Uploading Your Course Syllabus

This guide provides text-based guidance on how to use AIM to upload a syllabus for one of your courses. This guide is intended for 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. Before uploading your syllabus, check with your instructor to make sure you have the most current version and make sure they have not already submitted it AIM.

# Steps to Access the AIM Student 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 “Student AIM Portal” button.
4. When directed enter your MyJaxState login credentials and login.
5. You will now be on your Student Portal Dashboard / Overview Page

# Uploading a Course Syllabus:

1. Locate the “My Accommodations” navigational menu on the left side of your screen and click the “Course Syllabus” link.
2. Select the course that you are uploading a syllabus for from the “Class” drop down menu.
3. Enter a name for the file you are uploading.
4. Click “Choose File” from the Select File area and choose the file you wish to upload.
5. Click the “Upload Syllabus” button.

# Viewing an Uploaded Course Syllabus:

1. Locate the “My Accommodations” navigational menu on the left side of your screen and click the “Course Syllabus” link.
2. Any syllabi that have been uploaded will appear under the “Upload Form” box toward the bottom of the page. If you do not have any syllabi uploaded, “No Syllabus Uploaded” will be stated.

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.