

Faculty Reference

Using Accessible Learning Management (AIM)

Class Instruction Forms



JACKSONVILLE STATE UNIVERSITY

Office of Disability Resources
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the FRIENDLIEST CAMPUS *in the* SOUTH

When should I use this?

To assist Disability Resources in working with you and the students registered with our office that are in your classes, please complete the Class Information Form. This form will provide us with details about the following:

- Methods of course facilitation.
- Fundamental aspects of the course
- Technology used
- How students access and submit content.



The Authentication Page

Once you log in you are directed to the Instructor Authentication Page. Please review and acknowledge the reminders, by clicking “Continue to View Student Accommodations.”

INSTRUCTOR AUTHENTICATION PAGE

Username: **screech**

REMINDERS

Please read the following prior to completing the form:

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

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

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](#)

Course Instruction Selection

Completing a New Form: To complete a new form or editing an existing form, select the course you wish to complete from the dropdown menu and click “Submit”

Copy an Existing Form: If you have already completed a form for one course or section and you wish to copy it to another, select the courses from the dropdown menus and click the “Copy” button.

OVERVIEW

[Previous Term](#)

Term: S



HANDY TOOLS

CLASS INSTRUCTIONS

Select:

Copy to:

Course Instruction Form

Upload Syllabus: There are several ways to upload a syllabus in AIM. To provide ease of access to this feature, you can click “Upload Syllabus” and provide a copy of your syllabus here.

Answer Questions: Complete the questions to the best of your knowledge. Then click “Submit Form” or “Update Form”. Please **do not** specify any student’s name as this form is intended for gathering information about your classroom.

CLASS INSTRUCTION FORM

Class: ODR 101.01 - Introduction To Aim (CRN: 00001X)

To assist Disability Resources in working with you and the students registered with our office that are in your classes, please complete the following Class Instruction Form.

UPLOAD YOUR SYLLABUS

In order to assist Disability Resources in providing accommodations we request a copy of your course syllabus. Use the following link to upload your syllabus:

[Upload Syllabus](#)

WARNING: Please **DO NOT SPECIFY STUDENT NAME(S)** in the following form. This form is only intended for gathering general information about your classroom.

Questions

1. How will course meetings be held? *

- Online synchronous sessions
- Online asynchronous / recorded video lectures
- Hybrid (Online and In-Person)
- In-person with remote option
- In-person only
- Other: Describe Below

Need assistance?

Any of your Disability Resource team members are happy to help get you going.

Office of Disability Resources

- Visit us on the 2nd Floor Houston Cole Library
- Call us by phone at 256-782-8380
- Email us at disabilityresources@jsu.edu
- Visit us online via www.jsu.edu/disabilityresources

We are also available for your unit meetings or provide one-on-one assistance.



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