

Faculty Reference

Using Accessible Learning Management (AIM)

*Viewing Accommodations &
Parts of an Accommodation Letter (IPP)*



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 are “accommodations”?

Accommodations are changes or adjustments which gives a student with a disability an equal opportunity to benefit from and participate in the educational process. This can be alterations of the student’s environment, tasks, activities etc.

Students registered with our office qualify for services under the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act

JSU uses the **AIM Instructor Portal** to provide faculty with an easy-to-use system which lists of students who have requested accommodations in your courses individually or by course and allows you to review their accommodation letters and complete any agreements that are needed.

What is an IPP?

- IPP stands for Individualized Postsecondary Plan and is the academic accommodations plan for at student at JSU.
- You may also hear these referred to as *Accommodation Letters* or *Faculty Notification Letters*.
- Students utilize AIM to request accommodations, send accommodation letters (IPPs) for courses, and access other areas of support.
- AIM 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

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

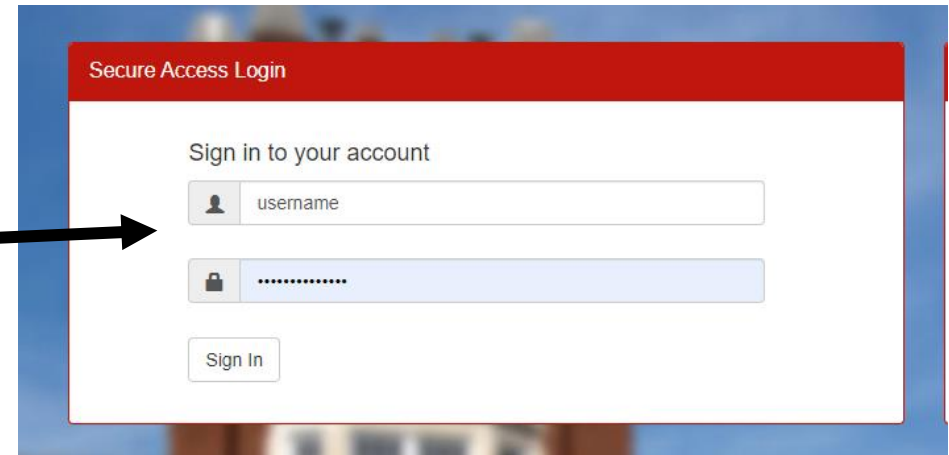
REQUEST HOUSING/MEAL ACCOMMODATIONS



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

Logging Into Your Faculty 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

Reminders: Read and acknowledge the reminder provided on your landing page as you access the portal. To acknowledge the reminders, click “Continue to View Student Accommodation”. You will now be taken to the Overview page.

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 records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of 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 WITH YOUR INFORMATION**

[Continue to View Student Accommodations](#)

Viewing Accommodation Letters (IPPs)

OVERVIEW Accommodation Requests Search Students' Eligibilities Add Instructor

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

[Click to Expand Advanced Search Panel](#) Sort Result: **Last Requested (Newest F**

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**

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	NOTE	FORM	DHOH	Request Date	Status
View	30307	SW	521	001	Donald Duck				Yes	05/31/2023	Emailed
View	30302	SW	510	001	Donald Duck	Yes	Yes		Yes	05/31/2023	Emailed

- Your overview page will list students who requested accommodations for the current term.
- Here you will find the course CRN, Subject, Number, Section and Student's name along with information on types of accommodations and date requested.
- Clicking "View" will take you to the student's accommodation letter.

Anatomy of the Accommodation Letter (IPP)

Header Info: Title of Course, Semester, and Date of Letter.

Introduction: Student Name, ID number, course enrolled, notice of approval of accommodations.

Rights and Responsibilities: Brief overview of rights and responsibilities and who to contact for questions.

Accommodations: List of accommodations the student is approved for and has requested for your course. Includes description of the accommodation and links for helpful guides on working with the accommodations.

Notification Letter

Summer 2023 -
June 02, 2023

Dear Sean Creech:

Donald Duck (000000004) is a student registered for services with JSU's Office of Disability Resources and is enrolled in your **SW** course scheduled for . The purpose of this letter is to officially notify you that Donald is approved for the academic accommodations stated below and is requesting them for your course. Academic accommodations are approved by Disability Resources for qualified students as defined by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, on an individual basis and are designed to ensure equal access to JSU courses, programs, and experiences.

Rights and Responsibilities

- Faculty members have a responsibility to ensure that the approved accommodations are established in the course. Should you have any questions about how to appropriately accommodate a student in your class that are not answered in the information below, please contact the student's Specialist. Donald's Specialist is Sean Creech and can be reached by email at sccreech@jsu.edu or phone at (256) 782 - 5264.
- Students have the right to request accommodations at any point in the semester. However, they are responsible for submitting the requests in a timely manner. Faculty are not responsible for retroactive accommodations nor required to modify any essential requirements in the program of instruction or provide accommodations when the requests poses an undue hardship. If you have questions regarding issues of requirement or hardship, please contact the student's Specialist listed above.
- Students are not required to disclose the nature of their disabilities or disability related conditions to faculty, classmates, or staff beyond the Disability Resources office. The fact that this student qualifies for services and receives accommodations is information protected by the [Family Education Rights & Privacy Act \(FERPA\)](#).

IMPORTANT NOTICE: The information in this letter is strictly confidential and should be treated as such. Please speak privately with the student if you need to discuss these accommodations or related issue. ! Specific accommodations Donald is eligible to receive and is requesting for this course are as follows:

1. Assistive Technology

- **Use of Calculator**
Allow use of a basic 4-function calculator on classroom activities and assignments containing calculations.

2. Deaf and Hard of Hearing

- **Interpreting**
The student is responsible for [requesting interpreters](#) for class, as well as for class-related activities such as field trips, meetings with the instructor, and group meetings. Please provide advance notice of such meetings or requirements so the request for an interpreter can be made. For best practices on working with interpreters and students, please visit the [Tips for Teaching Students with Disabilities](#) on the Disability Resources website.

Additional Notification(s) Regarding Student:

1. Instructions for Emergency Evacuation

In the event of an emergency, this student may require assistance in locating and moving to the nearest area of refuge. Please discuss the need with the student and develop a plan appropriate for your class and the class's location. In the event of an emergency, please assist the student to the nearest area of refuge. It is recommended that the student becomes familiar with the nearest area of refuge in your building and how to access it in the event of an

Anatomy of the Accommodation Letter (IPP) - Continued

Additional Notifications: Additional information specific for the student.

Additional Notification(s) Regarding Student: [REDACTED]

1. Instructions for Emergency Evacuation

In the event of an emergency, this student may require assistance in locating and moving to the nearest area of refuge. Please discuss the need with the student and develop a plan appropriate for your class and the class's location. In the event of an emergency, please assist the student to the nearest area of refuge. It is recommended that the student becomes familiar with the nearest area of refuge in your building and how to access it in the event of an emergency..

Syllabus Upload: Information on how to upload a syllabus to assist Disability Resources in providing guidance on implement the accommodations and who to contact for questions.

To assist Disability Resources in providing these accommodations, we encourage you to [upload your course syllabus](#). At the time this notice is sent to you, Disability Resources has knowledge of the student, but may not have knowledge of your specific course. As a result, there may be some accommodations listed above which may not fully align with course activities or may fundamentally alter the course objective. If you have questions about these accommodations or how to implement them, please contact Sean Creech. They can be reached by email at screech@jsu.edu or phone at (256) 782 - 5264.

Additional Resources: Link to excellent internal and external resources on providing services to students with disabilities.

Disability Resources is committed to access for students with disabilities and serves as a resource to fulfill this commitment. We work collaborative with students and faculty. More information about each accommodation and JSU Faculty Guidelines on working with students with those accommodations are available on the [Disability Resources webpage](#). To learn more about providing services for students with disabilities, please visit [AccessCollege: The Faculty Room by the DO-IT Center](#).

Sincerely,

Office of Disability Resources
Student Success Center
Jacksonville State University
Houston Cole Library, 2nd floor
P. 256-782-8390 | F. 256-782-8383
disabilityresources@jsu.edu
WWW.JSU.EDU

History: History summary of accommodation requests for this student in the course.

REQUEST HISTORY

Type of Accommodations	Type	Date Processed
of Calculator	Added	05/31/2023 at 07:12 PM
Interpreting	Added	05/31/2023 at 07:12 PM

Viewing Accommodations by Course

Show Advanced Search: Click the red "Click to Show Advanced Search Panel" to reveal the advanced sorting features.

Input Criteria: Enter your desired course criteria to assist in filtering your information (Optional).

Sort: Select how you want to sort the information (Optional).

Search: Initiate the search by clicking the "Search" button.

OVERVIEW

[Previous Term](#)

Term: Summer 2023



[Click to Hide Advanced Search Panel](#)

Accommodation Term:

Course Subject:

Course Number:

Section Number:

Sort By:

Viewing Accommodations by Search


Show Advanced Search: Click the red "Click to Show Advanced Search Panel" to reveal the advanced sorting features.

Input Criteria: Enter your desired term or student name (Optional).

Edibility: You can narrow your search by selecting specific accommodations (Optional).

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

LIST STUDENTS' ELIGIBILITIES

 **Click to Hide Advanced Search Panel**

Accommodation Term:

Part of Last Name:

Part of First Name:

STUDENT'S ELIGIBILITY

Alternative Formats

Alternative Format for Visual Information Braille E-Text

Large Print

Alternative Testing

<input type="checkbox"/> Access to Food, Drink, or Medication During Exam	<input type="checkbox"/> Extra Time 1.50x	<input type="checkbox"/> Extra Time 2.00x
<input type="checkbox"/> Format Modification - Braille	<input type="checkbox"/> Format Modification - Large Print	<input type="checkbox"/> Format Modification - Use of CCTV / Magnification
<input type="checkbox"/> May Require More Than One (1) Sitting	<input type="checkbox"/> May Use Testing Center For Proctoring	<input type="checkbox"/> Noise Cancelling Headphones
<input type="checkbox"/> Reader for Tests	<input type="checkbox"/> Reduced Distraction Environment	<input type="checkbox"/> Scantron Assistance / Permission to Mark Directly on Exam
<input type="checkbox"/> Scribe for Tests	<input type="checkbox"/> Short Breaks	<input type="checkbox"/> Sign-Language Interpreter
<input type="checkbox"/> Text-to-Speech Program for Tests	<input type="checkbox"/> Use of Technology - Calculator	<input type="checkbox"/> Use of Technology - Computer

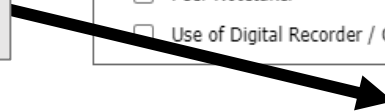
Viewing Accommodations by Search - Continued

Access to Canvas Accessible video/Audio Materials Assistive Listening Devices
 Captioning Interpreting

Notetaking Services

Peer Notetaker Peer Reader Use of Carbon Paper
 Use of Digital Recorder / Glean Use of Smart Pen

Search: Once your criteria is entered, click "Search" to start your search.



Number of Records Found: 1 Show Limit: per Page
Showing Records: 1 - 1

Full Name	Email
Donald Duck	

Results: The results of your search will appear at the bottom of your screen.



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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