Using the AIM Instructor Portal

Instructor Portal Benefits

- Provides you with an overview of all accommodation requests made by students in all of your courses, including quick access to see all Course Accessibility Letters.
- Shows a summary table on the dashboard for the most frequently requested accommodations (exam accommodations, volunteer note-takers, and attendance/deadline modifications).
- Grants the ability to download Excel summaries of students’ eligibilities and requested accommodations.
- Allows instructors to coordinate exam accommodations requests. These features include:
  - Submitting Alternative Testing Agreements (including the ability to submit proactively at the beginning of the semester).
  - Modifying an Alternative Testing Agreement.
  - Copying an Alternative Testing Agreement to other course sections.
  - Uploading exam materials.

STEP 1: Log in to AIM using your OSU credentials.

1. This will take you to the Instructor Authentication Page where you will see pertinent information regarding privacy and accommodating students.
   a. FERPA
   b. Privacy Reminders

STEP 2: Overview of Features

Phase 1: Viewing Courses and Student Accommodations

1. Select “Continue to View Student Accommodations.”
   a. This takes you to the main overview of your classes and students who have requested accommodations.
   b. You can access details of each student’s accommodations (Course Accessibility Letter) by selecting “View” to the left of student name.

2. Select “Search Students’ Eligibilities.” (top right corner)
   a. Click “Expand Advanced Search Panel;” You can search students by a specific approved accommodation.

Phase 2: Export Options

1. Export Student Lists: (name, email, and eligibilities)
   a. A list of students’ SLDS-approved accommodations (not necessarily every accommodation appearing will be requested in your course).

2. Export Student Accommodation Requests: (name, email, course information, accommodation requests)
   a. A list of accommodations that students have requested in your course.

3. Export Student Course with Eligibility: (name, email, course information, and eligibilities)
   a. A list of students’ SLDS-approved accommodations with course information.

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STEP 3: Exams Proctored in SLDS

1. Alternative Testing Agreement
   a. On the left hand side under “Views and Tools”, click on “Test Accommodations” to be directed to the “Test Administration Instructions” page.
   b. If you require SLDS assistance in administering exams, select a class, and click on “Test Administration Instructions.”
   c. You will be directed to the Alternative Testing Agreement to provide information on proctoring your exams.
   d. Once you have submitted your test instructions, you will have access to review and make changes.

2. Exam Delivery Method
   a. Option to upload your exam (with confirmation) by selecting the “Upload Exam” link.
      i. One exam for all students
      ii. Different exams for different students/sections
   b. SLDS will send you a reminder to submit/send over an exam 2 business days in advance