

Student Resource & Access Center

AIM - Instructor's Portal



Instructor Portal

Instructor Access is a portal designed for instructors to manage accommodations for students with disabilities who are enrolled in their courses in one place.

BENEFITS

- single sign on
- see and read the Faculty Notification letter
- complete the Testing Agreement
- copy Testing Agreements to other sections
- see scheduled exams
- upload exams
- see books processed and who needs them



Instructor's Authentication Page

- Reminders and announcements can be found on the authentication page.
- Click “**Continue to View Student Accommodations**” to view a list of your students who requested accommodations.

Home » Instructor Homepage » **Instructor Authentication Page**

Login As Feature

[Return to Staff](#)

Home

> SAR Center's Main Website

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

INSTRUCTOR AUTHENTICATION PAGE

Username: ██████████

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](#)



Instructor's Overview Page

- The Overview page lists names of students in your courses who receive accommodations.
- The Overview page show each student's Alternative Formats such as (ATC, Notetaking, Books, Deaf and/or Hard of Hearing). There will be a "Yes" under the accommodation.
- Click on the student's full name to send an email directly to them.
- Click view by the student's name to view their notification letter and to complete the testing agreement.

The screenshot displays the 'Overview' page for an instructor. The page includes a navigation menu at the top with options like 'My Dashboard', 'Unified Blogs', 'Staff Access', 'Website Control', and 'Testing Center'. Below the navigation, there are sections for 'Login As Feature', 'Views and Tools', and 'Logout'. The main content area is titled 'OVERVIEW' and shows the current term as 'Spring 2021'. A search panel is available with a 'Sort Result' dropdown set to 'Course Information'. The primary section is 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION', which includes a legend for accommodation types: EXAM (Alternative Testing), BOOK (Alternative Formats), DHH (Deaf and Hard of Hearing), and NOTE (Notetaking Services). Below the legend is an 'Export Search Result To CSV' section. 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 the student's full name 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

- Allows professors to upload class syllabus for easy student use. Preferred formats are:
 - Microsoft Word (DOC or DOCX)
 - PDF Document (scan with 300 DPI or less)
- Acceptable formats:
 - Rich Text File (RTF)
 - Text File (TXT)
- NOTE:
 - Microsoft PPT (PPT or PPTX – (Not recommend due to size)

Home >> Instructor Homepage >> Course Syllabus

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 file chosen

No Syllabus Uploaded



Alternative Testing

- Allow professors to select specific testing agreements for all courses
- Allow professors to copy testing agreements from one section to another.
- Click on “Continue to Specify Testing Agreement” to view or complete agreements.
- View more @ [Alternative Testing](#)

Home » Instructor Homepage » **Alternative Testing**

ALTERNATIVE TESTING List Exams Completed Exams Files Study

Login As Feature

[Return to Staff](#)

Views and Tools

- > Overview
- > Course Syllabus
- > **Alternative Testing**
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

SPECIFY TESTING AGREEMENT

Select Class: **MATH 2425.300 (SLN: 10835321834) - CALCULUS II**

[Continue to Specify Testing Agreement](#)

No Exam Has Been Uploaded

Questions? Contact Us!

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

ATC contact: alternativetesting@uta.edu or 817.272.3420



Alternative Formats

- Professors can view a list of books that their students have requested.
- Professors can view the status of the requested books.
- View more @ [Alternative Formats](#)

Home » Instructor Homepage » **Alternative Formats** [List Requests](#)

Login As Feature [Return to Staff](#)

Views and Tools

- > Overview
- > Course Syllabus
- > Alternative Testing
- > **Alternative Formats**
- > Notetaking Services
- > Deaf and Hard of Hearing

Important Dates

- > January 18

ALTERNATIVE FORMATS

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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 Mcgra Hill Education © 2020
Author: Sharon Foerster and Anne Lambright
Edition: 6th Edition

Have Requested Accommodation:

- [REDACTED]



Notetaking Services

- Professors can view assigned notetakers
- View uploaded Notes
- View more @ [NoteTaking Services](#)

Home >> Instructor Homepage >> Notetaking Services

Login As Feature

[Return to Staff](#)

Views and Tools

- > Overview
- > Course Syllabus
- > Alternative Testing
- > Alternative Formats
- > **Notetaking Services**
- > Deaf and Hard of Hearing

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

- View any student who may have signed up for services
- View assigned interpreter/transcriber
- View more @ [Deaf and Hard of Hearing](#)

Home >> Instructor Homepage >> Deaf and Hard of Hearing

Login As Feature

[Return to Staff](#)

Views and Tools

- > Overview
- > Course Syllabus
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

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]



Resources

i **Student Access & Resource Center**
sarcenter@uta.edu
817-272-3233

i **Alternative Testing Center**
alternativetesting@uta.edu
817-272-3420

i **More details and features can be found @ [Instructor's Portal](#)**

