

# Using AIM (for Registered Students):

**Student Life Disability Services**  
The Ohio State University

Last Updated 8/17/19

# What is AIM?

- ▶ Accessible Information Management (AIM)
- ▶ Online portal for students registered with SLDS to receive accommodations.
- ▶ Students registered with Disability Services use AIM to generate their Course Accessibility Letters and make accommodation requests each semester for Columbus campus courses.
- ▶ **NOTE: To ensure that you do not miss important emails sent via AIM, we encourage you to either:**
  1. Add the domain "post.accessiblelearning.com" to your [safe sender list \(click here for Outlook 365 instructions\)](#), or
  2. Regularly check your junk mail folder.

# Login to AIM

- ▶ Each semester, you will need to [Log in to AIM](#) to submit your accommodation requests.

The screenshot shows the top navigation bar of the Disability Services website. The URL 'OSU.EDU' is on the left, and utility links like 'Help', 'BuckeyeLink', 'Map', 'Find People', 'Webmail', and 'Search Ohio State' are on the right. The main header features the university logo and the text 'THE OHIO STATE UNIVERSITY OFFICE OF STUDENT LIFE' with the tagline 'Creating The Extraordinary Student Experience'. Below this is a horizontal menu with items like 'About Us', 'Accommodations / Services', 'How to Register', 'Future Students', 'Registered Students', 'Faculty/Staff', and 'AIM'. The 'AIM' menu is open, showing options for 'Student Login', 'Instructor Login', and various instructions. A blue circle highlights the 'Student Login' option. The main content area has a banner for 'NEW ONLINE SERVICES STARTING SUMMER 2019' with a 'Learn more' button.

OSU.EDU Help BuckeyeLink Map Find People Webmail Search Ohio State

**DISABILITY SERVICES** THE OHIO STATE UNIVERSITY OFFICE OF STUDENT LIFE  
Creating The Extraordinary Student Experience →

About Us ⊕ Accommodations / Services ⊕ How to Register ⊕ Future Students ⊕ Registered Students ⊕ Faculty/Staff ⊕ AIM ⊕

Student Login  
Instructor Login  
Instructions for Students New to SLDS  
Instructions for SLDS-Registered Students  
Instructions for Faculty/Staff

**NEW ONLINE SERVICES STARTING SUMMER 2019**  
SLDS launches new modules in AIM for students and instructors, including online exam scheduling.  
Learn more →

**Your dashboard may notify you of e-agreements that you need to sign. Please review these documents and acknowledge them using the prompts on the screen.**

You should now see a list of your enrolled courses. If you do not see one or more of your courses, please contact SLDS.

#### Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Office of Student Life Disability Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

#### Step 1: Select Class(es)

- Summer 2019** - BUSMGT 2320.0010 - BUS STATISTICS (LEC) (CRN: 3568)
- Summer 2019** - BUSMGT 2320.0011 - BUS STATISTICS (REC) (CRN: 3567)

#### Step 2 - Continue to Customize Your Accommodations

Select each course in which you are requesting accommodations. Then, click the button “*Step 2 - Continue to Customize Your Accommodations*”

User Service Center: List Accommodation Requests

Final Step: Select Accommodation(s) for Each Class

BUSMGT 2320.0010 - Bus Statistics (Lec) (CRN: 3568)

[Class Details](#)

Instructor(s): Bonnie Schroeder

Days and Time(s): T at 09:00 AM - 10:35 AM

Date Range(s): 05/08/2019 - 07/26/2019

Location(s): Hitchcock 324 (Campus: COL)

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for BUSMGT 2320.0010

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Attendance/Deadline Modifications | <input type="checkbox"/> Exam Accommodations             | <input type="checkbox"/> Notes, Instructor-Provided |
| <input type="checkbox"/> Notetaking Services               | <input type="checkbox"/> Notetaking/Recording Technology |   |

Submit Your Accommodation Requests

Back to List

# Reminder: Generating Letters and Requesting Exam Accommodations in a Course

- ▶ When generating Course Accessibility Letter, be sure to select Exam Accommodations if you would like to take your quizzes or exams with accommodations at SLDS

**FAKE 1100.2 - Fake Class (CRN: 78)** [Class Details](#)

Instructor(s): **Paul Kraemer**

Days and Time(s): **MWF at 10:20 AM - 11:15 AM**

Date Range(s): **Not Specified**

Location(s): **Not Specified**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

**Select Accommodation(s) for FAKE 1100.2**

Exam Accommodations

For each course, select all of the accommodations that you are requesting. This checkbox feature allows you to create customized letters for each course! When finished, click the button “*Submit Your Accommodation Requests.*”

Select Accommodation(s) for BUSMGT 2320.0010

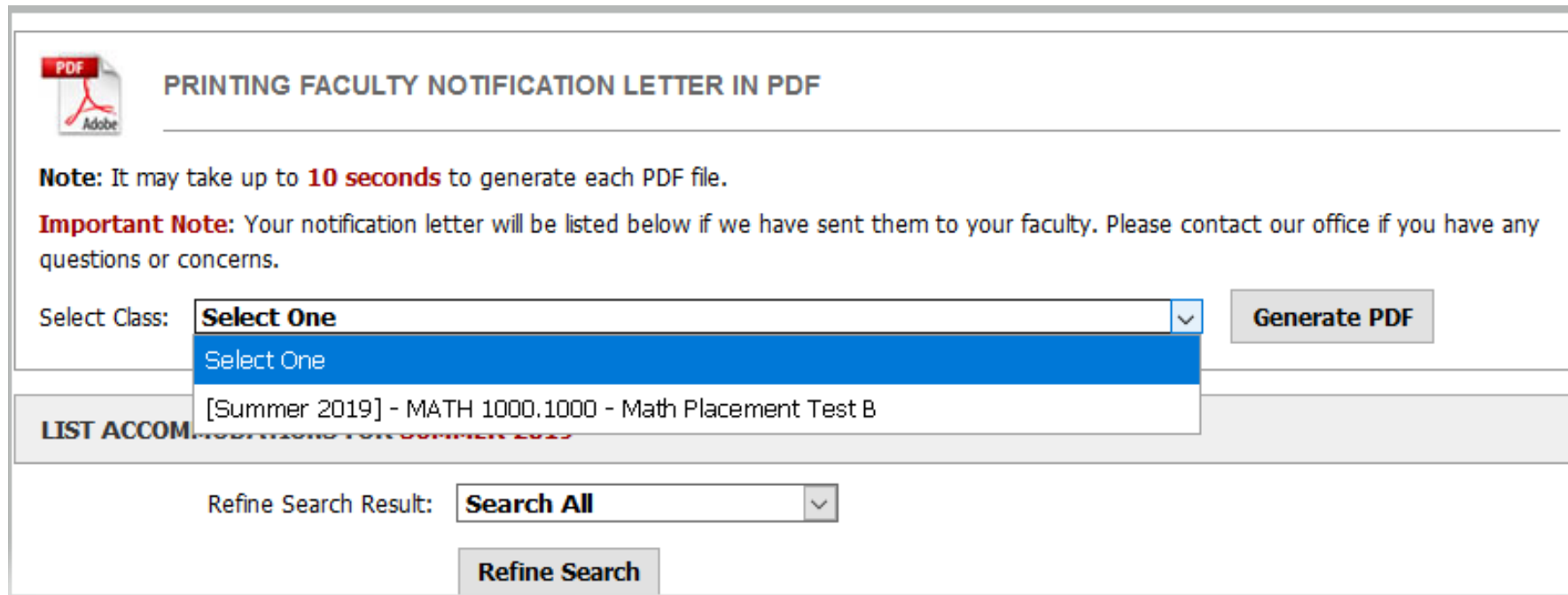
- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Attendance/Deadline Modifications | <input checked="" type="checkbox"/> Exam Accommodations             | <input checked="" type="checkbox"/> <b>Notes</b> , Instructor-Provided |
| <input checked="" type="checkbox"/> Notetaking Services               | <input checked="" type="checkbox"/> Notetaking/Recording Technology |  |

**Submit Your Accommodation Requests**

Back to List



The letters will be emailed to you and your instructor(s). You may also choose to download a PDF copy of the letter by selecting the course from the dropdown menu at the top of the page, then selecting "Generate PDF." Downloading a PDF copy is optional. If you have any concerns with this information being shared with instructors via email, please speak with your Access Specialist.



The screenshot shows a web interface for generating a PDF of a faculty notification letter. At the top left, there is a PDF icon with the Adobe logo. The title of the page is "PRINTING FACULTY NOTIFICATION LETTER IN PDF". Below the title, there is a note: "Note: It may take up to 10 seconds to generate each PDF file." and an important note: "Important Note: Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns." The main form area contains a "Select Class:" label, a dropdown menu with "Select One" selected, and a "Generate PDF" button. The dropdown menu is open, showing a list of courses, with "[Summer 2019] - MATH 1000.1000 - Math Placement Test B" selected. Below the dropdown menu, there is a "LIST ACCOMMODATIONS FOR SUMMER 2019" link. At the bottom of the form, there is a "Refine Search Result:" label, a dropdown menu with "Search All" selected, and a "Refine Search" button.

PDF  
Adobe

### PRINTING FACULTY NOTIFICATION LETTER IN PDF

**Note:** It may take up to **10 seconds** to generate each PDF file.

**Important Note:** Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class: **Select One**

**LIST ACCOMMODATIONS FOR SUMMER 2019**

[Summer 2019] - MATH 1000.1000 - Math Placement Test B

Refine Search Result: **Search All**

# IMPORTANT REMINDERS:

- ▶ **Now that your letters have been sent, be sure to:** (1) discuss your accommodation requests with the relevant faculty/staff, (2) complete any remaining accommodation procedures (as described in the [Student Handbook](#)), and (3) contact SLDS with any questions or concerns.
- ▶ **Remember:** The accommodations of some common courses are coordinated partially or entirely by a course coordinator. It is important for you to know these contacts and follow up as needed with them. Please review the [Common Courses - Contact List page](#) for more information.
- ▶ **NOTE:** If you make any changes to your accommodation selections after the first time you generate a Course Accessibility Letter, you will not be able to generate the revised letter without approval from SLDS. These approvals typically take 1 business day to process.

# Next Steps, Continue Reading

- ▶ Continue reading this PowerPoint for next steps for the following accommodations (if eligible):
  - ▶ Requesting note-takers or attendance/deadline modifications,
  - ▶ Submitting accessible media requests,
  - ▶ Scheduling exams in AIM

## Requesting Note-Takers or Attendance/Deadline Modifications (if eligible)

- ▶ **Your Course Accessibility Letter will briefly describe the purpose of these accommodations, as well as direct the instructor to our [Supplemental Accommodation Instructions page](#).** Your instructor should read the supplemental instructions to understand how to implement these accommodations in their courses.
- ▶ **For requesting note-takers:** The instructor is responsible for providing your name and email address to the identified note-taker, as well as directing the note-taker to our [“Note-Taker Instructions” page](#).
- ▶ **For requesting attendance/deadline modifications:** Please review the guidance and resources available on our [“Instructions for Students Requesting Attendance/Deadline Modifications” page](#).

## Submitting Accessible Media Requests (if eligible)

- ▶ Sending your Course Accessibility Letter does NOT automatically send a material conversion request to SLDS.
- ▶ You still need to send all material conversion requests to [slds-altmedia@osu.edu](mailto:slds-altmedia@osu.edu) with appropriate advance notice (ideally one semester in advance, immediately after registering for classes).

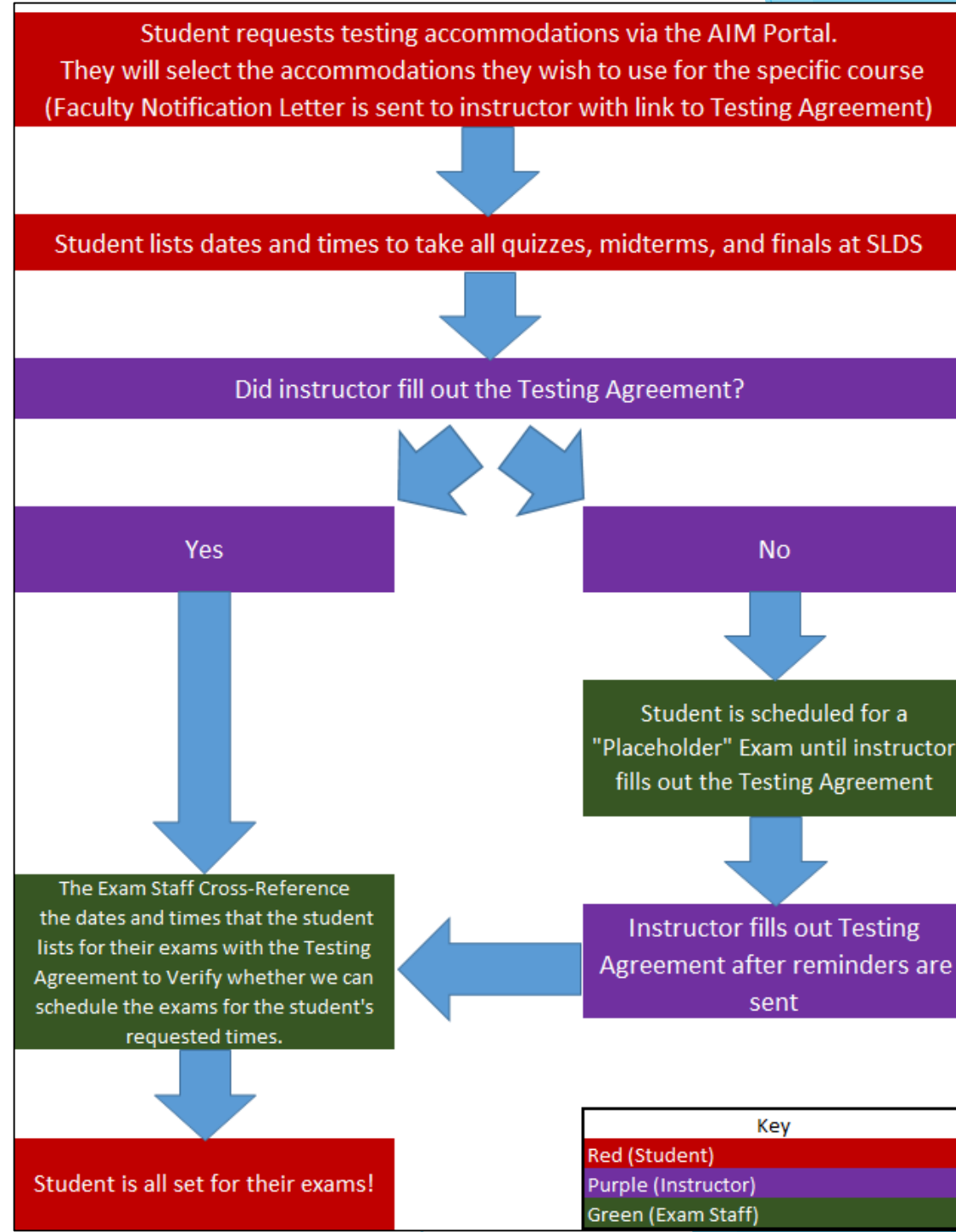
The background features a white space with abstract blue geometric shapes on the right side, including overlapping triangles and polygons in various shades of blue.

▶ How to schedule  
exams in AIM:

# Overview of Alternative Testing Process

1. (Optional) Instructors or Course Coordinators can proactively fill out the Testing Agreement using the Instructor Portal at beginning of semester.
2. 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 form is included.
3. Student submits their specific exam scheduling requests in AIM.
4. 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.
5. 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





# Navigating to Alternative Testing Module

- ▶ On the left side of your screen, you will select Alternative Testing

Welcome Brutus Buckeye!

My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

**THE OHIO STATE UNIVERSITY**

**My Dashboard**

Home » My Dashboard » Overview

**Login as User Feature**

Back to My Profile

**Home**

- > My Dashboard
- > My Profile
- > Equipment Checked Out
- > Submit Additional Documentation to SLDS
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > My Eligibility
- > List Accommodations
- > **Alternative Testing**
- > Alternative Formats
- > My Documents
- > My E-Form Agreements

Any questions or concerns? Use the following contact information:

**Primary Advisor**  
Name: Adam Crawford  
Phone: Not Specified  
[Send Email](#)

**OVERVIEW**

**IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- **Your To Do List:**  
**No Accommodation Requests Found**  
You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.
- **Important Reminders about Accommodation Procedures and AIM**  
**SLDS strongly recommends that you review our [Important Reminders about Accommodation Procedures and AIM \(click here\)](#) to make sure you understand how to request your accommodations.**

**Need Help?**

If you do not see your courses listed below, it may be because SLDS's system has not yet uploaded your classes from the school system. Please wait **up to 48 hours** for the system to be updated.

If you need immediate assistance, please contact our office or come into the office.

**LIST ACCOMMODATIONS FOR SPRING 2019**

Refine Search Result:

[Previous Term](#) Term: Spring 2019 [Next Term](#)

# Selecting a Course for Exam Scheduling

- ▶ Select the class for which you wish to schedule a quiz or exam at SLDS, and click “Schedule an Exam”

The screenshot displays the SLDS Alternative Testing interface. At the top, there is a navigation bar with "My Dashboard" and a breadcrumb trail: "Home >> My Dashboard >> Alternative Testing". Below this, a red header reads "Login as User Feature" and a yellow button says "Back to My Profile".

The main content area is titled "ALTERNATIVE TESTING" and contains a section for "Alternative Testing Agreement(s)". Below this, a text block states: "Below is the list of all Alternative Testing Agreement(s) submitted through the system. You can still request exams even if there is no Alternative Testing Agreement specified." Below the text is a "Select Class:" dropdown menu with "Select One" selected. A "Schedule an" button is positioned to the left of the dropdown. The dropdown menu is open, showing a list of options, with "FAKE 1100.1 - Fake Class (84)" highlighted in blue and a mouse cursor hovering over it.

On the left side, there is a sidebar with a "Home" section containing links to "My Dashboard", "My Profile", "Equipment Checked Out", "Submit Additional Documentation to SLDS", and "My Mailbox (Sent E-Mails)". Below this is a "My Accommodations" section with links to "My Eligibility", "List Accommodations", "Alternative Testing", "Alternative Formats", "My Documents", and "My E-Form Agreements".

At the bottom of the main content area, there is a yellow box titled "Questions? Contact Us!" with the text: "Please contact our office if you have any questions regarding Alternative Testing request." Below this is the logo for "THE OHIO STATE UNIVERSITY" and contact information for "Student Life Disability Services":  
Office of Student Life The Ohio State University  
098 Baker Hall, 113 W. 12th Ave., Columbus, OH 43210  
614.292.3307 Office | 614-429-1334 VRS | 614.292.4190 Fax  
Email: [slds@osu.edu](mailto:slds@osu.edu)  
Website: [slds.osu.edu](http://slds.osu.edu)

# Scheduling Individual Quizzes/Exams

- ▶ This will lead you to the Exam Detail, where you will fill out the type of exam, date, time, and accommodations you wish to use (please note, only select the accommodations you wish to use for that specific exam)

Days	Time Start	Time End	Date Range	Location
MWF	10:20 AM	11:15 AM	Not Specified	Not Specified

**Exam Detail**

Alternative Testing Agreement Type: **Summer Test**

Request Type\*: **Select One ▼**

[View: Exam Schedule Availability](#)

Date\*:   
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time\*: **Select ▼** **Select ▼**

**Services Requested\***

Distraction Reduced Testing Space: Small Group Setting       Extended Time 1.50x

Additional Note:

**Add Exam Request**      **Back to Testing Requests Overview**

# After Submitting a Scheduling Request

- ▶ You will receive an email either approving your exam request, or asking you to contact our office due to your request not complying with the rules your instructor specifies
- ▶ You can check the status of all your exams at any point by logging in to AIM and selecting the Alternative Testing tab

# Final Exams

- ▶ During the University's Finals Week, SLDS uses block scheduling with 4 start times: 8 a.m., 11 a.m., 2 p.m., 5 p.m. Discuss your final exams schedule with your instructors. Select the agreed upon date and start time for your finals.
- ▶ When you request a final exam, it will be listed as "approved" **and is subject to change**. You will receive your finalized date/time/location no later than 2 weeks before the 1<sup>st</sup> day of Finals Week.
- ▶ In order to coordinate all testing accommodations during Finals Week, Disability Services reserves the right to move a final exam to either of the two closest start times on the same day.
- ▶ Students will receive a confirmation email of their final exam dates/times/locations no later than 2 weeks prior to the first day of Finals Week.
- ▶ **For students approved for double time:** Please be aware that the start times for your finals may be slightly adjusted by Disability Services to fit our modified block schedule for double time (8 a.m., 12 p.m., 4 p.m.). Your modified start time will be communicated to you via email, along with your date and location, no later than 2 weeks prior to the start of Finals Week.

# Alternative Testing Agreement

- ▶ If your instructor has not filled out the Alternative Testing Agreement by the time you schedule your exams, you will be notified via an automatic email
- ▶ SLDS sends reminder emails to instructors to fill out their agreements. You may want to remind your instructor to fill out the agreement as well.
- ▶ The Testing Agreement will allow SLDS to compare your requested times with those approved by the instructor
- ▶ It will also inform us of any necessary information for our office to proctor your exams.

# Checking Exam Status

- ▶ At any time, you can check the status of all your exam requests by logging into AIM using your OSU credentials
- ▶ You will select the Alternative Testing tab on the left side of the screen to view all of your exam information
- ▶ SLDS will send reminders to your OSU email in advance of all of your exams, informing you of the dates and times

# Day of the Exam

- ▶ The proctoring of exams is not planned to be different from current methods
- ▶ You will still report to our office to take exams, show ID, and we will contact your instructor about any questions you may have.



# Questions?

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