

Student Access & Resource Center

AIM Instructor Portal Training



About the AIM Instructor Portal

The AIM Instructor Portal is designed for instructors to be able to manage accommodations for students with disabilities who are enrolled in their courses all in one place.

Benefits of the Instructor Portal:

- Single Sign On using UTA credentials
- Review SAR Center Faculty Notification Letters at any time
- See all registered SAR Center students and their accommodations at-a-glance
- Complete Testing Agreements for students using the Alternative Testing Center
- Copy Testing Agreements to other course sections
- See student's scheduled exams and their status
- See Alternative Format books requested by students
- Upload exams



Accessing the Instructor Portal

- Visit <https://www.bachelor.accessiblelearning.com/uta> to access the Instructor Portal.
- Log in with UTA credentials.
- Reminders and announcements can be found on the authentication page.
- Read and agree to the FERPA statement.
- Click “Continue to View Student Accommodations” to view a list of your students that have requested accommodations.

INSTRUCTOR AUTHENTICATION PAGE

Username: [REDACTED]

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:

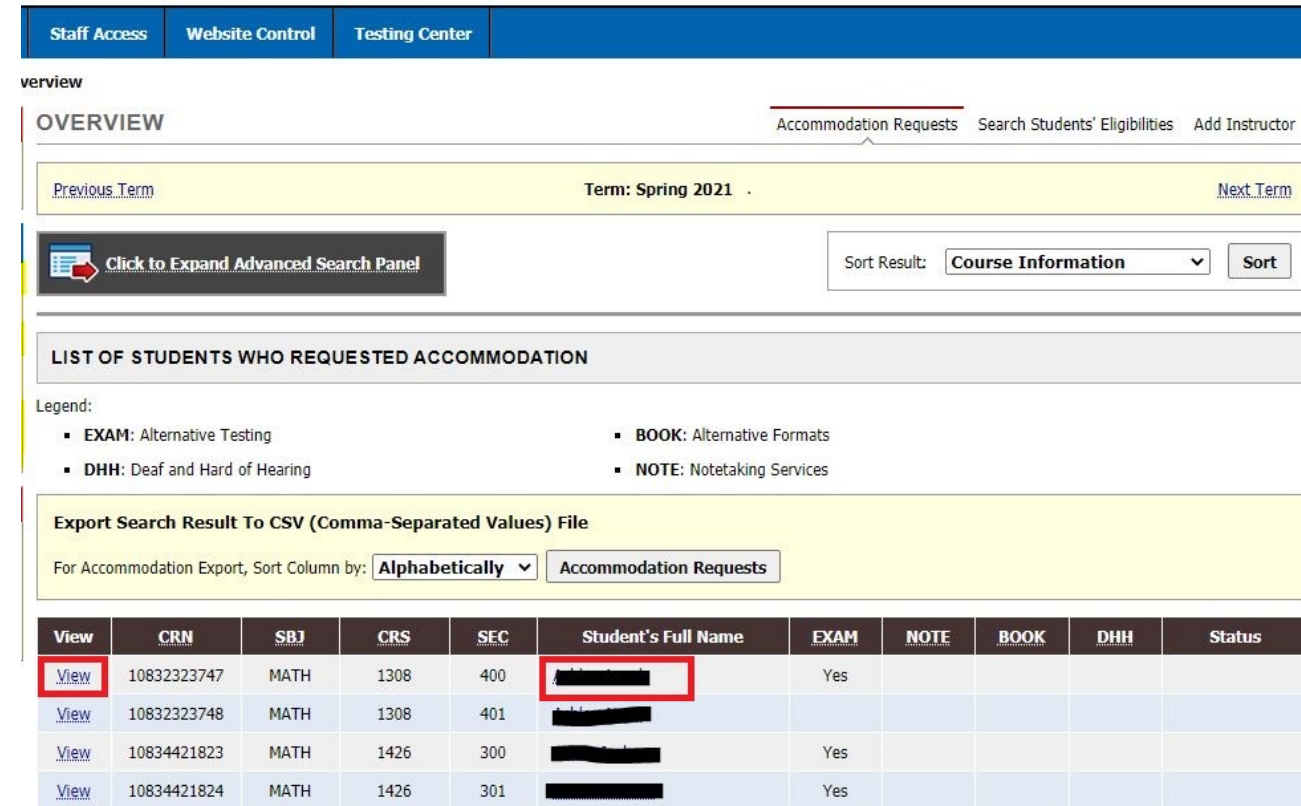
- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

[Continue to View Student Accommodations](#)



The Overview Page

- After signing in, you will be directed to the Overview Page.
- The Overview page lists the names of the students in your courses who have requested accommodations.
- Beside each student's name are categories for different accommodations such as the ATC, Notetaking, Alternative Format Books, and Deaf and/or Hard of Hearing. There will be a "Yes" under the accommodation if they have requested it.
- Click on the student's name to send an email directly to them.
- Click view by the student's name to view their Faculty Notification Letter for more detailed information about the student's accommodations.



The screenshot displays the 'Overview' page of a system. At the top, there are navigation tabs for 'Staff Access', 'Website Control', and 'Testing Center'. Below these, the page title 'overview' is visible. The main content area is titled 'OVERVIEW' and includes a 'Term: Spring 2021' selector. A 'Click to Expand Advanced Search Panel' button is present, along with a 'Sort Result: Course Information' dropdown and a 'Sort' button. A legend defines the accommodation categories: EXAM (Alternative Testing), BOOK (Alternative Formats), DHH (Deaf and Hard of Hearing), and NOTE (Notetaking Services). An 'Export Search Result To CSV' option is available, with 'Alphabetically' selected as the sort column. The main table lists students with columns for View, CRN, SBJ, CRS, SEC, Student's Full Name, EXAM, NOTE, BOOK, DHH, and Status. The first row is highlighted, and the 'View' link and 'Student's Full Name' cell are circled in red.

View	CRN	SBJ	CRS	SEC	Student's Full Name	EXAM	NOTE	BOOK	DHH	Status
View	10832323747	MATH	1308	400	[REDACTED]	Yes				
View	10832323748	MATH	1308	401	[REDACTED]					
View	10834421823	MATH	1426	300	[REDACTED]	Yes				
View	10834421824	MATH	1426	301	[REDACTED]	Yes				



Course Syllabus Tab

- Allows instructors to upload class syllabi for easy student use.
- Preferred formats:
 - Microsoft Word (DOC or DOCX)
 - PDF Document - scan with 300 DPI or less

Other acceptable formats:

- Rich Text File (RTF)
- Text File (TXT)

Note:

- Microsoft PPT (PPT or PPTX) are not recommended due to size.

COURSE SYLLABUS

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UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

Upload Form

Class * :

Syllabus Title * :

Select File:

No Syllabus Uploaded



Alternative Testing Tab

- From this tab instructors can create, copy, and modify testing agreements.
- Instructors can also view which students have scheduled exams, the status of those exams, and upload exam files.
- Once exams have been completed and uploaded by ATC staff, the exams will be available for viewing under the Completed Exams Files tab in the top right corner.
- For additional questions about the Alternative Testing tab, please contact the Alternative Testing Center at 817.272.3420 or alternativetesting@uta.edu.

ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses

SPECIFY TESTING AGREEMENT

Select Class: **CHEM 1442.002 (CRN: 10789121614) - GENERAL CHEMISTRY II**

[Continue to Specify Testing Agreement](#)

LIST TESTING AGREEMENT

Hint: If you need to make any changes, please select the following Testing Agreements and click View. If you would like to make a copy of your Testing Agreement to another course, please use the following function to select your source Testing Agreement and your other course.

Select: **Select One** [View](#)

Copy to: **Select One** [Copy](#)

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
<input type="checkbox"/>	CHEM	1451	001	██████████	Semester Exam	02/09/2022	11:00 AM	Approved - View Detail
<input type="checkbox"/>	CHEM	1451	001	██████████	Semester Exam	02/09/2022	11:50 AM	Processing - View Detail
<input type="checkbox"/>	CHEM	1451	001	██████████	Semester Exam	02/23/2022	11:00 AM	Approved - View Detail
<input type="checkbox"/>	CHEM	1451	001	██████████	Semester Exam	03/23/2022	11:00 AM	Approved - View Detail
<input type="checkbox"/>	CHEM	1451	001	██████████	Semester Exam	04/13/2022	11:00 AM	Approved - View Detail
<input type="checkbox"/>	CHEM	1451	001	██████████	Final	05/11/2022	11:00 AM	Approved - View Detail

STEP 3 - CONFIRMATION

[Confirm Your Selections](#)

No Exam Has Been Uploaded

Alternative Formats Tab

- This tab allows instructors to view a list of books that students have requested.
- Instructors can also view which students have selected this accommodation.
- Alternative Format requests are processed by the Alternative Testing Center, so if you have any questions, please contact the ATC at 817.272.3420 or alternativetesting@uta.edu.

ALTERNATIVE FORMATS

List Requests

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SPAN 2314.001 - Intermediate Spanish II

Book(s) Processed:

1. Puntos Y Aparte: Spanish in Review — Moving towards fluency

ISBN: 9781259602962

Publisher: New York Mcgraw Hill Education © 2020

Author: Sharon Foerster and Anne Lambricht

Edition: 6th Edition

Have Requested Accommodation:

- [REDACTED]



Notetaking Services Tab

- Instructors can view assigned notetakers, if applicable
- Can also view notes uploaded, if applicable
- Learn more at this link: [Notetaking Services](#)

NOTETAKING SERVICES

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CHEM 2335.001 - Quantitative Chemistry

No Notetaker has Been Assigned to this Class

If you know another student in the class that can be a good notetaker, please have them stop by the office or sign up electronically.

Students Who Have Requested Accommodation:

- [REDACTED]



Deaf and Hard of Hearing Tab

- View students who may have requested services
- View assigned interpreter/transcriber, if applicable
- For questions regarding Deaf and Hard of Hearing students, please contact Tiffani Riddick at tiffani.riddick@uta.edu.

DEAF AND HARD OF HEARING

Current Requests

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WOMS 2310.001 - Intro Women's & Gender Studies

Status: **No Staff Assigned**

Have Requested Accommodation:

- [REDACTED]



Questions? Contact Us!

Student Access & Resource Center: 817.272.3364 or sarcenter@uta.edu

- Student concerns
- Interpreter requests
- Most accommodation questions*
- Most Instructor Portal questions*

Alternative Testing Center: 817.272.3420 or alternativetesting@uta.edu

- Accommodation questions related to testing
- Instructor Portal questions related to the Alternative Testing tab or Alternative Formats tab

Thank you!

