



Faculty Manual

Managing Your Students' Accommodations Using the ODA's Accessible Information Management (AIM) System

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Faculty and instructors who are currently teaching a course during a semester can login to the AIM Instructor Portal to review academic accommodations for students registered in the course(s) they teach.

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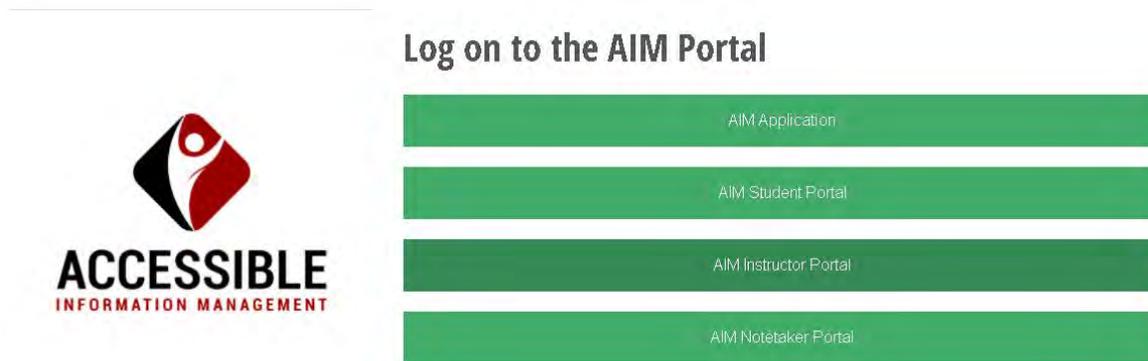
NOTE 1: The **How to Manual** is also available on the [Faculty Guide](#) webpage.

NOTE 2: Updates to Manual, if needed, will occur at the conclusion of every semester. If there is a crucial update during a semester, a communication will be sent to instructors.

AIM Instructor Portal Login instructions

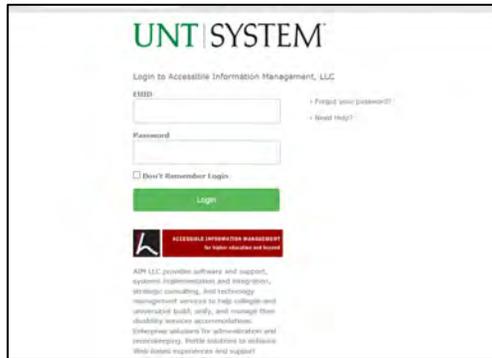
Navigate to the ODA website at: <https://studentaffairs.unt.edu/office-disability-access>

1. There are two ways to reach the login link.
 - a) On the Homepage, select "[AIM Instructor Portal](#)".

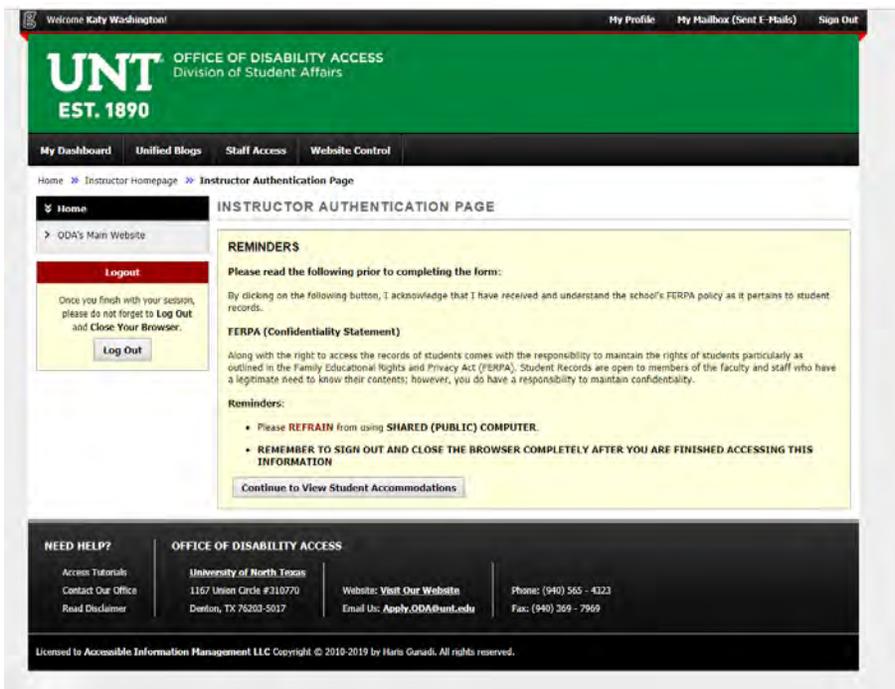


- b) From the “Faculty” tab (top of page horizontal navigation), select “AIM Faculty Login” and click on the “AIM Instructor Portal” link on the page.

2. Complete login by entering your UNT username and password.
3. Click “Login” button.



4. Click the button: “Continue to View Student Accommodations”.



You are now logged into your **Instructor Homepage** (otherwise known as the Overview Page).

Welcome Katy Washington! My Profile My Mailbox (Sent E-Mails) Sign Out

UNT OFFICE OF DISABILITY ACCESS
EST. 1890
Division of Student Affairs

My Dashboard Unified Blogs Staff Access Website Control

Home » Instructor Homepage » Overview

Login As Feature **OVERVIEW** Accommodation Requests Search Students' Eligibilities

[Return to Staff](#)

Views and Tools

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

Logout

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

[Log Out](#)

[Click to Expand Advanced Search Panel](#) Sort Result: **Course Information** [Sort](#)

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- TST:** Alternative Testing
- COM:** Deaf and Hard of Hearing
- ETX:** Alternative Formats
- RTK:** Notetaking Services

Export Search Result To CSV (Comma-Separated Values) File

[Export Student Accommodation Requests](#)

View	CRN	SBJ	CRS	SEC	Student's Full Name	TST	RTK	ETX	COM	Status
View	12245	TST	101	001	Barbie Lopez	Yes	Yes			Emailed

Homepage

(also called Overview under Views and Tools navigation links)

Home » Instructor Homepage » Overview

Views and Tools

- Overview
- Alternative Testing/Quizzes
- Alternative Formats
- Notetaking Services
- Deaf and Hard of Hearing

Logout

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

Log Out

1

Once you fin please do no and Clos

Log Out

OVERVIEW

Accommodation Requests Search Students' Eligibilities

Previous Term Term: Fall 2015 Next Term

Click to Expand Advanced Search Panel

Sort Result: Course Information Sort

LIST OF STUDENTS WHO COMMODATION

Legend:

- TST: Alternative Testing/Qt
- ETX: Alternative Formats
- COM: Deaf and Hard of He
- NTK: Notetaking Services

View	CRN	SBJ	CRS	SEC	Student's Full Name	TST	NTK	ETX	COM	Status
View	99998	CEAS	9998	006	Princess Leia Organa	Yes	Yes	Yes		Emailed
View	99998	CEAS	9998	006	Luke Skywalker	Yes	Yes	Yes		Emailed
View	99997	CEAS	9997	0003	Paul					Cancelled

1. The Instructor Homepage gives an overview of all students who have requested to use accommodations in your course sections. This list will change as students submit requests to use accommodations due to either a student deciding that he/she needs accommodations in your class or because he/she has completed registering with the ODA and accommodations are then available.
 - a. If you are teaching multiple sections or multiple courses, **all** sections of all of your courses will be listed
 - b. An overview of the accommodations are listed to the right of the students' names.
 - c. Status indicates that the Faculty Notification Letter has been emailed to you or if a student has cancelled their request to use accommodations.

Due to FERPA concerns, the ODA will not provide instructors with a list of students in individual courses who have requested accommodations as each instructor has access to that same student list on his/her Homepage in the AIM Instructor Portal.

2. If you would like to see students listed for only one course/section, click on the button labeled **“Click to Expand Advanced Search Panel”**.

OVERVIEW

Previous Term Term

 Click to Expand Advanced Search Panel

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Queries

To narrow your list of students for specific purposes such as by class or section, you can query by: Course Subject, Course Number, Section Number or any combination of these fields.

 Click to Hide Advanced Search Panel

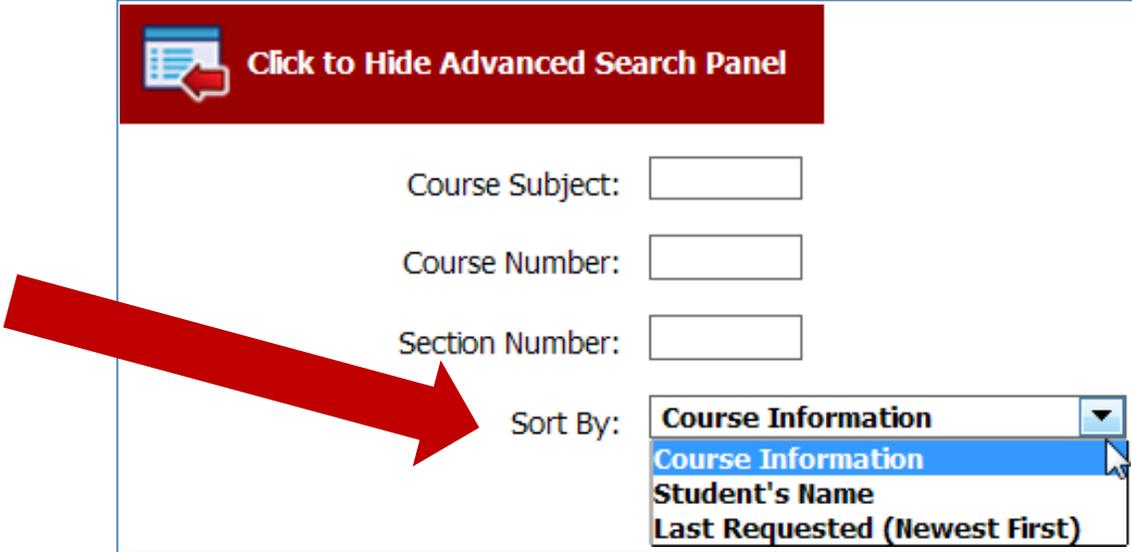
Course Subject:

Course Number:

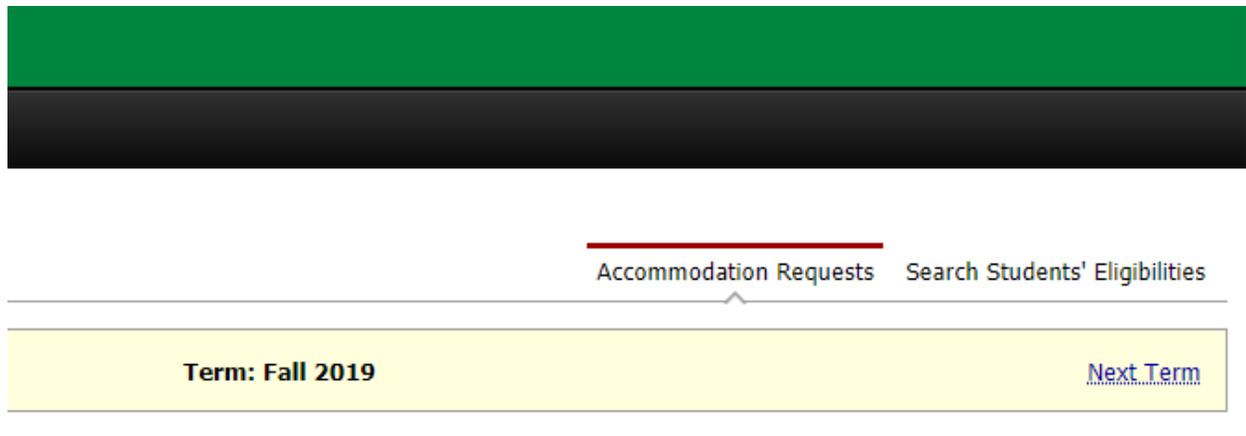
Section Number:

Sort By: **Course Information** ▼

Using the “Sort By” drop-down list, you can also sort the information by: Course Information
Student’s Name
Last Requested (Newest First)



To search for students with a specific accommodation: in the upper right corner, click the link “Search Students’ Eligibilities”.



Upon clicking, a new page is displayed.

From this page, you may be able to either export the student list to view all students who have requested accommodations and what accommodations have been requested, or search for students with a specific accommodation. Select **“Click to Expand Advanced Search Panel”**.

[Previous Term](#) Term: Fall 2019

LIST STUDENTS' ELIGIBILITIES

 [Click to Expand Advanced Search Panel](#)

Number of Records Found: **1** Show Limit: per Page

Showing Records: **1 - 1**

Full Name	Email
Barbie Lopez	testing.oda@unt.edu

You can now search by semester, part of a student's last name, and/or part of a student's first name.

LIST STUDENTS' ELIGIBILITIES

 **Click to Hide Advanced Search Panel**

Accommodation Term: **2017 - Summer** ▼

Part of Last Name:

Part of First Name:

STUDENT'S ELIGIBILITY

Alternative Formats

Accessible Alternative Formats

Alternative Testing/Quizzes (Will be Itemized on Letter)

Accessible digital materials for open-book tests

Adjustable/standing table for tests/quizzes

All in

Allow student to access medication/medical device

Allow student to wear sunglasses or hat during test

Allow

You can also scroll down the list of accommodations and select specific ones which you wish to query. Once all the accommodations you wish to search have been selected, click the "Search" button at the bottom of the page.

Views and Tools ▯ Alternative Testing/Quizzes

In the Alternative Testing/Quizzes section you may:

1. Complete & review your Testing Agreement(s)
2. View what students have testing appointments with the ODA Test Center, including the date/time of students' appointments.
3. Upload exams to student(s) exam request.



One test agreement must be completed per course section. The agreement is simply a way for you to confirm if you will or will not be using ODA Test Center's proctoring services for your course(s) each semester as well as a way for Test Center staff to ensure the correct administration of your exams. You may complete agreement on the page seen below.

A screenshot of a web application page titled 'ALTERNATIVE TESTING'. The page has a breadcrumb trail: 'Home > Instructor Homepage > Alternative Testing'. On the left, there is a sidebar with 'Login As Feature', 'Return to Staff', 'Views and Tools' (with a sub-menu), and 'Logout'. The main content area is titled 'ALTERNATIVE TESTING' and contains a 'SPECIFY ALTERNATIVE TESTING AGREEMENT' section. This section has a dropdown menu for 'Select Class:' with the value 'ENGL 1310.032 (SLN: ENGL13100321) - COL WRIT I'. Below this is a button labeled 'Continue to Specify Alternative Testing Agreement'. There is also a 'PROCTORING YOUR OWN EXAM' section with instructions and a 'Confirm' button.

Alternative Testing Agreements

Alternative Testing agreements are designed to explain to the ODA Test Center how you want your exam to be administered. **** One Alternative Testing Agreement must be completed per class section.**

- Do Not Complete Testing Agreement if:

Instructors do not have to complete an ODA Testing Agreement if:

1. There are no exams; or
2. The instructor is proctoring own accommodated exams to students.

Please select the appropriate option in “**PROCTORING YOUR OWN EXAM**” and **CONFIRM**. Do not complete the Testing Agreement.

PROCTORING YOUR OWN EXAM

If you will be proctoring your own exams for this course: choose one to the options below in the yellow box and CONFIRM your response, and you do not have to complete the Testing Agreement. Please refer to the student's Letter of Accommodation to ensure the student's approved accommodations are being met. If you have any questions regarding the student's testing accommodations, please contact us at Testing.ODA@unt.edu or via phone at 940-369-8969.

If you need ODA to proctor your exams for this course: Please complete the **ALTERNATIVE TESTING AGREEMENT** below. Because students can view what is entered in responses 1 - 8, please **DO NOT ENTER STUDENTS' NAMES, ID#S, OR CELL PHONE NUMBERS**. This information should be entered into the **ADDITIONAL INFORMATION** section of the Testing Agreement.

Select Class: **ENGL 1310.032 (SLN: ENGL13100321) - COL WRIT I** Type: **Select One** **Confirm**

- Complete Testing Agreement (as soon as possible) if:

If you are unable to accommodate the student and will need to have the student take tests in the ODA Test Center, then you will need to complete the section “**SPECIFY TESTING AGREEMENT**” and complete a testing agreement by answering questions related to your tests and how they are to be proctored.

By completing a Testing Agreement, ODA will have the information necessary to proctor your tests appropriately and return completed tests to you correctly.

Home >> Instructor Homepage >> Alternative Testing

ALTERNATIVE TESTING

SPECIFY ALTERNATIVE TESTING AGREEMENT

Select Class: **ENGL 1310.032 (SLN: ENGL13100321) - COL WRIT I**

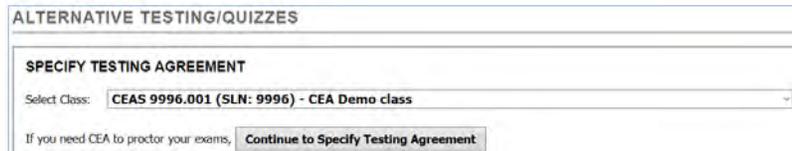
If you need ODA to proctor your exams, **Continue to Specify Alternative Testing Agreement**

From the drop down menu:

- (a) **SELECT CLASS** from drop down box.

Click the button labeled “**CONTINUE TO SPECIFY TESTING AGREEMENT**”.

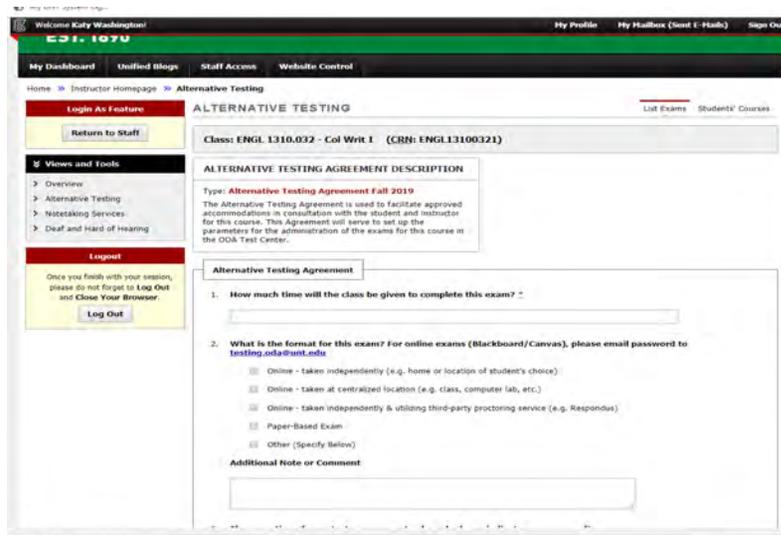
a.



(b) Answer the questions listed within the Alternative Testing Agreement (usually between 8 – 10 questions).

- Do not leave any blank fields. If the question does not apply, type “N/A”. **Please note that the questions in the Alternative Testing Agreement can be viewed by students so DO NOT include any student names, ID numbers, or your personal contact information (i.e., cell phone).**

b.



- At the bottom of the Agreement (after the questions), instructors will find two boxes.
 - **EXAM TYPE(S):** Enter in length of exams if it applies to your course section: exam/midterm, final, quiz. If no time is entered
 - **ADDITIONAL INFORMATION:** Information entered in this box CAN NOT be viewed by students. This is where instructor can enter personal contact information (i.e., cell phone) and any additional private/confidential information that the ODA Test Center needs to know

about the test administration.

The screenshot shows a form with two main sections. The first section, titled 'Exam Type(s)', contains the instruction 'Please list REGULAR CLASS EXAM LENGTH without extended time accommodations'. Below this, there are three rows of input fields: 'Exam/Midterm' with a value of '50' and 'Minutes' to its right; 'Final' with a value of '120' and 'Minutes' to its right; and 'Quiz' with an empty input field and 'Minutes' to its right. The second section, titled 'Additional Information', contains an 'Instructor Phone Number:' label followed by an empty input field and a hint 'Hint: Enter 10-digit number only.' Below this is an 'Additional Note:' label followed by a large empty text area.

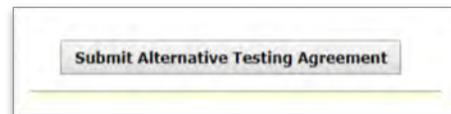
(c) Click the button “**SUBMIT TESTING AGREEMENT**”.

- If the submission **is successful**, a green circle with a white checkmark will appear in the top left corner of the screen.
- If the submission **is not successful**, a red and white caution symbol with an error message will appear in the top left corner of the screen. The error message will specify why the submission was not successful. The error will need to be corrected.

****Once an instructor submits an Alternative Testing Agreement for a course section, students in that section will be able to schedule their exams in the ODA Test Center.**

**** Student WILL NOT be able to schedule an exam until the Alternative Testing Agreement is completed by the instructor.**

C.



If Instructor Needs to Change/Update Testing Agreement

To change specific test criteria you have entered on an Alternative Testing Agreement, please e-mail Testing.ODA@unt.edu to update your agreement.

If students have submitted a request to the ODA Test Center for proctoring services, then information will be displayed as below.

LIST ALTERNATIVE TESTING AGREEMENT

Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select:

Copy to:

STEP 1 - SELECT ACTION

Available Tools:

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	TST	101	001	Barbie Lopez	Exam/Midterm	10/25/2019	02:00 PM	Processing - View Detail
<input type="checkbox"/>	TST	101	001	Barbie Lopez	Final	12/14/2019	01:10 PM	Processing - View Detail

a.

b.

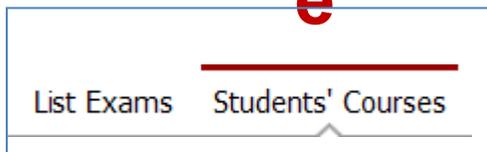
c.

d.

	Type	Date	Time	Status
	Exam/Midterm	10/25/2019	02:00 PM	Approved - View Detail
	Final	12/14/2019	01:10 PM	Processing - View Detail

- a. Type will show one of the following: Quiz, Test, Mid-term, Final
- b. Date = date student has requested to take the quiz/test.
- c. Time = time student has requested to take the quiz/test.
- d. Status = the current status of student's testing appointment. Status can be one of the following:
 - i. Approved (student's appointment is officially scheduled)
 - ii. Processing (student's request is pending approval from Test Center Staff)
 - iii. Canceled (student's appointment is canceled)
 - iv. Completed (Student completed exam at ODA Test Center)
- e. To view the list of exams by course, in upper-right corner select "Students' Courses".

e



Uploading Exams

**** Before uploading an exam, please note the status of student(s) request(s) for the exam date in question.**

- **“Approved”** – Test request is approved by Test Center and scheduled.
- **“Processing”** – The Test Center has not approved the request. This can happen for a number of reasons, including student attempting to test outside of class time or alternative test agreement parameters without instructor approval. Until the Test Center APPROVES request, the student is not scheduled to take their exam in the Test Center; and communications are sent to the student to contact instructor for approval and forward approval to Test Center to schedule exam.

Instructors are responsible for sending a copy/copies of their exam to the Test Center at least two days prior to the test administration. This is necessary to give the Test Center time to assign an appropriate number of staff such as proctors, readers, or scribes; prepare exam materials' envelope; and convert the exam to an alternative accessible format, if necessary. This can be done by clicking on the link within the **confirmation email** to **UPLOAD** your exam.

Send test instructions via the “Notes” section when UPLOADING the test. **(**ONLY NEEDED IF UNIQUE FROM TESTING AGREEMENT INSTRUCTIONS**)**

STEP 1 - SELECT ACTION

Available Tools:

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	TST	101	001	Barbie Lopez	Exam/Midterm	10/25/2019	02:00 PM	Processing - View_Detail
<input type="checkbox"/>	TST	101	001	Barbie Lopez	Final	12/14/2019	01:10 PM	Processing - View_Detail

- Under **Step 1 – SELECT ACTION**, click on the drop-down box beside **“Available Tools:”**
- Select **“Upload File to Exam(s)”**

STEP 1 - SELECT ACTION

Available Tools: **Upload File to Exam(s)** ▾
 Upload File to Exam(s)
 Export All Exam Details

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	TST	101	001	Barbie Lopez	Exam/Midterm	10/25/2019	02:00 PM	Approved - View Detail
<input type="checkbox"/>	TST	101	001	Barbie Lopez	Final	12/14/2019	01:10 PM	Processing - View Detail

- c. Click the box on the line of the student(s) and exam appointment you are uploading the exam.
Please note: If a student’s name is not listed, the student has not submitted an exam request for the test administration date in question.
- d. Go to **“STEP 3-CONFIRMATION”** and click **“Confirm your Selection** Review the upload instructions.

STEP 1 - SELECT ACTION

Available Tools: **Upload File to Exam(s)** ▾

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

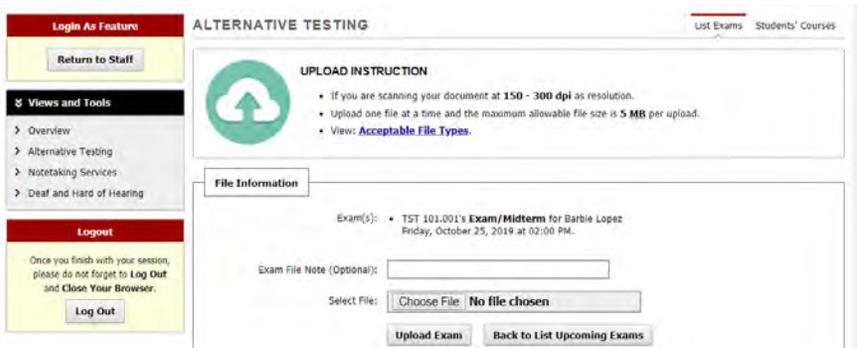
	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input checked="" type="checkbox"/>	TST	101	001	Barbie Lopez	Exam/Midterm	10/25/2019	02:00 PM	Approved - View Detail
<input type="checkbox"/>	TST	101	001	Barbie Lopez	Final	12/14/2019	01:10 PM	Processing - View Detail

STEP 3 - CONFIRMATION

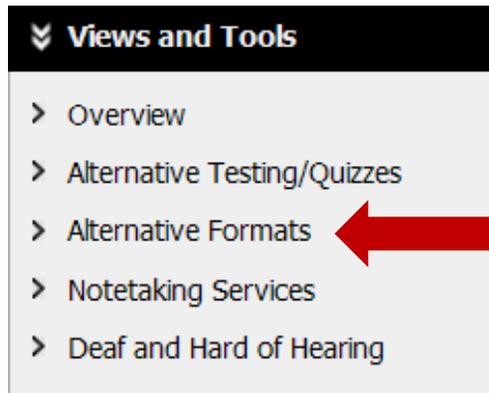
Confirm Your Selections

- e. If you are wanting to provide information to the Test Center regarding the exam that you would like the staff to know for this single administration, add a note to **“Exam File Note (Optional)”**
- f. At **“Select File:”** click **“Choose file”** which will produce a separate box in File Explorer to locate your exam within your electronic files.

- g. Once your exam is selected, the file name will appear in the box by **“Choose File”**
- h. Click to **“Upload Exam”**



Views and Tools Alternative Formats



For students who have a print-related disability, alternative formats provide access to course materials. (“Print-related” applies to hard copy AND digital copies. Not all digital copies are accessible!)

To see which students have requested the accommodation of alternative formats, in the left-side navigation select the link for “Alternative Formats”. For each course, the list of students using this accommodation will be displayed.

It is the student’s responsibility to request textbook and other course materials be converted. As this can be a lengthy process (at times 75-100 hours per book) and a large number of requests each semester, students are encouraged to place requests as early as possible. (Immediately following priority registration is not too early!)

*** If your course has numerous handouts or course materials to download from Canvas or library materials, please feel free to forward copies of all course materials to the ODA Alternative Format Lab Coordinator (Books.ODA@unt.edu) along with

- the students’ names and ID numbers
- date each item will need to be utilized for class or course syllabus (if this information is included)

ALTERNATIVE FORMATS
CEAS 9998.006 - Cea Alt Format Tracking (Not Braille)
Have Requested Accommodation: <ul style="list-style-type: none">▪ Luke Skywalker▪ Princess Leia Organa

We can then convert the materials based on the class reading schedule. We are happy to return the materials directly to you or to the student, whichever you prefer.

Views and Tools □ **Notetaking Services**

Notetaking services are offered to some students with disabilities as a reasonable accommodation. For this accommodation to work effectively, it requires communication between the student with a disability, the instructor, and the ODA. Notetaking services may include:

- Technology-based assistance - use of a laptop, web-based notetaking service, Livescribe Smart Pen, etc.;
- Permission to record lecture;
- Receipt of instructor outlines and/or notes;
- Receipt of peer notes from a class member (a notetaker).

Typically, notetakers are recruited from classes in which the student with a disability is enrolled.

The Process for Securing a Notetaking

The following steps must be followed in order for students to secure a notetaker in a course.

1. Student requests a letter of accommodation (LOA). Student is responsible for discussing accommodation needs with instructors of the courses when the LOA is delivered.
2. Student logs into AIM to confirm need for a notetaker in each class before recruitment of a note-taker begins.
3. The ODA will email instructor(s) with an announcement to recruit a notetaker. After the delivery of the LOA (and discussion with the student) the instructor may read the announcement to the class, post the announcement on Canvas, or email it to the class roster to recruit a note-taker. We ask that the announcement is made in two consecutive class meetings. Please remember to keep the name of the student with a disability confidential.
4. If the student with a disability has not been assigned a notetaker seven (7) days after sending instructor a recruitment email, ODA will email the instructor again requesting assistance and to read/post the announcement to the class.
5. No announcement by the instructor is needed if:
 - a. the ODA already has a volunteer;
 - b. the student with a disability has chosen a notetaker;
 - c. the instructor may personally identify a class note-taker or a GA/TA from class in lieu of making the announcement (if instructor teaches more than one section of a course that have identical content and pace of instruction, then one notetaker can take notes for students in different

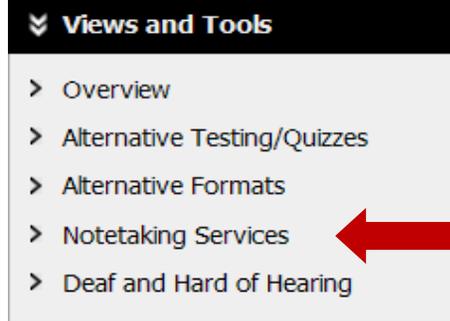
sections); or

- d. the instructor is already providing equivalent access to lectures via posting of instructor's lecture notes, very detailed PowerPoints, asynchronous video opportunities to view lecture, etc.

In the case of (b) or (c), email Notes.ODA@unt.edu to let the ODA Coordinator know, and the ODA Coordinator will reach out and have the note-taker sign up through **AIM Notetaker Portal**.

- 6. Because the ODA does not know the nature of each course or the method of instruction, we rely on responses from instructors who receive the notetaker recruitment email to let us know whether a notetaker is applicable to the course (i.e., it is an activity-based course, etc.) so that the Coordinator can cancel the notetaker request, if necessary.

Tracking Notetaking Services in AIM



To review information regarding notetaking services for students, in the left-side navigation select “Notetaking Services”.

- a. If no note-takers have been assigned to a class, the message will be displayed as such.

NOTETAKING SERVICES

CEAS 9998.006 - Cea Alt Format Tracking (Not Braille)

No Notetaker has Been Assigned to this Class

If you know another student in the class that can be a good notetaker, please have them stop by the office or sign up electronically.

Students Who **Have Requested Accommodation**:

- Luke Skywalker
- Princess Leia Organa

If a note-taker has been assigned, then you will see the name of the note-taker as well as his/her email address.

- b. If the note-taker has uploaded notes, then you will see the link for accessing “Available Note(s) for Download (Click to Expand)”. As the instructor, you can download and review any uploaded notes.

b.

c.

NOTETAKING SERVICES

CEAS 9998.006 - Cea Alt Format Tracking (Not Braille)

List of Notetaker(s):

- Name: **Darth Vader** (Email: dvader@uark.edu).

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

Views and Tools Deaf and Hard of Hearing

This section will show you any students who have accommodations specific to students with a hearing diagnosis as well as list the accommodations.

- ▼ **Views and Tools**
- Overview
- Alternative Testing/Quizzes
- Alternative Formats
- Notetaking Services
- Deaf and Hard of Hearing



DEAF AND HARD OF HEARING

Current Requests

SOCI 2013.001 - General Sociology

Staff Assigned:

1. Sign Language Interpreting Network
Email: Scheduling@SLINofNWA.com

Have Requested Accommodation:

- Lando Calrissian