Uploading a Course Syllabus in AIM

This guide provides text-based guidance on how to upload your course syllabi in AIM. This guide is intended for faculty working with students registered with Disability Resources. Uploading course syllabi is a helpful action when addressing concerns about the implementation of accommodations. This can be especially helpful with accommodations like extended time, testing accommodations, and attendance modifications.  While both students and faculty can upload course syllabi, we recommend faculty do this as faculty will have the most recent copy. Please note that anywhere you see a link or button that reads, “Upload Syllabus” you can upload the syllabus there. This guide will focus on uploading it using a singular method assuming the instructor is just logging in to their portal.

# Steps to Access the AIM Faculty Portal:

1. Navigate your web browser to the Disability Resources website at [www.jsu.edu/disabilityresources](http://www.jsu.edu/disabilityresources).
2. Locate the two red buttons with white text on the left side under the navigation menus.
3. Click the “Faculty AIM Portal” button.
4. When directed enter your MyJaxState login credentials and login.
5. Review the REMINDERS provided and click “Continue to View Student Accommodations.”
6. You will now be on your Student Portal Dashboard / Overview Page

# Steps for Uploading Course Syllabi:

1. After logging in, confirm you are on the “Overview” page. If you are not on the overview page, click the “Overview” link in the Views and Tools navigational menu on the left.
2. Locate the “Views and Tools” navigational menu on the left side of your screen and click the “Course Syllabus” link.
3. In the “Upload Form” section select the class you wish to upload a syllabus for form the “Class” drop down menu.
4. Next, enter a title for the file you plan to upload.
5. Then, select the file you want to upload by clicking “Choose file” and selecting the file.
6. Click “Upload Syllabus.

Note: Any syllabi that have already been uploaded will appear on this same screen in the yellow box under the Upload Form. If you have no syllabi upload this box will read “No Syllabus Uploaded.”

If you have any questions or need additional guidance, please contact us via email at [disabilityresources@jsu.edu](mailto:disabilityresources@jsu.edu) or call us at 256-782-8380.