

# Using AIM (for Instructors)

Student Life Disability Services  
The Ohio State University

Last Updated 8/22/19

# Table of Contents

- ▶ [What is AIM?](#)
- ▶ [Management of Requests](#)
- ▶ [Overview of Alternative Testing Process](#)
- ▶ [Alternative Testing Flowchart](#)
- ▶ [Using the Instructor Portal for Alternative Testing](#)
- ▶ [Exam Scheduling Process](#)
- ▶ [Alternative Testing Agreement](#)
- ▶ [Student Requests and the Alternative Testing Agreement](#)
- ▶ [Email Reminders](#)
- ▶ [Uploading Exams](#)
- ▶ [Rescheduling an Exam](#)
- ▶ [Exam Proctoring](#)
- ▶ [Return Method for Completed Exams](#)
- ▶ [Questions?](#)

# What is AIM?

- ▶ Accessible Information Management (AIM)
- ▶ Students are already using it to generate Course Accessibility Letters for instructors to inform them of their accommodations
- ▶ Online portal for students registered with SLDS to receive accommodations
- ▶ Enables students to schedule exams online
- ▶ Allows instructors to set rules (via Alternative Testing Agreement) for courses
  - ▶ Testing Agreement replaces the paper proctor sheet
- ▶ **Students must schedule their exams online-** their request will be compared to the Testing Agreement to determine if we can approve it

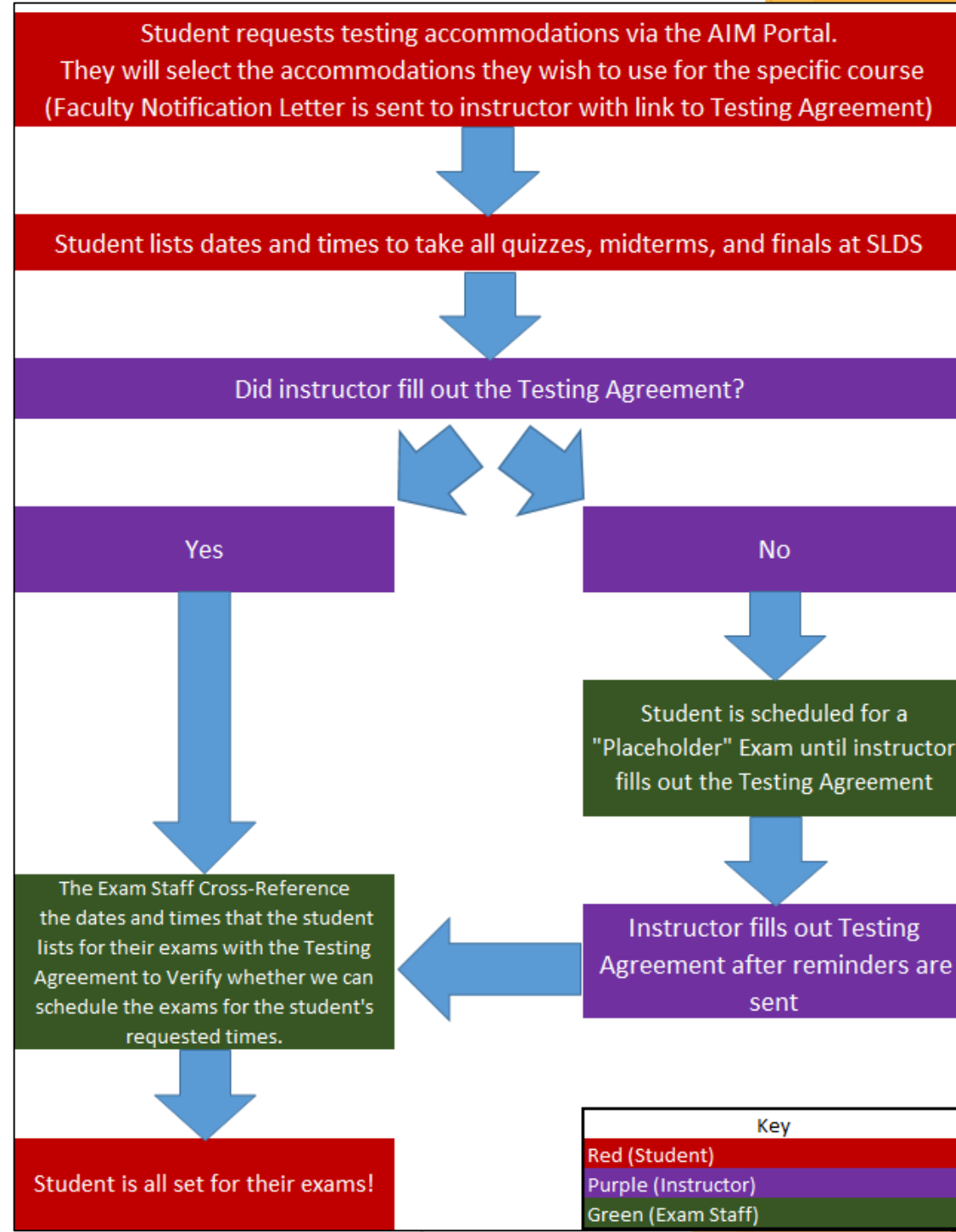
# Management of Requests

- ▶ There are 2 options for managing student accommodation requests:
  1. Via emails that are automatically sent by AIM
  2. Via the Instructor Portal, which provides an overview of all student accommodation requests for each of your individual courses
- ▶ SLDS recommends using the Instructor Portal, especially for course coordinators or instructors managing multiple accommodation requests

# Overview of Alternative Testing Process

1. Student requests accommodations for a course using the AIM portal. AIM automatically generates an email to the instructor with the Course Accessibility Letter attached. If exam accommodations were requested and no Testing Agreement is on file, a link to the Testing Agreement is included. Instructors cannot fill out a Testing Agreement (or copy a Testing Agreement from one class to another) until a student has requested accommodations for that course.
2. Student submits their specific exam scheduling requests in AIM.
3. Disability Services staff cross-reference student exam requests with Testing Agreements. Student receives a confirmation email when a request is approved/denied. If no Testing Agreement is on file, Disability Services follows up with the instructor.
4. Disability Services sends consolidated reminder emails to instructors and course coordinators (one email per recipient) to submit materials for an upcoming exam. Materials uploaded to AIM can be assigned to a specific student or to an entire section.

# Alternative Testing Flowchart



# Exam Scheduling Process

- ▶ Each semester, students will need to request exam accommodations in AIM to have the ability to schedule exams
- ▶ Course Accessibility Letters will be automatically emailed from AIM to the instructor, with a link to fill out the Testing Agreement

# Using the Instructor Portal for Alternative Testing

- ▶ The Instructor Portal is a useful tool for instructors that provides a thorough overview of all students' accommodations
- ▶ The Instructor Portal will enable you to fill out a Testing Agreement, as well as modify an agreement or copy an agreement from one section of a course to other sections if a student has requested exam accommodations
  - ▶ Essentially, you will only need to fill out 1 testing Agreement per section, as opposed to 1 proctor sheet for each student that will need to take exams
  - ▶ As exam requests are made for other sections, you may also copy a Testing Agreement from 1 class to another, editing any information necessary (such as exam times) after copying
- ▶ In the instructor portal, you may also upload exams and check the exam schedule for all of your students



# Instructor Portal Login

- ▶ Navigate to our website, [slds.osu.edu](https://slds.osu.edu), then hover over the AIM tab, and click Instructor Login
- ▶ Log in to AIM using your OSU Credentials
- ▶ This will take you to the Instructor Authentication Page where you will see important information regarding privacy and accommodating students
  - ▶ FERPA
  - ▶ Privacy Reminders
- ▶ Select “Continue to View Student Accommodations”

## Instructor Portal, Overview of Features: Accommodations

- ▶ After logging in, you will be taken to the main overview of you classes and students that have requested accommodations
- ▶ You can access details of each student's accommodations (Course Accessibility Letter) by selecting "View" to the left of the student name
- ▶ You can also use "Expand Advanced Search Panel" feature to search students by a specific approved accommodation
- ▶ This page also features the ability to export student information to an Excel file, in which you can sort by name or accommodations

## Instructor Portal, Overview of Features: Testing Agreement

- ▶ On the left side of the screen, you can manage all exam information by clicking on “Alternative Testing”
- ▶ If you require SLDS Assistance in administering exams, you may select a class section, and click on the drop-down box next to “Select Class” to fill out a Testing Agreement for that class, then click the “Continue to Specify Alternative Testing Agreement”
- ▶ By filling out this multiple choice form, you will provide all information necessary for your students to take exams in that section
- ▶ This Agreement can be copied to another section by clicking the drop-down box next to “Select:”, choosing the class with an Agreement filled out, and selecting the class you would like to copy it to next to the “Copy to:” Field

## Instructor Portal, Overview of Features: Alternative Testing

- ▶ Once students have scheduled exams, the Alternative Testing tab will enable you to view all students' scheduled times, as well as upload the exam for students
- ▶ To upload an exam, check the boxes to the left of all students for whom you would like to upload a specific exam, then click "Confirm Your Selections," where you can upload the exam file (one at a time) for the students selected

# Alternative Testing Agreement (Partial Screenshot)

**Alternative Testing Agreement**

1. **Materials permitted during the exam. If none are specified, none will be allowed (Note: Cell phones, backpacks, purses and other personal items will be kept outside of the testing room.)**

- SLDS- Provided Scrap Paper
- Calculator (Specify Below)
- Note Sheet (Specify Below)
- Open book
- Open notes
- Other (Specify Below)

**Additional Note or Comment**

2. **Will the student need a computer for this exam? (please note, if the exam is on Carmen, please make sure to extend the window for the student since SLDS is unable to do so)\***

- Yes (Specify Below)
- No

**Additional Note or Comment**

3. **At SLDS, we want to ensure that our students are given an equitable experience to students in the classroom. Therefore, we would like to know how to contact you during the exam.\***

- Have the proctor call the professor during the exam, at the number below (Specify Below)
- Have the proctor email the question to the instructor (Specify Below)

**Additional Note or Comment**

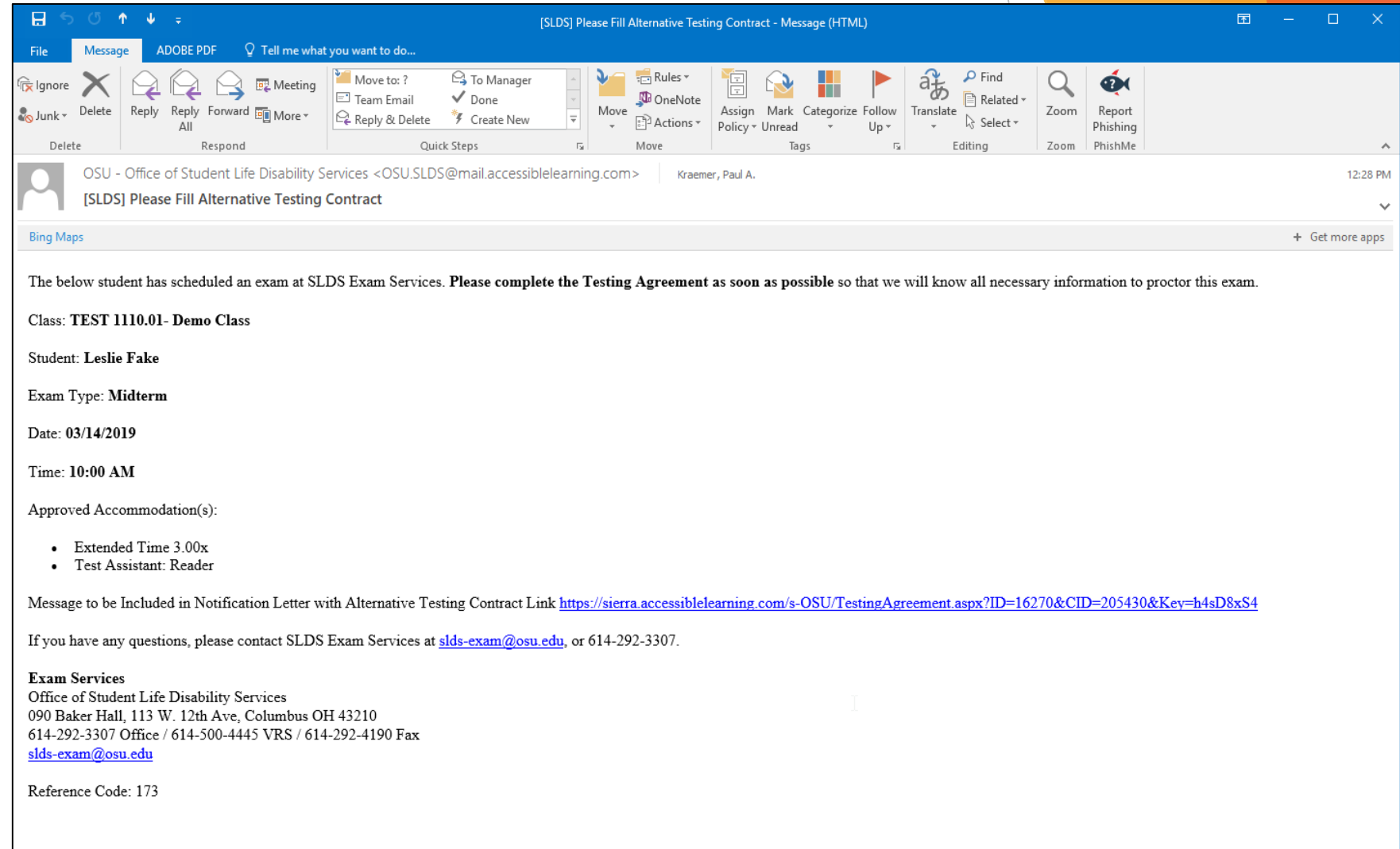
4. **May the student take any part of the exam home with them? (i.e. an answer sheet if answers are uploaded to Carmen after the exam)\***

- Yes (Specify Below)
- No

**Additional Note or Comment**

# Alternative Testing Agreement Notifications

- ▶ If the Alternative Testing Agreement is not filled out prior to the student filling out the dates and times they would like to schedule their exams, the instructor will receive the following email:



[SLDS] Please Fill Alternative Testing Contract - Message (HTML)

File Message ADOBE PDF Tell me what you want to do...

Ignore Delete Reply Reply All Forward More - Meeting

Move to: ? To Manager Done

Team Email Reply & Delete Create New

Rules - OneNote

Move Actions -

Assign Mark Categorize Follow

Policy Unread Tags Up -

Translate

Find Related - Select -

Zoom

Report Phishing

OSU - Office of Student Life Disability Services <OSU.SLDS@mail.accessiblelearning.com> Kraemer, Paul A. 12:28 PM

[SLDS] Please Fill Alternative Testing Contract

Bing Maps + Get more apps

The below student has scheduled an exam at SLDS Exam Services. **Please complete the Testing Agreement as soon as possible** so that we will know all necessary information to proctor this exam.

Class: **TEST 1110.01- Demo Class**

Student: **Leslie Fake**

Exam Type: **Midterm**

Date: **03/14/2019**

Time: **10:00 AM**

Approved Accommodation(s):

- Extended Time 3.00x
- Test Assistant: Reader

Message to be Included in Notification Letter with Alternative Testing Contract Link <https://sierra.accessiblelearning.com/s-OSU/TestingAgreement.aspx?ID=16270&CID=205430&Key=h4sD8xS4>

If you have any questions, please contact SLDS Exam Services at [slds-exam@osu.edu](mailto:slds-exam@osu.edu), or 614-292-3307.

**Exam Services**  
Office of Student Life Disability Services  
090 Baker Hall, 113 W. 12th Ave, Columbus OH 43210  
614-292-3307 Office / 614-500-4445 VRS / 614-292-4190 Fax  
[slds-exam@osu.edu](mailto:slds-exam@osu.edu)

Reference Code: 173

# Student Requests and the Alternative Testing Agreement

- ▶ Once the instructor fills out the Testing Agreement, students will be able to schedule exams simply by filling out the dates and times of all exams.
- ▶ SLDS Exam Staff will compare the requested exam times with the class time and permission that instructors allow on the Alternative Testing Agreement

# Email Reminders

- ▶ If an exam is not received 2 days prior to the date of the exam, SLDS will send an email for all exams scheduled that day
- ▶ Each student's listing will include start time, end time, and accommodations
- ▶ You can choose to either upload one exam file for the entire course section, or upload a unique exam file for each student.

This is reminder that SLDS has an exam scheduled for the following student(s):

Number of Exam(s): 2

- Class: TEST 1100.1 - Test Class  
Date: Wednesday, March 20, 2019  
Time: 01:30 PM - 06:15 PM (165)  
Location: tbd  
Student: Leslie Fake  
If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam: <https://intra.accessiblelearning.com/s-OSU/ExamFile.aspx?ID=E013489613615734&Key=VKErfdDQO>
- Class: TEST 1100.1 - Test Class  
Date: Wednesday, March 20, 2019  
Time: 12:40 PM - 02:03 PM (83)  
Location: tbd  
Student: Ron Fake  
If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam: <https://intra.accessiblelearning.com/s-OSU/ExamFile.aspx?ID=E129735798794368&Key=NOVU7z75>


If you have any questions, please contact SLDS Exam Services at [slds\\_exam@osu.edu](mailto:slds_exam@osu.edu), or 614-292-3307.



# Uploading Exams

- ▶ After clicking the link, you will need to sign in with your OSU credentials
- ▶ There is also an option when you upload an exam to apply this exam to all students in your class
- ▶ Instructors may still email the exam or drop it off to our office

### SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION



#### UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **5 MB** per upload.
- View: [Acceptable File Types](#).

#### File Information

Class: **TEST 1100.1 - TEST CLASS (CRN: 3)**

Exam File Note (Optional):

Same Exams for Everyone: **No** ▼

Note: Select Yes, if you would like us to use same exam for all students that have scheduled exams for the same day.

Select File:  **No file chosen**

# Rescheduling an Exam

- ▶ If an exam date is rescheduled for the class, then you can change the date of the exam on the Testing Agreement by logging in to the AIM Instructor Portal
- ▶ If a student requests to reschedule, SLDS will compare the student's requested time with the Testing Agreement to determine whether to approve or deny the student's request
  - ▶ If the request is denied, SLDS will inform the student that we will need written permission to reschedule the exam
- ▶ In an effort to streamline operations and provide the best service to students, **Disability Services is implementing a deadline for exam material submissions. All exam materials are due to Disability Services by 3:00 p.m. the business day before a scheduled exam.**
- ▶ If Disability Services does not receive materials by the deadline, the student and instructor will receive a notification email that the exam has been postponed until the materials can be received and the exam rescheduled.

# Exam Proctoring

- ▶ The proctoring of exams is not planned to be different from current methods
- ▶ Students report to our office to take exams, show ID, and we will contact you via your approved method of contact first (see Alternative Testing Agreement Question 7) about any questions the student may have
- ▶ For final exams during the University's Finals Week, SLDS will proctor based on a block schedule (see Alternative Testing Agreement for details)

# Return Methods for Completed Exams

- ▶ SLDS has 3 options of delivering completed exams back to departments/instructors:
  1. Instructor/designee pick-up from SLDS
  2. Scan/email, hold paper copy for instructor/designee pick-up at SLDS
  3. Scan/email, shred paper copy per retention policy
- ▶ **Disability Services will no longer be hand-delivering finished exams back to academic departments.** This change provides consistency in exam return procedures for faculty as offered by both Disability Services and the OSU Testing Center.

# Questions?

- ▶ If you have any questions, please feel free to contact us at [slds@osu.edu](mailto:slds@osu.edu) or 614-292-3307