Faculty Reference

Using Accessible Learning Management (AIM)

Accommodated Testing

Uploading the Exam to AIM
Viewing Completed Exams in AIM

JSU™
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

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.
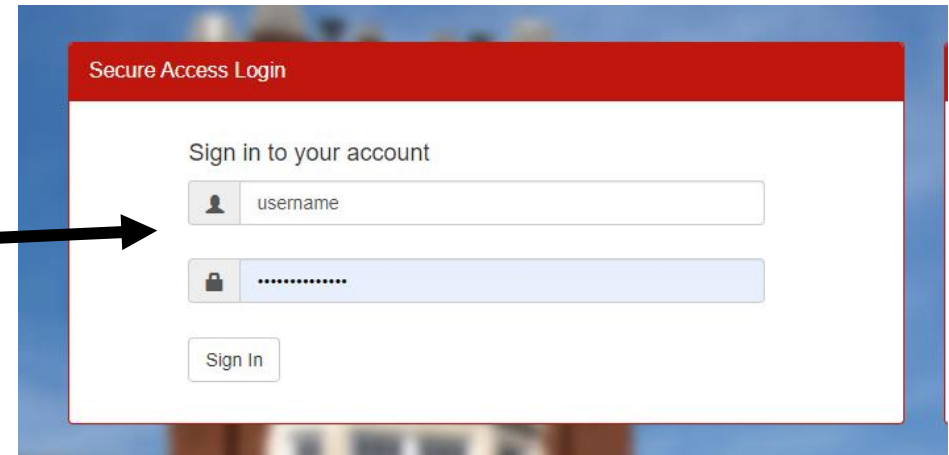
REQUEST ACADEMIC ACCOMMODATIONS

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

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 FINIS INFORMATION**

Continue to View Student Accommodations

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.

Upload Test Files – Option 1: Faculty AIM Portal

Home » Instructor Homepage » **Overview**

≽ Views and Tools
- ❯ Overview
- ❯ Course Syllabus
- Alternative Testing
- ❯ Alternative Formats

OVERVIEW

Previous Term

Click to Expa

Alternative Testing: Once you have logged in and acknowledged the reminders, click "Alternative Testing" in the *Views and Tools* menu block.

Step 1: Select the desired option from the Select Action dropdown menu. Options include: Upload File to Exam(s), Specify Exam Instructions, Export All Exam Details.

STEP 1 - SELECT ACTION

Available Tools: Upload File to Exam(s) ▼

Step 2: Select the courses / students you wish to perform the action. For example, you can upload the same exam file or instruction to multiple selections.

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
☐	ODR	101	01	Donald Duck **View Accommodations**	Quiz	07/13/2023	01:30 PM	Approved - View Detail Exam Uploaded: 1 **Exam Instruction Specified**

Step 3: Click the "Confirm Your Selection" to perform your chosen action and follow the prompts to upload files. The export exam details will download a CSV file to your device.

STEP 3 - CONFIRMATION

Confirm Your Selections

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Upload Test Files – Option 2: Email Link

Email Notice: Once the request is made, updated, or approved, you will receive an email from Disability Resources. This email will provide you with a link to upload your exam files.

Upload Files: Select the button for the appropriate item you wish to upload and follow the prompts. You will receive an email confirmation once it is received.

Approved Accommodation(s):

- Extra Time 1.50x
- Reduced Distraction Environment

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam: **Upload Exam or Exam Instruction** (or copy and paste the following link to your browser: https://hayes.accessiblelearning.com/JSU/ExamFile.aspx?ID=E59803420524239&Key=1swOFh4p).

If you have any questions or need additional information, please reach out to our office.

Sincerely,

Office of Disability Resources
Student Success Center

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

UPLOAD EXAM

EXAM INSTRUCTION

Questions? Contact
Please contact our off
questions regarding A

Student Succ

Disability Reso
Houston Cole Libr
P. 256-782-8390
disabilityresource.

Accommodated
the Testing Cen
Houston Cole Libr
B22
P. 256-782-TEST
testingservcies@j

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Viewing Completed Exam Files in AIM

List of Completed Files: If your directions request that we upload the file to the faculty portal, we will do that for you following the exam. It can be downloaded from the Alternative Testing module.

File Actions: Faculty have two options to address the file. You can download the file by clicking "Download" or remove the file from the system by clicking "Delete" file. Please note that if you delete the file, it will not be able to recovered by Disability Resources and the action cannot be undone.

STEP 3 - CONFIRMATION

Confirm Your Selections

LIST COMPLETED EXAMS BY STUDENTS (SORTED BY LAST UPLOADED)

List Upcoming Exam Files		Show All Completed Exam Files					
Download	**Delete**	**SBJ**	**CRS**	**SEC**	**Student Name**	**Date**	**Time**	**Exam File Note**
Download	Delete	ODR	101	01	Donald Duck	07/13/2023	01:30 PM	Completed Exam Scan (File Name: (0711CZM) G1.1.PNG) **Uploaded on:** 07/11/2023 at 11:25:34 PM **Exam Completed by Student**

Questions? Contact Us!
Please contact our office if you have any questions regarding Alternative Testing request.

Student Success Center

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.