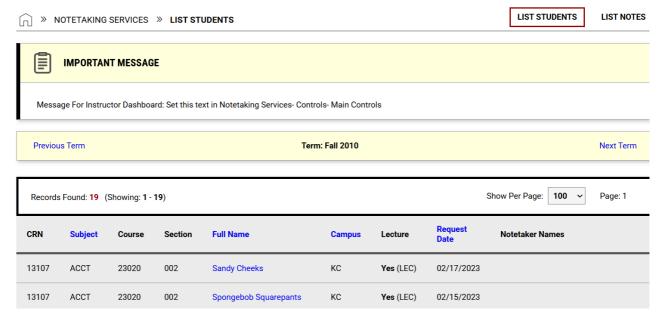
Submitted Flex Plan

# **Optional: Implementation Requests**



Implementation Request Table

### **Notetaking Services**

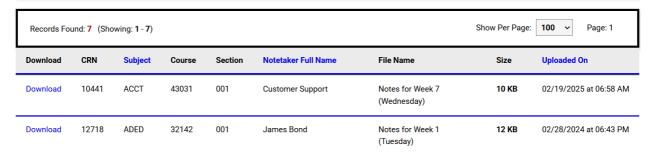


Notetaking Request Table

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

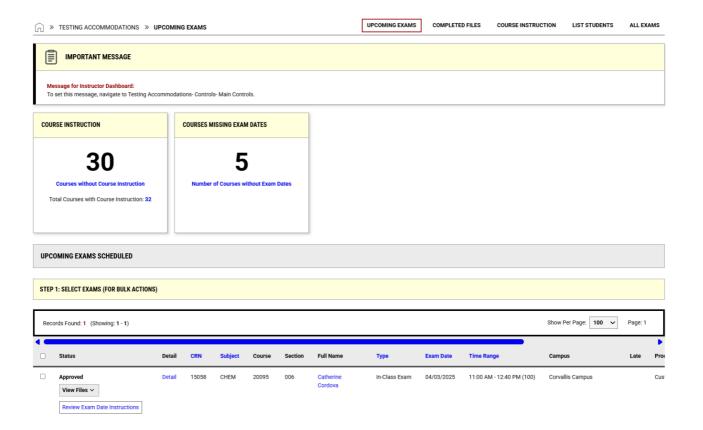
### **List Notes**

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



List of Notes Table

# **Testing Accommodations**



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

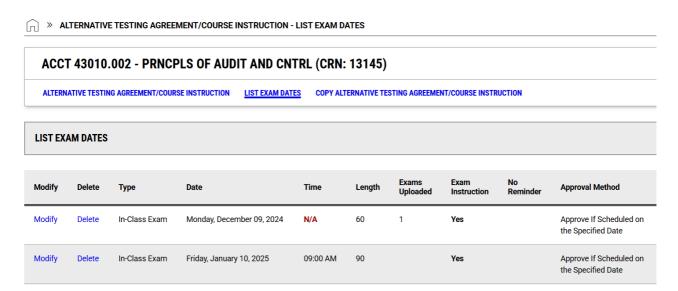
### Summary:

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

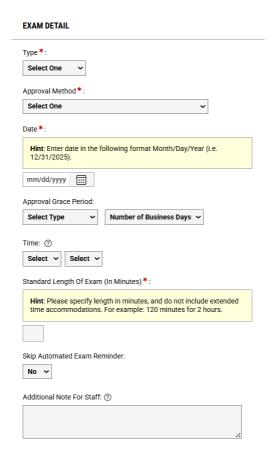


PLEASE REMEMBER TO SPECIFY EXAM DATES.

Select "List Exam Dates" from the top menu



· List details for the exam.



# **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.

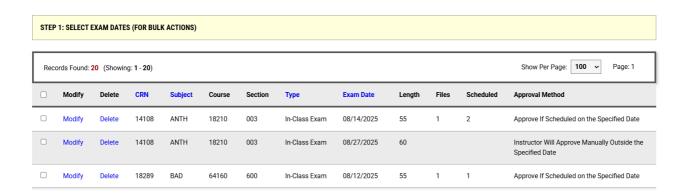
#### Instructors can:

- 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)
- 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**



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.

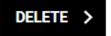
If deleting is possible, the system will display a warning, if an exam is scheduled with more than 7 days notice, it will be identified.



### **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



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.

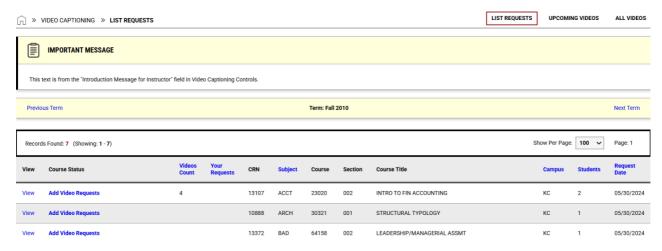


### **DELETE EXAM DATE**

**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**

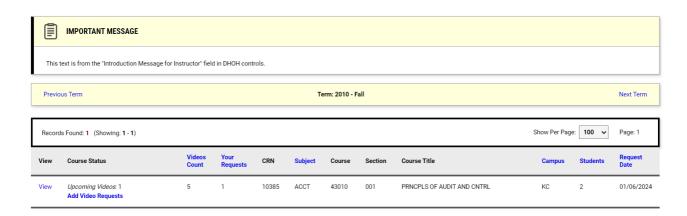


Videos for Captioning Table

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

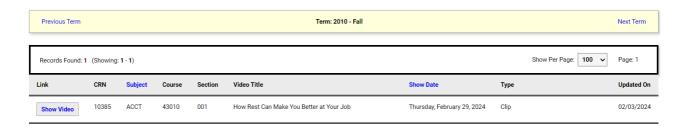


Shows the amount of videos per each class that has a captioning request

 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**

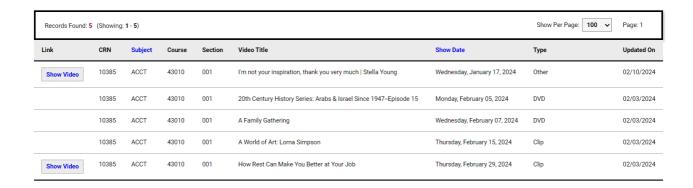


This page will show the individual videos that will be coming up according to the show date

- 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**

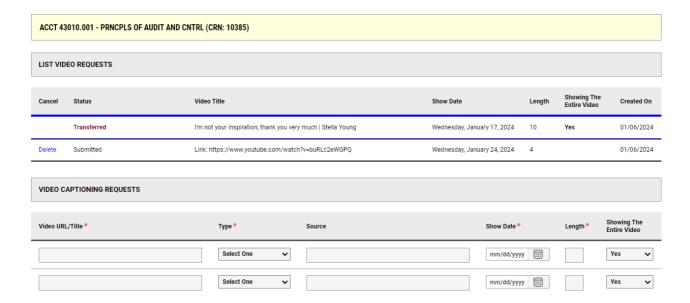


This page will show all of the videos being processed for their courses

- 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.



**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.