

Faculty Reference

Using Accessible Learning Management (AIM)

The Faculty Portal



JACKSONVILLE STATE UNIVERSITY

Office of Disability Resources
2nd Floor Houston Cole Library
P: 256-782-8380
E: disabilityresources@jsu.edu
O: www.jsu.edu/disabilityresources

the FRIENDLIEST CAMPUS *in the* SOUTH

What is AIM?

- Accessible Information Management (AIM) is the database solution adopted by Disability Resources in 2023.
- Manages academic, housing, and meal accommodations for students with disabilities.
- Students utilize AIM to request accommodations, send accommodation letters (IPPs) for courses, and access other areas of support.
- It allows faculty to view student accommodation plans and review these requests in a centralized location rather than by email or paper forms alone.



Accessing Your Faculty Portal

Website: Visit the Disability Resources website at www.jsu.edu/disabilityresources

Student AIM Portal Button: Locate the two AIM Portal buttons under the left navigation menu. Click the red button with white text that states, "Student AIM Portal".

JSU > Student Success > Disability Resources

Disability Resources

Student Success

Disability Resources

- Request an Interpreter/Captionist
- Current Students
- Future Students & Family
- Faculty-Staff
- Military Connected Students
- Student Groups through Disability Resources
- Meet Your Team
- Report a Barrier
- Request a Presentation

STUDENT AIM PORTAL

FACULTY AIM PORTAL

Office of Disability Resources

The Office of Disability Resources


The Office of Disability Resources is committed to providing services that facilitate the academic and personal goals of the students we serve. Students with documented disabilities are entitled to reasonable and appropriate academic accommodation in accordance with federal laws including Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act. We are committed to equal opportunity for persons with disabilities without regard to disability.

Our Mission

The mission of Disability Resources (DR) is to ensure equal learning and opportunities for students, faculty, staff, and guests with disabilities by increasing the capacity of Jacksonville State University to eliminate physical, programmatic, policy, informational, and attitudinal barriers. We work to ensure access under federal and state statutes to university courses, programs, facilities, services, and activities by providing or arranging reasonable accommodations, academic adjustments, auxiliary aids and services, training, consultation, and technical assistance.

REQUEST ACADEMIC ACCOMMODATIONS

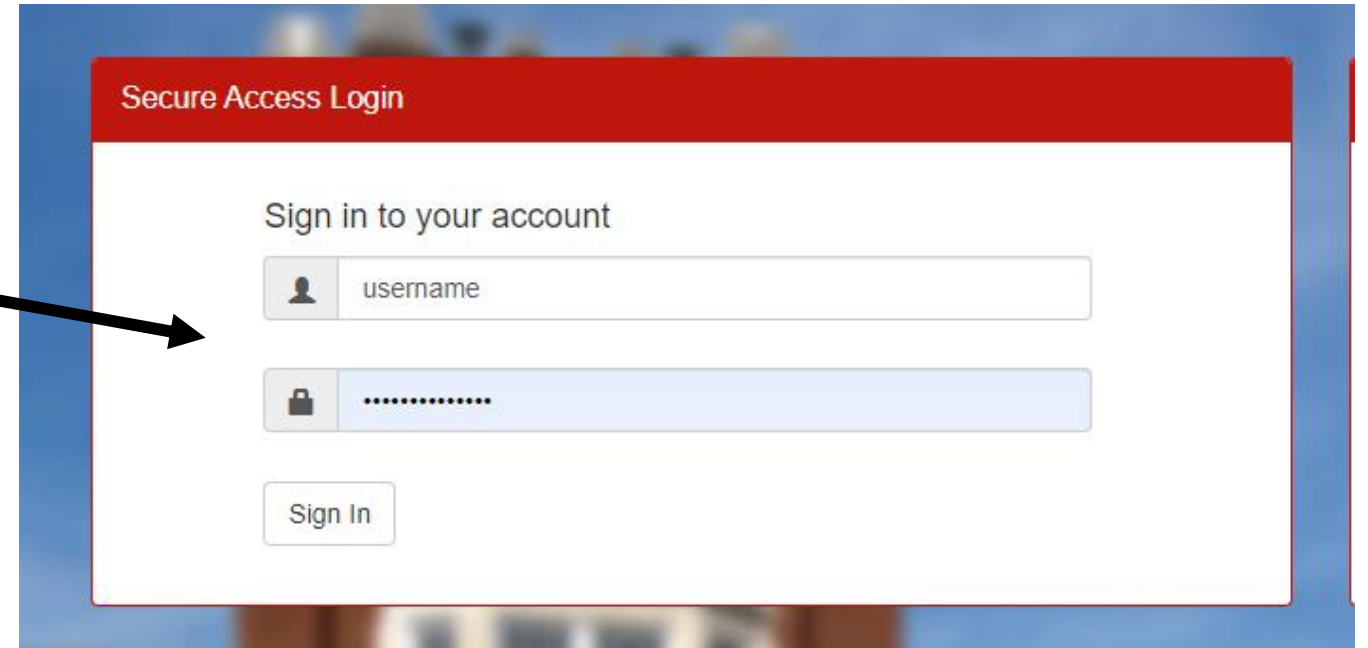
REQUEST HOUSING/MEAL ACCOMMODATIONS



Current Students **Future Students and Family** **Faculty and Staff**

Logging Into Your Portal

Login to MyJaxState: You will then be directed to a login screen requesting you to login using your MyJaxState login credentials.



Secure Access Login

Sign in to your account

username

.....

Sign In

Meet Your Faculty Portal

The **AIM Instructor Portal** enables you to:

- View lists of students who have requested accommodations in your courses individually or by course.
- Review the IPP letters (accommodation letters) from a central location without having to search your emails.
- Complete accommodation agreements and forms, as needed.



My Dashboard

Staff Access

Website Control

Testing Center

Liaison

Housing

Home » Instructor Homepage » Instructor Authentication Page

Views and Tools

- > Overview
- > Course Syllabus
- > Alternative Testing
- > Alternative Formats

Logout

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

Log Out

Important Dates

- > **August 17**
Classes Begin (Don't Forget to Request Your Accommodations!)
- > **September 04**
Labor Day Observed

INSTRUCTOR AUTHENTICATION PAGE

Username: **sccreech**

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



- My Dashboard
- Staff Access
- Website Control
- Testing Center
- Liaison
- Housing

Home >> Instructor Homepage >> Overview

- Views and Tools**
- > Overview
 - > Course Syllabus
 - > Alternative Testing
 - > Alternative Formats

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- Important Dates**
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OVERVIEW

[Accommodation Requests](#)
 [Search Students' Eligibilities](#)
 [Add Instructor](#)

[Previous Term](#)
Term: Fall 2023
[Next Term](#)

[Click to Expand Advanced Search Panel](#)

Sort Result:
Last Requested (Newest Fi
Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

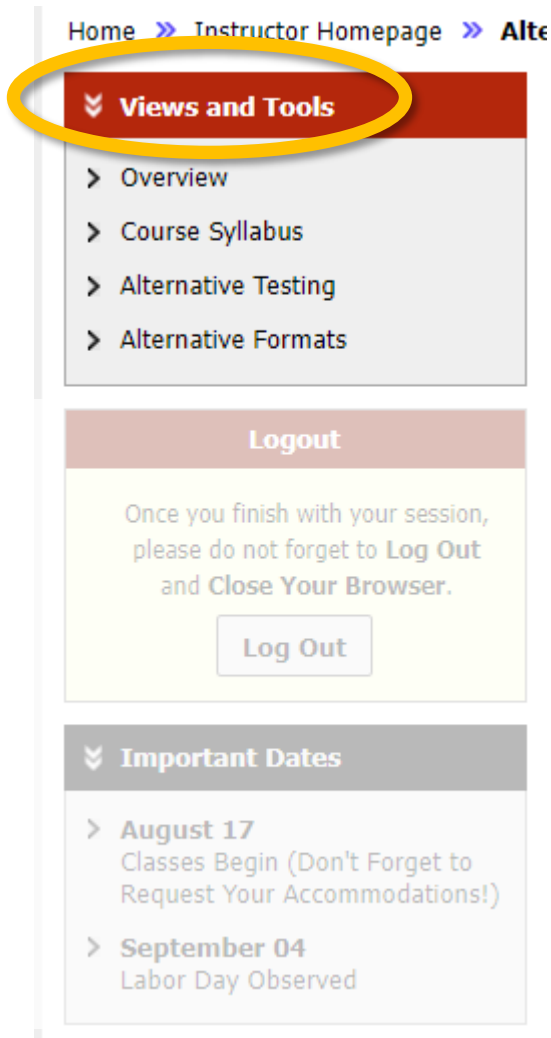
- **TEST:** Alternative Testing
- **FORM:** Alternative Formats
- **DHOH:** Communication Access
- **NOTE:** Notetaking Services

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

For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	NOTE	FORM	DHOH	Request Date	Status
View	00000Y	ODR	201	06	Minnie Mouse		Yes	Yes		06/11/2023	Emailed
View	00000X	ODR	101	01	Minnie Mouse	Yes		Yes		06/11/2023	Read
View	00000X	ODR	101	01	Donald Duck	Yes	Yes	Yes	Yes	06/04/2023	Emailed

Overview Menu – *Views and Tools*



- **Overview:** This is your “Overview” page that serves as a landing page and provides a listing of students who have requested accommodations for the selected semester.
- **Course Syllabus:** Provides an easy-to-access location to upload and view course syllabi.
- **Alternative Testing:** Here you can complete alternative testing accommodation agreements, upload and view exams, and manage testing accommodations.
- **Alternative Formats:** Here you find the list of alternative format requests for students in your courses for the selected semester.

Overview Menu – *Logout and Dates*

Home » Instructor Homepage » A&T

- Views and Tools
 - Overview
 - Course Syllabus
 - Alternative Testing
 - Alternative Formats
- Logout**

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

[Log Out](#)
- Important Dates**
 - August 17**
Classes Begin (Don't Forget to Request Your Accommodations!)
 - September 04**
Labor Day Observed

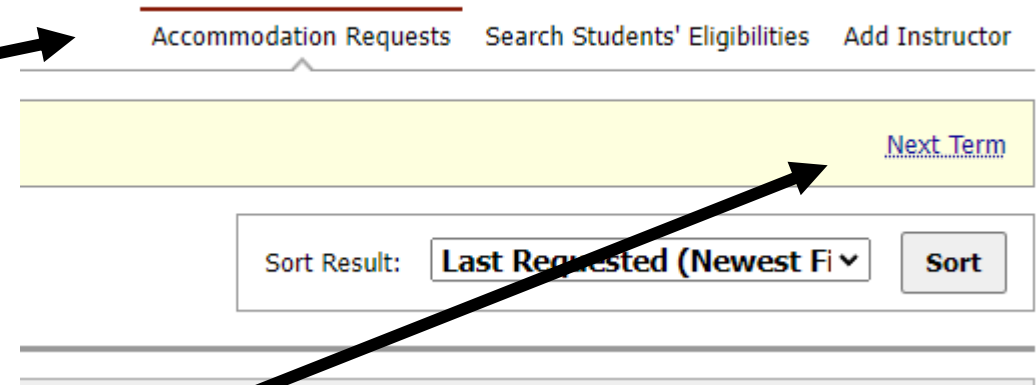
- **Logout:** You can log out either at the top of the page by clicking “Sign Out” or clicking the “Log Out” button on the left side of the screen. It is important that you log out any time you are.
- **Important Dates:** This section of the left side houses important dates to Disability Resources.

Overview Page – Top Menu

Top Menu: The top menu may vary from page to page. On the overview page it houses the following links:

- Accommodation Request – A searchable listing of accommodation requests made in courses in which you are listed as an instructor.
- Search Students' Eligibilities – Provides a searchable listing of students who have requested accommodations.
- Add Instructor – A feature that allows you to add additional instructors to courses where additional instructors need access.

Terms: You can navigate between terms using “Next Term” and “Previous Term”. The default term will be the one that currently is in session.



Overview Page – Accommodation Request Listing

Legend: Just above the listing of students who requested accommodations is a legend that provides an explanation of the accommodation categories in columns 7-10 below.

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- TEST: Alternative Testing
- DHOH: Communication Access
- FORM: Alternative Formats
- NOTE: Notetaking Services

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

For Accommodation Export, Sort Column by:

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	NOTE	FORM	DHOH	Request Date	Status
View	00000Y	ODR	201	06	Minnie Mouse		Yes	Yes		06/11/2023	Emailed
View	00000X	ODR	101	01	Minnie Mouse	Yes		Yes		06/11/2023	Read
View	00000X	ODR	101	01	Donald Duck	Yes	Yes	Yes	Yes	06/04/2023	Emailed

Listing: You can view the individual requests at the bottom of the page by student and course. To view the accommodation letter click “View”.

Need assistance?

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

Office of Disability Resources

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- 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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