

Faculty Reference

Using Accessible Learning Management (AIM)

*Viewing Requests for
Alternative Formats*



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 Alternative Formats?

Alternative formats encompass accommodations concerning course materials.

These services provide equal access to course materials for students for whom print-based materials are inaccessible.

Common examples of alternative formats include:

- Electronic Texts
- Enlarged Print
- Braille / Embossed Documents
- Accessible PDFs



The Authentication Page

Once you log in you are directed to the Instructor Authentication Page. Please review and acknowledge the reminders, by clicking “Continue to View Student Accommodations.”

INSTRUCTOR AUTHENTICATION PAGE

Username: **screech**

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.

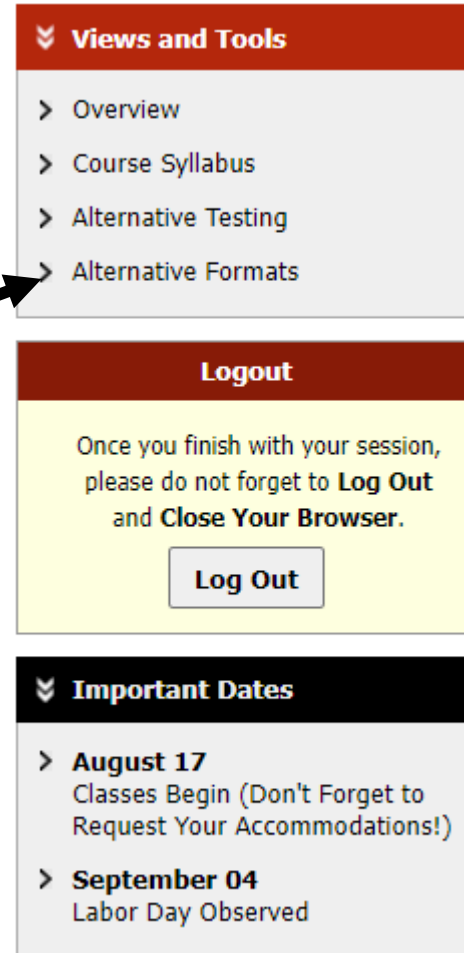
Reminders:

- 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](#)

Accessing Alternative Format Requests

Navigate Via Link: Now that you are logged into the system and can access your overview page, click the “Alternative Formats” link under the *View and Tools* menu on the left side of the screen.



The screenshot displays a vertical navigation menu on the right side of a page. The menu is divided into three sections. The top section, titled "Views and Tools" in a dark red header, contains four items: "Overview", "Course Syllabus", "Alternative Testing", and "Alternative Formats". A black arrow points from the text box on the left to the "Alternative Formats" link. Below this is a "Logout" section with a yellow background, containing a message: "Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**." and a "Log Out" button. The bottom section, titled "Important Dates" in a black header, lists two dates: "August 17" (Classes Begin) and "September 04" (Labor Day Observed).

- 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

Status of Alternative Format Requests

List of Requests: You will find your lists of requests for the selected term organized by course.

Who and What: Who has requested the alternative format as well as the status of those requests can be revealed on the same page under the courses listed.

ALTERNATIVE FORMATS

[Previous Term](#)

Term: Summer 2023

ODR 101.01 - Introduction To Aim

Have Requested Accommodation:

- Donald Duck

SW 510.001 - Social Welfare Programs

Book(s) Processed:

1. Class book

ISBN: 1111111111111

Publisher: Goofy books

Author: Stan Lee

Edition: Marvel

Have Requested Accommodation:

- Donald Duck

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Formats.

Lacey Langston, MS
Disability Specialist, Alternative Formats
256-782-8380

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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