Faculty Navigation in AIM Faculty Portal 5.0

Student Disability Services (SDS) will be upgrading the interface of the AIM portal that is used by students to request accommodations and used by faculty to verify student accommodations and access Faculty Notification Letters. The interface has a new design but carries the same functions as the previous version of AIM.

Contents

Accessing AIM

Accessing AIM will still follow the previous verification processes when logging in.

Login to https://hunter.accessiblelearning.com/JHU/instructor with your Johns Hopkins username (e.g., JDoe24@jhu.edu, JDoe24@jh.edu) and password.

➢ You can locate your name at the top left corner to confirm that you have successfully logged in. (Displayed as "Hi [Faculty Name]!")

When faculty log in, Faculty will see they are logged into their instructor portal by identifying their username. The webpage will have the FERPA Access Policy displayed. Please read this access policy in its entirety and reach out to SDS if you have any questions or concerns. Once reviewed, **select Continue to View Student Accommodations**.

Student Accommodation Verification and Faculty Notification Letters

After viewing the Access Policy and selecting continue, Faculty will be directed to their dashboard. The dashboard will contain AIM system announcements and a list of students who have requested accommodations for the courses the faculty teaches. Included is the course registration number, course subject, course section, the student's name, status of their accommodation request/faculty notification letter, the date of the original accommodation request, and the date from which the request was last updated. Alternative testing and notetaking service accommodations are provided for Faculty to verify.

If Faculty would like to **view a student's Faculty Notification Letter in their browser**, the faculty would **select View for the row of the student of their choosing**. If faculty would like to **download and save a Faculty Notification Letter**, the faculty would **select PDF**.

Exporting Student Data

If Faculty would like to export the data of their students' accommodations and requests, faculty would select the arrow to expand the drop-down menu for the box titled **Export Data: Students**, and then **select Export Accommodation Requests**. Once exported, an excel sheet will be generated and downloaded.

Uploading a Syllabus

To upload a syllabus or syllabi for your course(s), **locate the Home menu to the left of your display**. In this menu, **select Upload Syllabus**.
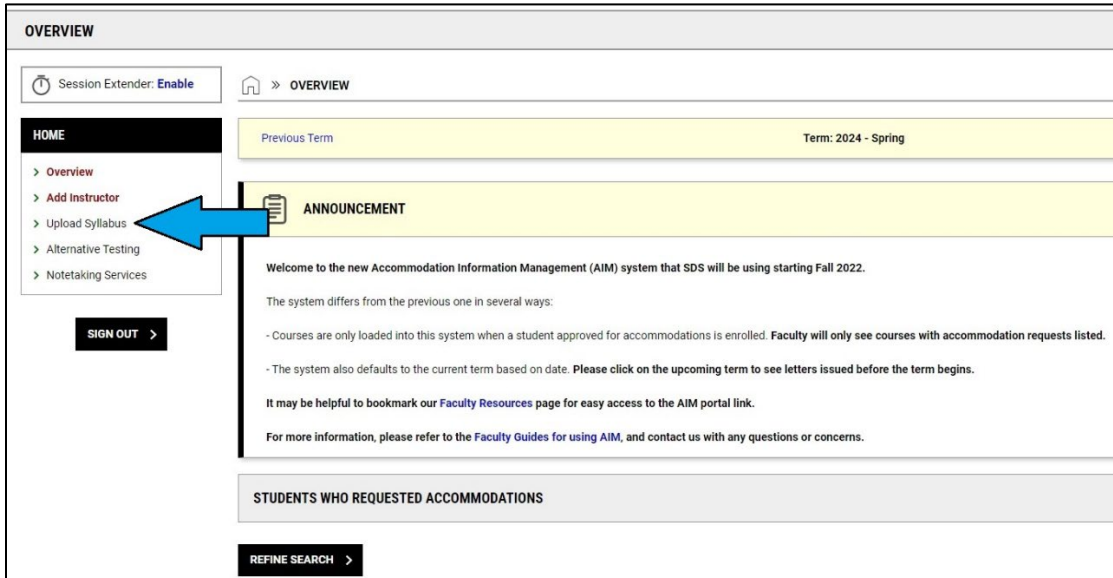
On the displayed page, faculty should see a box titled **File Information** and **Form Submission**.
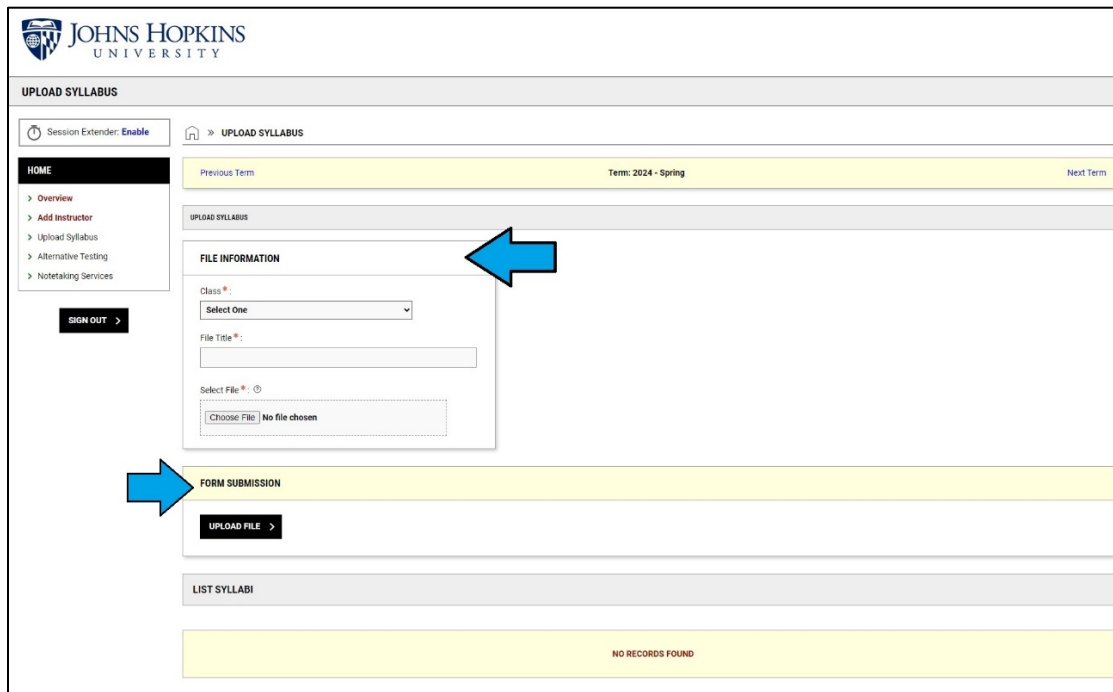
Faculty would follow these instructions to upload a syllabus.

1. Locate the **File Information** box.

2. <u>**Select the course from the drop-down menu**</u> that the syllabus to be uploaded is for.

3. Type the name of the syllabus file into the file title.

4. <u>**Select Choose File**</u> and upload the syllabus of your choice.

5. Once uploaded, locate the **Form Submission** Box, and <u>**select Upload File**</u>.

Once uploaded faculty will be able to see all the syllabi they have uploaded under **List Syllabi**, and they are free to delete and replace these syllabi as well.

Submitting Accommodated Exam Agreements

1. Log in using the [AIM Instructor Portal](#).

2. Under **Home,** select **Alternative Testing.**
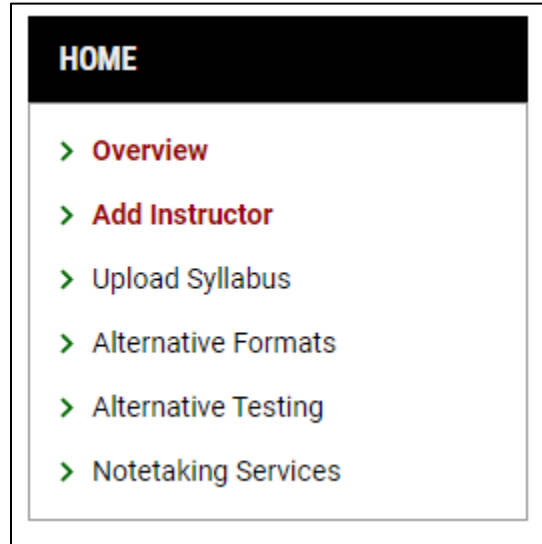
3. Within the **Accommodated Exam Agreement** Box, select **Courses without Accommodated Exam Agreement.**
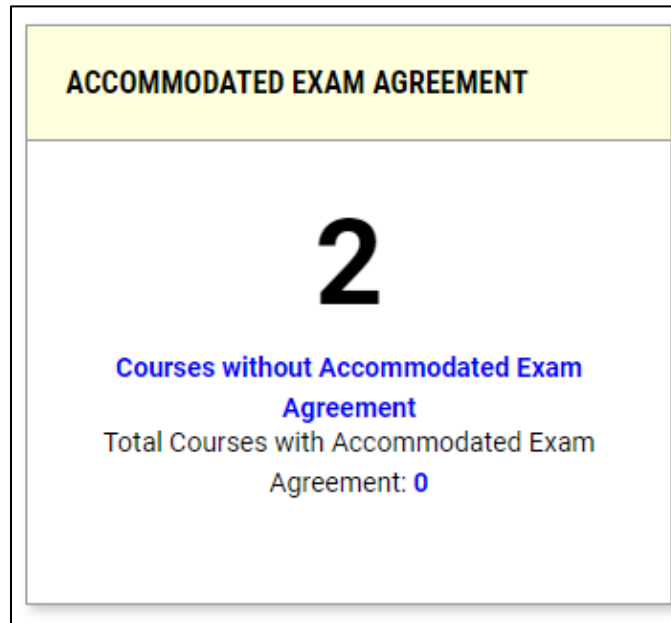
4. Go to your course and select **Specify Accommodated Exam Agreement.**

5. Choose one of the following options:

   a. I Will Proctor My Own Exams

    b.   My Class Has No Exam

    c.   SDS Will Proctor Exams

6. Confirm Task by selecting **Confirm to Proceed** from the dropdown.

Confirm Task * :
Select One ⌄
Select One
Confirm to Proceed

7. Select **Submit Your Selection.**

FORM SUBMISSION

SUBMIT YOUR SELECTION >

8. You will be prompted to answer the following questions about your upcoming tests:

    a.   Is there a specific time students must start (or finish) each quiz/exam, if applicable? Please explain.

Is there a specific time students must start (or finish) each quiz/exam, if applicable? Please explain.

b. Select **Allowable Materials for Exam(s).**

Allowable Materials for Exam(s): (Select all that apply)

☐ Calculator - Graphing or Programmable

☐ Calculator - Scientific

☐ Calculator - 4 Function (Basic)

☐ Calculator - Specify Type (**Additional Comment Required**)

☐ Help Sheet (School of Nursing)

☐ Notes: Specify EXACT parameters, such as # of pages (1 page = one side of paper) of allowed notes. Specify whether notes should be collected with exam. (**Additional Comment Required**)

☐ Open Book

☐ Other (**Additional Comment Required**)

☐ Personal Computer/Device: Specify internet access and necessary programs (**Additional Comment Required**)

☐ Scratch Paper: Specify # of pages. Specify whether scratch paper should be collected. (**Additional Comment Required**)

☐ None of the Above (Student will be strictly limited to Pen/Pencil)

Additional Comment:

c. If the student arrives late (after their scheduled start time), how would you like SDS to proceed?

If the student arrives late (after their scheduled start time), how would you like SDS to proceed?

☐ Do not allow the student to begin their quiz/exam and contact faculty members

☐ Allow student to begin their exam with missed time deducted

☐ Other (Please specify, understanding that SDS has limited capacity to facilitate changes on short notice) (**Additional Comment Required**)

Additional Comment:

d. If clarification is needed during the exam, SDS should.

If clarification is needed during the exam, SDS should: *

○ Call the professor (number collected at the end of the agreement)

○ Email the professor at this address (**Additional Comment Required**)

○ Call the TA at this number (**Additional Comment Required**)

○ Email the TA at this address (**Additional Comment Required**)

Additional Comment:

e. How are your quizzes/exams generally administered?

How are your quizzes/exams generally administered? *

○   Computer-Based (e.g. Canvas, Respondus, Examsoft, ATI)

○   Printed by SDS: Faculty agrees to upload file to Instructor Portal at least 24 hours in advance of scheduled date

○   Printed by SDS: Faculty will email file to testing@jh.edu at least 24 hours in advance of scheduled date

○   Faculty-Printed: Faculty will deliver hard copies of exams to Shaffer 101 at least 24 hours in advance of scheduled date

Additional Comment:

f. How may SDS return completed paper quizzes/exams? Note: Homewood finals must be picked up

How may SDS return completed paper quizzes/exams? Note: Homewood finals must be picked up *

○   Not Applicable: Quizzes/exams are only administered online

○   Upload completed exams to AIM Instructor Portal (within 1 business day)

○   Faculty/instructors will pick up paper exams. (Specify who will pick up the exam from Shaffer 101) (**Additional Comment Required**)

Additional Comment:

g. Enter **Contact Information.**

CONTACT INFORMATION

Phone Number ***** :

United States of America (+1) ∨

9. Select **Submit and Continue to Specify Exam Dates.**

FORM SUBMISSION

SUBMIT AND CONTINUE TO SPECIFY EXAM DATES ＞

10. On the next page, enter the **Exam Detail** for each test.

a. Type of Assessment

Type ***** :

Select One ∨

Select One

Exam

Final

Midterm

Quiz

b. Approval Method

Approval Method ✱:

Select One ▾

Select One
Approve If Scheduled on the Specified Date and Time
Approve If Scheduled on the Specified Date
Approve If Scheduled on Any Date
Time: ⓘ

c. Date and Time

Date ✱: ⓘ

mm/dd/yyyy 📅

Time: ⓘ

Select ▾   Select ▾

d. Standard Length of Exam (in minutes)

Standard Length Of Exam (In Minutes) ✱:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

e. Additional Note for Staff

Additional Note For Staff: ⑦

[text area]

11. You also have the option to enter **Exam Date Instructions** and **Upload Exam File.**

EXAM DATE INSTRUCTIONS

Is there any additional information that SDS should be aware of when administering this exam?

[text area]

UPLOAD EXAM FILE

Note: Exam files can be added on a continual basis.

File Title:

[text field]

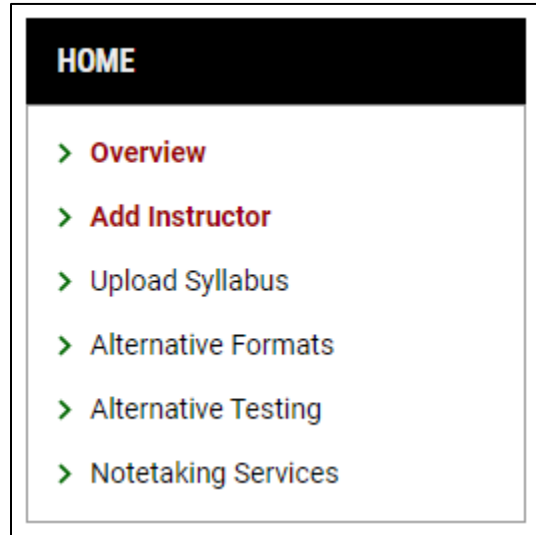Select File: ⑦

Choose File | No file chosen

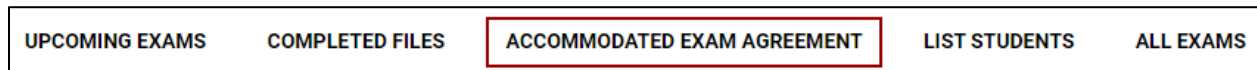12. Select **Save Exam Date.** You can add as many tests as you need.
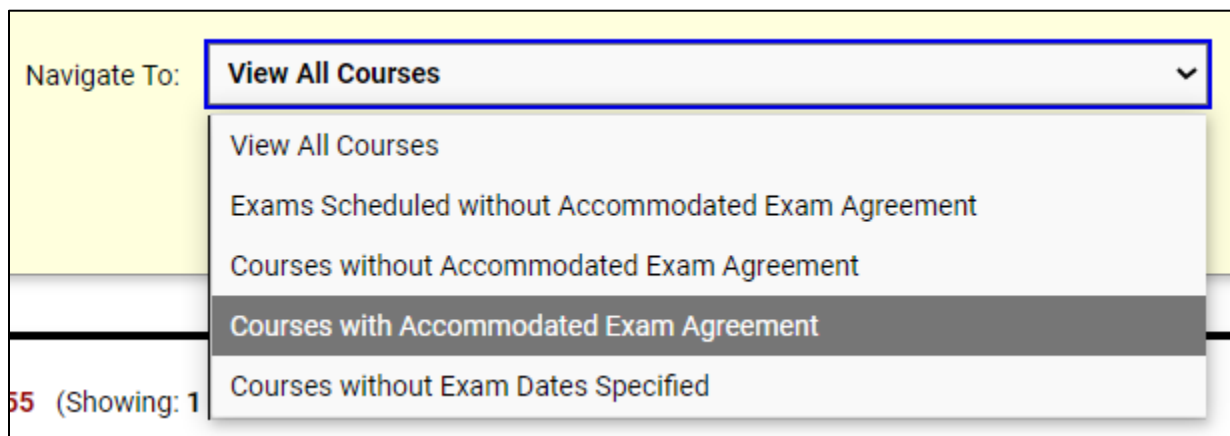
Accessing and Copying Exam Agreements

1. Log in using the AIM Instructor Portal.

2. Under **Home,** select "**Alternative Testing.**"

3. After one Accommodated Exam Agreement has been completed, go to **Accommodated Exam Agreement.**

4. Next to **Navigate To:,** select **Courses with Accommodated Exam Agreement** and then **Go.**

5. Under your course's name, select **View/Modify Exam Agreement.**

Status: **View/Modify Accommodated Exam Agreement**
Summary:

- Number of Students Requesting Alternative Testing: **1**.

List Exam Dates:

- **Midterm** on Thursday, October 24, 2024 (Method: *Approve If Scheduled on the Specified Date*).

- **Final** on Friday, December 13, 2024 (Method: *Approve If Scheduled on the Specified Date*).

6. Select **Copy Accommodated Exam Agreement.**

ACCOMMODATED EXAM AGREEMENT   **LIST EXAM DATES**   **COPY ACCOMMODATED EXAM AGREEMENT**

7. Under the dropdown **copy Accommodated Exam Agreement to,** choose the section that you want to copy your existing exam agreement to and then select **Continue.**

FORM SUBMISSION

CONTINUE >

8. You will be able to view the testing dates listed. If the information is correct, then select **Copy Accommodated Exam Agreement.**

	Type	Date	Time		Length	Use Same File
☑	Midterm	10/24/2024 📅	12 PM ∨	50 ∨	50	☑
☑	Final	12/13/2024 📅	3 PM ∨	00 ∨	50	☑

COPY ACCOMMODATED EXAM AGREEMENT >

9. If your agreement was copied successfully, then you will see **Success! Your Action Has Been Completed.**