ACCESS Office
AIM Faculty Manual

COLLIN COLLEGE

Accommodations at
Collin
College for
Equal
Support
Services

Original document from University of North Texas

Office of Disability Access (ODA)

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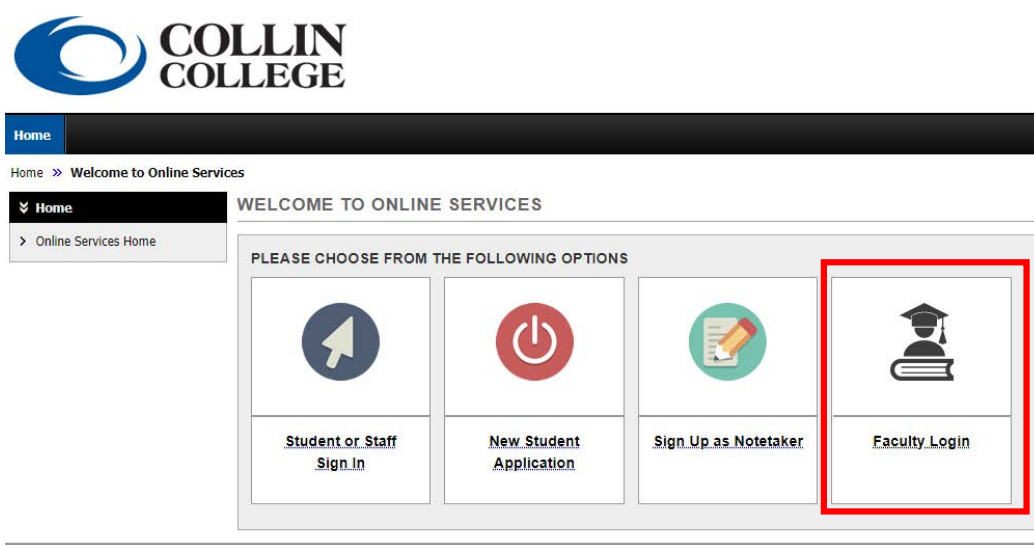Modified and updated for Collin College, January 2022

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AIM Instructor Portal Login Instructions

There are two ways to reach the login link.

1. Navigate to the ACCESS webpage at: http://www.collin.edu/studentresources/disabilityservices/index.html
   a. On the homepage, select "AIM Login (students/faculty and staff)" and click on "Faculty Login".

   b. Complete login by entering your OneLogin username and password and click "Continue".

2. Or you can access AIM through your "Faculty" tab in Cougarweb.
   a. Click on the "ACCESS AIM Portal" link under the "Student Support" box.
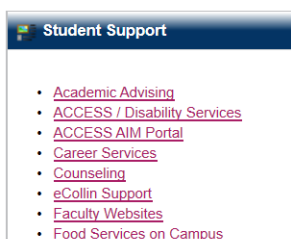
How to View Student Accommodations

Faculty are able to view accommodations approved for ACCESS students enrolled in their classes.

1. Click the button: "Continue to View Student Accommodations".

Please review the Instructor Authentication Page before clicking to view student accommodations.

You are now logged into your **Instructor Homepage** (otherwise known as the Overview Page).

*At any point during your time in the Faculty Portal, you can get back to your Overview page by selecting it on the left-hand side under "Views and Tools".

1) The Instructor Homepage gives an overview of all students who have requested to use accommodations in your course sections. This list could change through the semester as students continue to submit requests to use accommodations due to either the student deciding they need accommodations in your class or because they have completed registering with the ACCESS Office and accommodations are then available.

*If you do not see any students listed in your Overview Page, you either do not have any ACCESS students in your section, or they have not requested to apply their accommodations for the class.

The above image highlights students enrolled in all course sections as well as approved accommodations.

    A. If you are teaching multiple sections, *all* sections will be listed.

    B. An overview of the accommodations is listed to the right of the students' names with the legend explaining what each abbreviation stands for.
*Please note that the overview may not be the full list of a student's accommodations. A full listing of the student's approved accommodations can be found on their letter of accommodation. Click "view" next to the CRN for each corresponding student to review their accommodation letter.

    C. "Status" indicates that the Faculty Notification Letter has been emailed to you or if a student has cancelled their request to use accommodations. The status will change to "read" once viewed.

Due to FERPA concerns, the ACCESS Office will not provide instructors with a list of students in individual courses who have requested accommodations as each instructor has access to that same student list on his/her Homepage in the AIM Instructor Portal.

2) If you would like to see students listed for only one course/section, click on the button labeled "**Click to Expand Advanced Search Panel**".

OVERVIEW
___

Previous Term

___

Click to Expand Advanced Search Panel

Accommodation Queries

1. To narrow your list of students for specific purposes such as by class or section, you can query by: Course Subject, Course Number, Section Number or any combination of these fields.

Click to Hide Advanced Search Panel

Course Subject: ____

Course Number: ____

Section Number: ____

Sort By: Course Information ▼

Search   Start Over

2. Using the "Sort By:" drop-down list, you can also sort the information by: Course Information, Student's Name, and Last Requested (Newest First).
*If sorting by "Last Requested (Newest First)"
As students are able to request accommodations throughout the semester, by selecting to sort by "Last Requested (Newest First)" you will see the most recent student request.

3. To search for students with a specific accommodation: in the upper right corner of the page, click the link "Search Students' Eligibilities".

4. Upon clicking, a new page is displayed.

From this page, you can either export the student list to view all students who have requested accommodations and what those accommodations are, or you can search for students with a specific accommodation.

Select "**Click to Expand Advanced Search Panel**".

5. You have the option to search by semester, part of a student's last name, and/or part of a student's first name.

6. You can also scroll down the list of accommodations and select specific ones which you wish to query.

Once all the accommodations you wish to search have been selected, click the "Search" button at the bottom of the page. The results will show you the students who are approved for those specific accommodations.

Testing Accommodations

☑ Extended Time	☐ Extended Time (Double)	☑ Less Distracted Area
☐ No Scantrons	☐ Pre-Approved Formula Card	☐ PROCTOR - Reader
☑ PROCTOR - Reader/Scribe	☐ PROCTOR - Scribe	

Search   Start Over

Number of Records Found: **2**   Show Limit: 100 ∨ per Page   Update

Showing Records: **1 - 2**

Full Name	Email
Student Sample	access@collin.edu
Student SampleTwo	

Alternative Testing

Alternative Testing Contract

Alternative Testing Contracts are designed for professors to provide the ACCESS Office on how you want your exam to be administered. ****One Alternative Testing Contract must be completed per class section. You will be provided a link to the complete the contract on a student's accommodation letter.**
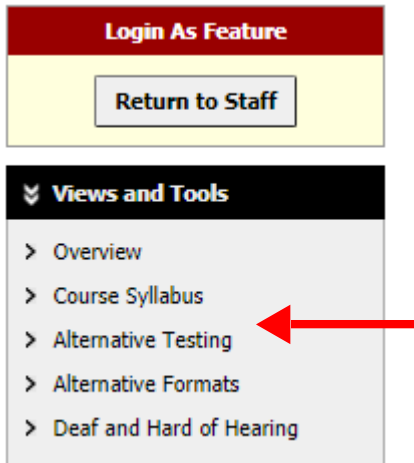
In the Alternative Testing section (found under Views and Tools) you may:

1. Complete, review, and update your Testing Contract(s).
2. View students who have testing appointments with the ACCESS Office, including dates and times.
3. Upload exams to student(s) exam request and complete Exam Instructions.
4. View and download uploaded completed exams.

One testing contract must be completed once per semester. The contract assists the ACCESS staff in ensuring the correct administration of your exams. ****As a reminder, only one contract needs to be completed per section. If you have already completed a contract for one ACCESS student, it will apply to all ACCESS students in the section.**

Do Not Complete Testing Contract if:

1. There is no required testing, such as exams, quizzes, etc.
2. You are teaching a dual credit course located on a high school campus.

SPECIFY ALTERNATIVE TESTING CONTRACT

By completing a Testing Agreement, the ACCESS Office will have the information necessary to proctor your tests appropriately and return completed tests to you correctly. You may complete agreement on the page seen below.

**Please complete the agreement even if the exams are online, as you might have an ACCESS student who would be better served in our office due to their specific accommodations.

Login As Feature

Return to Staff

Views and Tools

> Overview
> Course Syllabus

ALTERNATIVE TESTING

List Exams

SPECIFY ALTERNATIVE TESTING CONTRACT

Select Class: ACCT 2301.900 (CRN: 20217) - Principles of Financial Acctg

Continue to Specify Alternative Testing Contract

1. **SELECT CLASS** from drop down box.

   Click "**CONTINUE TO SPECIFY TESTING CONTRACT**".

2. Answer the questions listed within the Alternative Testing Contract.
   a. Do not leave any blank fields. If the question does not apply, type "N/A". Please note that the questions in the Alternative Testing Contract can be viewed by students so DO NOT include any student names, ID numbers, or your personal contact information (i.e., cellphone).

Alternative Testing Contract

1. If a student has questions about the exam while testing and we are unable to reach you, what should we instruct the student to do? *

2. Is the student allowed to begin their test prior to the scheduled time as long as it is on the same day? *

   ○ Yes

   ○ No

   Additional Note or Comment

3. How would you like to handle a student's request to reschedule the test on exam day?

   ☐ The student is allowed to reschedule.

   ☐ The student is not allowed to reschedule.

   ☐ The student must contact the professor through email for approval.

   Additional Note or Comment

3. At the bottom of the Contract (after the questions), instructors will find two boxes.
   a. **EXAM TYPE(S):** Enter in length of exams if it applies to your course section: exam, midterm, final, quiz. Instructors are required to enter in exam times.
   b. **ADDITIONAL INFORMATION:** Information entered in this box CANNOT be viewed by students. This is where instructors can enter personal contact information (i.e., cell phone) and any additional private/confidential information that the ACCESS Office needs to know about the test administration.

4. Click the "**SUBMIT ALTERNATIVE TESTING CONTRACT**" button.
   a. If the submission **is successful**, a green circle with a white checkmark will appear in the top left corner of the screen.
   b. If the submission **is not successful**, a red and white caution symbol with an error message will appear in the top left corner of the screen. The error message will specify why the submission was not successful. The error will need to be corrected.

If instructor Needs to Change/Update Testing Contract:

1. Instructors are able to make changes/updates to their Alternative Contracts at any time, through their AIM Faculty portal. They can do this under "List Alternative Alternative Contract", where they select the course and click on "view". The ACCESS Office will be notified of the updated contract.

2. Instructors can also copy an Alternative Contract for one section to another, as long as the information is the same. To do this, under "List Alternative Testing Contract", select the course for which the contract is being copied from and then select the course for which it will be copied to in "Copy to:", and click copy.

Exam Requests

If a student has submitted an exam request to the ACCESS Office, the information will be displayed in their faculty portal, in the Alternative Testing section as seen below.

STEP 1 - SELECT ACTION

Available Tools: Upload File to Exam(s) ⌄

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
☐	RNSG	2362	362		Exam	01/19/2022	08:30 AM	Approved - View Detail

Type	Date	Time	Status
Exam	01/19/2022	08:30 AM	Approved - View Detail

Type = will show one of the following: Quiz, Test, Midterm, Final
Date = date student has requested to take the quiz/test.
Time = time student has requested to take the quiz/test.
Status = the current status of student's testing appointment. Status can be one of the following:

1. Approved (student's appointment is officially scheduled)
2. Processing (student's request is pending approval from ACCESS Staff)
3. Cancelled (student's appointment is canceled)
4. Completed (student completed exam in the ACCESS Office)

To view the list of exams by course, in upper-right corner select "Students' Courses".

List Exams   Students' Courses

Uploading Exams

**Before uploading an exam, please note the status of thestudent(s) request(s) for the exam date in question.

1. **"Approved"** – Test request is approved by the ACCESS Office and scheduled.
2. **"Processing"** – The ACCESS Office has not yet approved the test request. Until the ACCESS Office APPROVES request, the student is not officially scheduled to take their exam in the ACCESS Office.

Instructors are responsible for uploading a copy/copies in their AIM portal for the ACCESS Office at least two days prior to the test administration. This is necessary to give the ACCESS Office time to assign an appropriate number of staff such as proctors, readers, or scribes; prepare exam materials; and convert the exam to an alternative accessible format, if necessary.

Uploading exams can be done in either of the two following ways.

1. When a student puts in an exam request, an auto-generated email will be sent to the instructor with all the information the student has entered, along with a link that will take them to where they can upload an exam and complete their exam instructions, as seen below. ****Please fill out the exam instructions, even if the exam, quiz, etc., is online.**
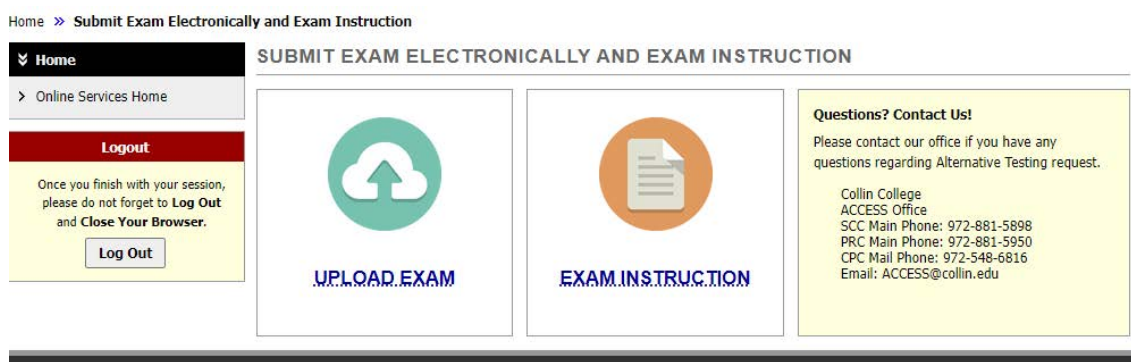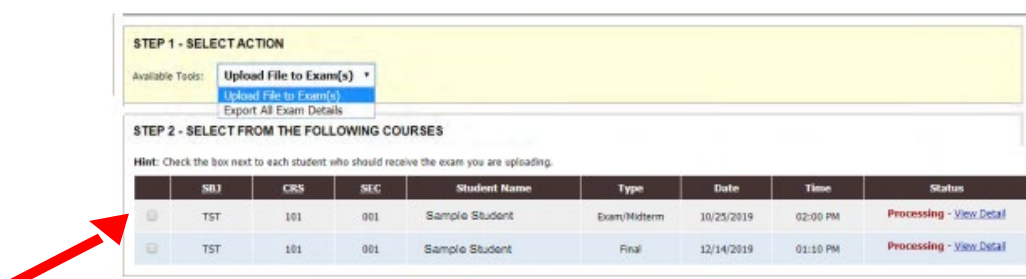

2. Instructors can also upload their exams directly through their AIM portal, in the "Alternative Testing" section.

Under **STEP 1 – SELECT ACTION**, click on the drop-down box beside "**Available Tools:**". Select "Upload File to Exam (s)."
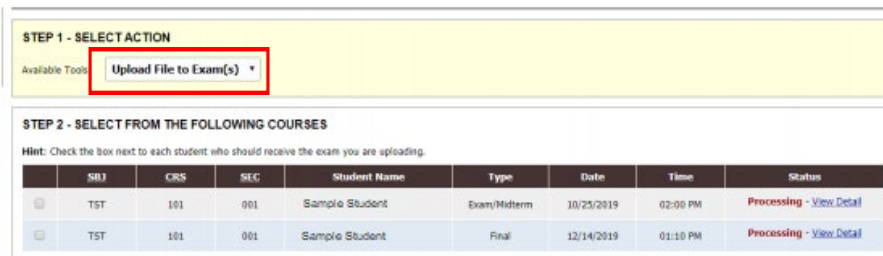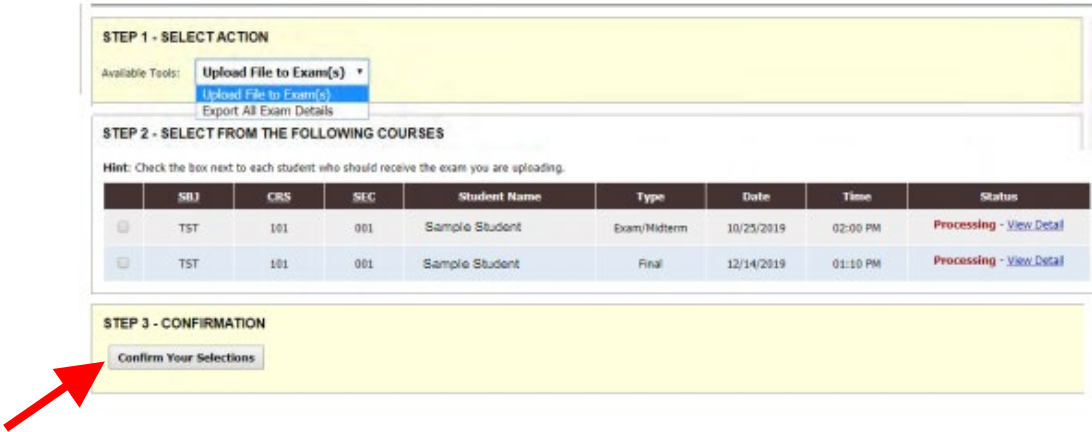

Go to "**STEP 2 – SELECT FROM THE FOLLOWING COURSES**" and click the box on the line of the student(s) and exam appointment you are uploading the exam.
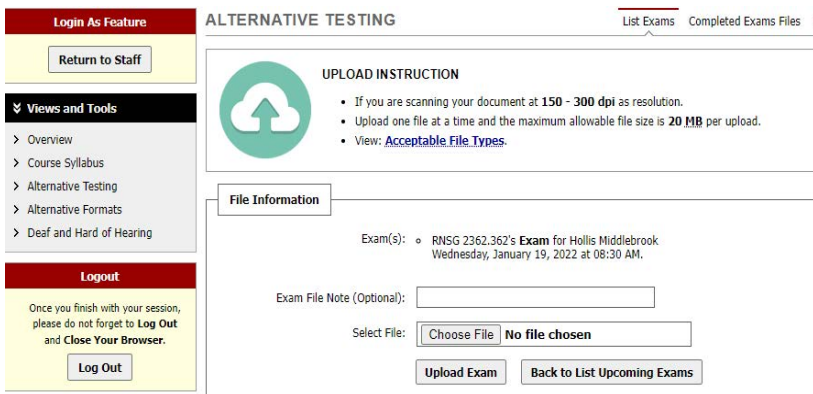
Go to "STEP 3-CONFIRMATION" and click "Confirm your Selection".

At "Select File:" click "Choose file" which will produce a separate box in File Explorer to locate your exam within your electronic files.

Once your exam is selected, the file name will appear in the box by "Choose File". Click to "Upload Exam".

Entering Exam Instructions

Professors are required to complete exam instructions per test request when uploading an exam, including online only exams.

1. Reselect **"Alternative Testing"** on the left-hand side under **"Views and Tools"**.
2. Once again, under **"STEP 1 – SELECT ACTION"**, click on the drop-down box beside **"Available Tools:"**. Select **"Specify Exam Instruction".**
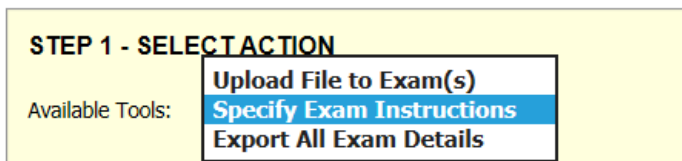
3. Go to **"STEP 2 – SELECT FROM THE FOLLOWING COURSES"** and click the box on the line of the student(s) and exam appointment you are entering exam instructions for.

4. Go to "**STEP 3-CONFIRMATION**" and click "**Confirm your Selection**" and proceed to fill out the exam instruction (see below image).

Additional Exam Instructions

1. **Please select allowable materials for test:**

    ☐ Notes

    ☐ Textbook

    ☐ Calculator

    ☐ Dictionary

    ☐ Formula Chart

    Additional Note or Comment

2. **If you are allowing the student to use a calculator do you require any of the following?** *

    ○ Clear In

    ○ Clear Out

    ○ Clear In and Out

    Additional Note or Comment

Completed Exams

**Beginning Spring 2022, instructors will now have the option to pick up completed exams in the ACCESS Office on their respective campus and will need to specify this on the Exam Instructions mentioned above.

Upon completion of a student's exam, the instructor will receive an auto-generated email, notifying them that their student has completed their exam and will also include the student's start and end time.

If the instructor has elected to have the completed exam uploaded into their AIM Faculty Portal, they will receive a second auto-generated email when the upload is complete. They will access the completed exam in the "Alternative Testing" section of their portal, on the top right corner marked, "Completed Exams Files".

Alternative Testing

ALTERNATIVE TESTING   List Exams   Completed Exams Files

Once selected, instructors will see the list of completed exams. To view and download the exams, click on "view".

View	Delete	SBJ	CRS	SEC	Student Name	Date	Time	Exam File Note
View	Delete	TEST	123	321	Student Sample	01/20/2022	09:00 AM	Exam COMPLETED_Sample (File Name: (01157LA) Consent to Release Records_FERPA_Fall 2021.docx) **Uploaded on:** 01/15/2022 at 10:48:13 AM **Exam Completed by Student**

A message will appear informing the instructor that an email has been sent to them with a verification code that will need to be entered before an exam can be viewed. The verification code will expire after 20 minutes, so please make sure to log into your Collin email in a timely manner.

ALTERNATIVE TESTING

List Exams   Completed Exams Files   St

Important Note: Code for Verification was sent to your email.

Please check your email right away since the code is only available for **20 minutes**. If you need a new code, simply click on Ba List, try to download the file again.

Important Note: Verification code will **APPLY** to all available exams per login session.

Verification

Code *: [   ]

[Verify Code]   [Back to Exam List]

[ACCESS] Exam Download Request for TEST 123.321 - Test Course 1

C   Collin - ACCESS - Disability Services Office
    <Collin.ACCESS@post.accessiblelearning.com>
    Sat 1/15/2022 10:52 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you validate the sender and know the content is safe.

Class: TEST 123.321 - Test Course 1
Student Name: Student Sample
Exam Date: Thursday, January 20, 2022
Exam Time: 09:00 AM

Verification Code: **23XKU7**
Code Expires on: **01/15/2022 at 11:11:59 AM**

Important Note: If you did not request this verification code, please contact our office as soon as possible.

** If you are having trouble accessing a completed exam or have difficulty making out parts of the upload, please contact the ACCESS Office at access@collin.edu as soon as possible, so we can assist you.

Alternative Formats

For students who have a print-related disability, alternative formats provide access to course materials. ("Print-related" applies to hard copy, digital copies, AND audio. Not all digital and audio copies are accessible!)

To see which students have requested the accommodation of alternative formats, under "Views and Tools" on the left-hand side, select "Alternative Formats". For each course, the list of students using this accommodation will be displayed.

It is the student's responsibility to request textbook and other course materials be converted as this can be a lengthy process, at times 75-100 hours per book. Students are encouraged to place requests as early as possible as a large number of requests come through each semester.

If you have questions or concerns about your class material being converted to an alternative format please contact the ACCESS Office Alternative Format Coordinator (EMBristow@collin.edu).

Deaf and Hard of Hearing

To view students who have accommodations specific to a hearing diagnosis as well as list the accommodations please select "Deaf and Hard of Hearing" on the left-hand side under "Views and Tools".

If you would like to submit a request for video captioning please complete the following steps: 1. Select "Submit Video Captioning Requests or List All Request".

HIST 1301.100 - United States History I

Status: **No Staff Assigned**

Have Requested Accommodation:

- ▪

Submit Video Captioning Requests or List All Requests	List All Videos Processed for Captioning

2. Complete the form and select "Add Video List" when finished. To ensure your video is ready by your requested show date, please put in the request at least two weeks in advance.

If you have questions or concerns, please contract our Interpreter/CART Captioner Coordinator at JHaapala@collin.edu.

Step 2: Add Video

Show Date: [   ]
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Estimated Show Week: [Select One ∨]
Note: Only use this field if you do not know the real show date or only know the estimated time.

Video Title *: [   ]

Media Type *: [Select One ∨]

Source: [   ]
Hint: Video Link or URL to download your file.

Year Released: [   ]

Length (Minutes): [   ]

Do you own the rights to the media? *: [Select One ∨]
Note: Did you create the video, or was in created by someone else?

Where will media be viewed? *: [Select One ∨]
Note: For example, in class in DVD, embedded to your course shell, or in your Power Point presentation slide.

Do you plan to show the entire media? *: [Select One ∨]
Note: If you plan to show **a portion of the video**, enter the start and stop time(s) in the note section below.

Note: [   ]

[Add Video List] [Back to List]