Instructor AIM Guide
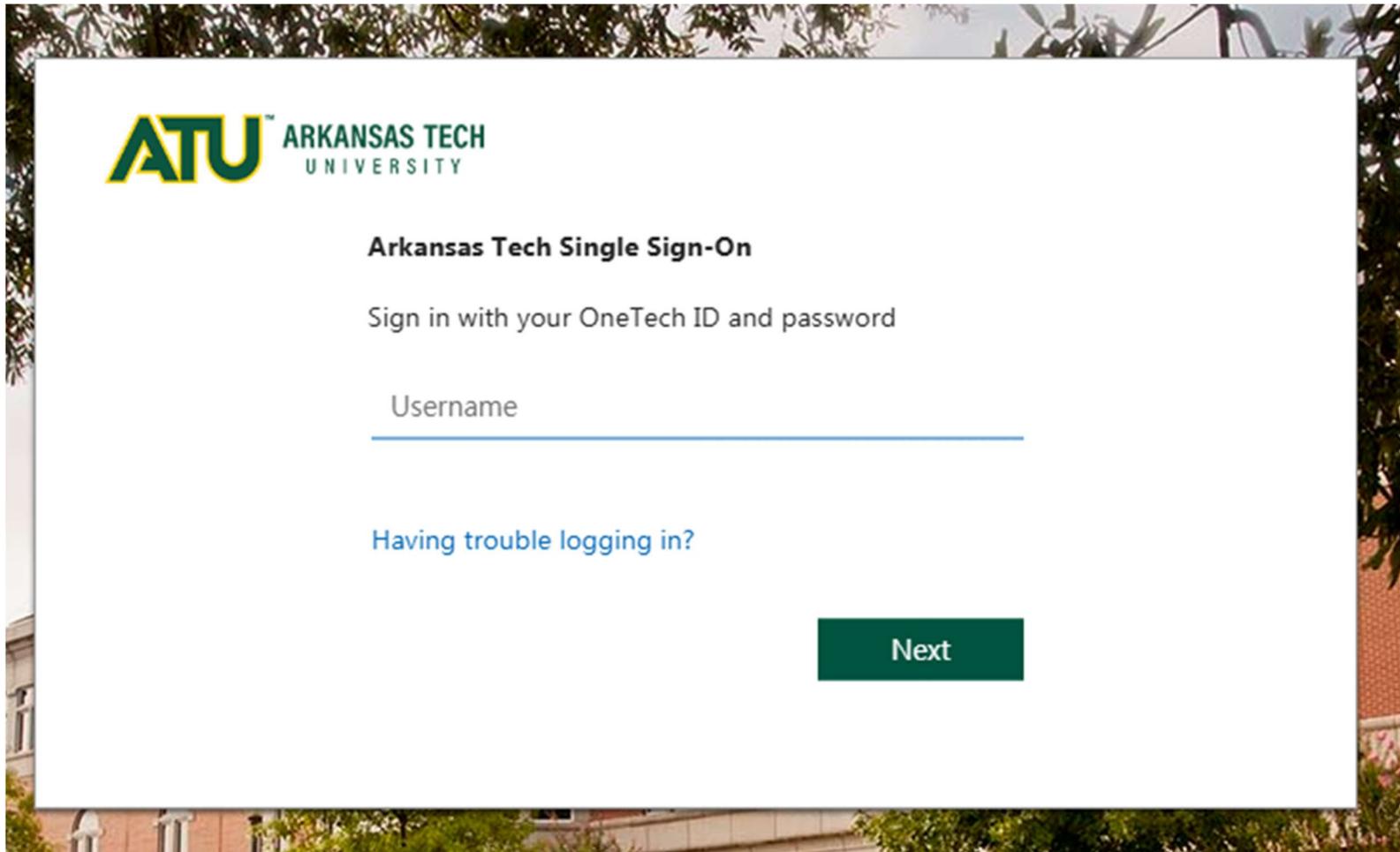
1. Go to the Disability Services website.
2. Click "Login to the Disability Services Portal"

3. Use your OneTech username and password to login to the Disability Services portal.

4. Select "Continue to View Student Accommodations"

INSTRUCTOR AUTHENTICATION PAGE

Login As Feature

Return to Staff

⌄ Home

> AIM's Main Website

> Contact Us

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

REMINDERS

Please read the following carefully before proceeding:

By clicking on the following button, I acknowledge that I have read and understand the Arkansas Tech University's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

I may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.

- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Continue to View Student Accommodations

5. You can select the term you are looking for by using these buttons "Previous Term" and "Next Term"
6. You can view each student's accommodations by selecting "View" next to the corresponding student.
7. You can view Alternative Testing details by clicking the "Alternative Testing" tab.

| My Dashboard | Unified Blogs | Staff Access | Website Control | Testing Center | Notetaker | Transcriber | Interpreter |

Home » Instructor Homepage » Overview

OVERVIEW

Accommodation Requests   Search Students' Eligibilities

Login As Feature

Return to Staff

Previous Term   Term: Fall 2017   Next Term

Views and Tools

> Overview
> Alternative Testing
> Notetaking Services
> Deaf and Hard of Hearing

to Expand Advanced Search Panel

Sort Result: Course Information ▼

LIS   STUDENTS WHO REQUESTED ACCOMMODATION

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

Legend

- **TEST**: Alternative Testing
- **D/H**: Deaf and Hard of Hearing
- **ETXT**: Alternative Formats
- **NOTE**: Notetaking Services

View	CRN	SBJ	CRS	SEC		TEST	NOTE	ETXT	D/H	Status
View	71359	BIOL	1004	001		Yes				Emailed
View	71384	BIOL	1004	002		Yes				Emailed
View	71377	ENVS	1004	001						Emailed
View	71385	ENVS	1004	002		Yes		Yes		Emailed

Important Dates

> **December 18**
  Staff Meeting (Division)

> **January 15**
  Martin Luther King Day

> **January 16**
  Classes Begin

> **January 22**
  Last Day to Register and Add Courses/Change Sections

> **January 22**
  Last Day to Officially Withdraw/Drop Courses with Full Reduction of Tuition and Fees

> **January 29**
  Staff Meeting (Division)

> **February 19**

This is an example of the accommodations that are visible after selecting "View" on the previous screen.

Return to Previous Page

Notification Letter

ARKANSAS TECH UNIVERSITY

Notification of Accommodations --- Tuesday, December 19, 2017
BIOL 1004.001 - PRIN ENVIRONMENTAL SCI (CRN: 71359) --- Fall 2017

Dear ▮▮▮▮▮▮▮▮

This document serves as your official notice of accommodations to reduce access barriers for ▮▮▮▮▮▮▮ - SID: ▮▮▮▮▮▮▮ who has also received a copy of this email.
It is your responsibility to facilitate and ensure the listed accommodations are implemented.

Rights and Responsibilities:

- Faculty and/or staff have a responsibility to ensure approved accommodations are established in courses, programs, and activities. If an accommodation seems unreasonable, contact the Office of Disability Services.

- Students have the right to request accommodations at any point in the semester, however they are responsible for submitting the request in a timely manner. Faculty and/or staff are not responsible for retroactive accommodations.

- Please respect Hannah Watson's privacy. Students are not required to disclose the nature of their disabilities to faculty, classmates, or staff beyond the Office of Disability Services. The fact that Hannah Watson has a disability, and receives accommodations, is information protected by FERPA. If necessary, this information may be shared with individuals who are assisting in teaching the course or in providing requested accommodations.

Accommodations

This is the Alternative Testing screen where you can specify or view the Alternative Testing Agreement for each student. You can either set your exams up to be taken in the Testing Center, or you can choose to proctor the exams yourself if you are capable of implementing all aspects of the student's accommodations

ALTERNATIVE TESTING

SPECIFY ALTERNATIVE TESTING AGREEMENT

Select Class: BIOL 3114.001 (SLN: 71749) - PRINCIPLES OF ECOLOGY   ▼

If you need AIM to proctor your exams,   [Continue to Specify Alternative Testing Agreement]

PROCTORING YOUR OWN EXAM

Only agree if you can implement all aspects of the accommodation.

Select Class: BIOL 3114.001 (SLN: 71749) - PRINCIPLES OF ECOLOGY   ▼   Type: Select One   ▼   [Confirm]

LIST ALTERNATIVE TESTING AGREEMENTS

Hint: If you need to make any changes, please click on the following Alternative Testing Agreements.

- BIOL 1004.001 - PRIN ENVIRONMENTAL SCI
- ENVS 1004.002 - PRIN ENVIRONMENTAL SCI
- BIOL 1004.002 - PRIN ENVIRONMENTAL SCI

You can also see which student's are registered as notetakers and the notes that they have available for download. While we are in the process of phasing out notetakers, you may still have some students that need this accommodation, and will require access to the downloadable notes.

NOTETAKING SERVICES

Previous Term	Term: Fall 2017	Next Term

BIOL 1014.005 - Intro/Biological Science

List of Notetaker(s):

- Name ▮▮▮▮▮▮▮▮ (Email: ▮▮▮▮▮▮▮▮).

  Available Note(s) for Download (Click to Expand)

Students Who **Have Requested** Accommodation:

- ▮▮▮▮▮▮▮