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.

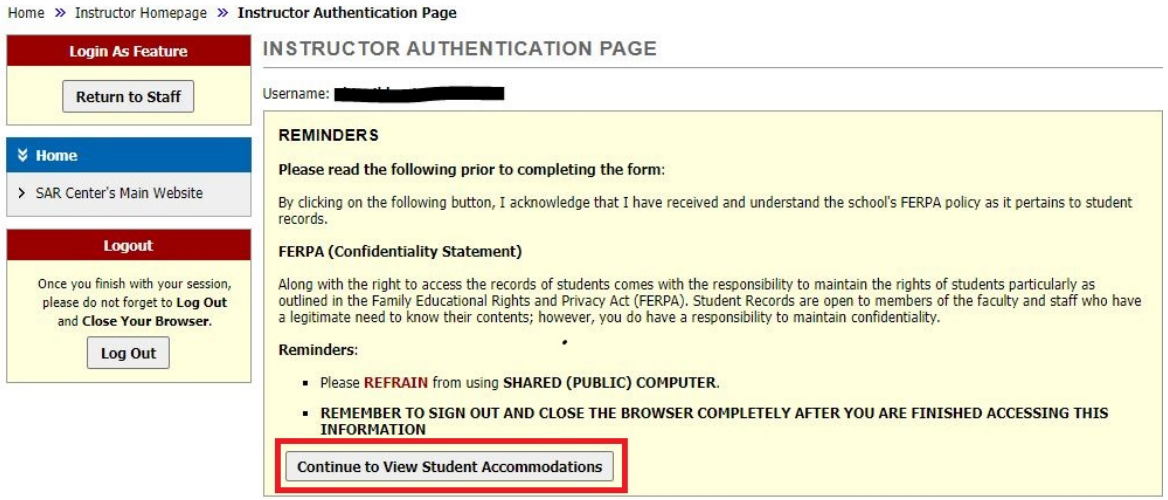
BENEFITS

- 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

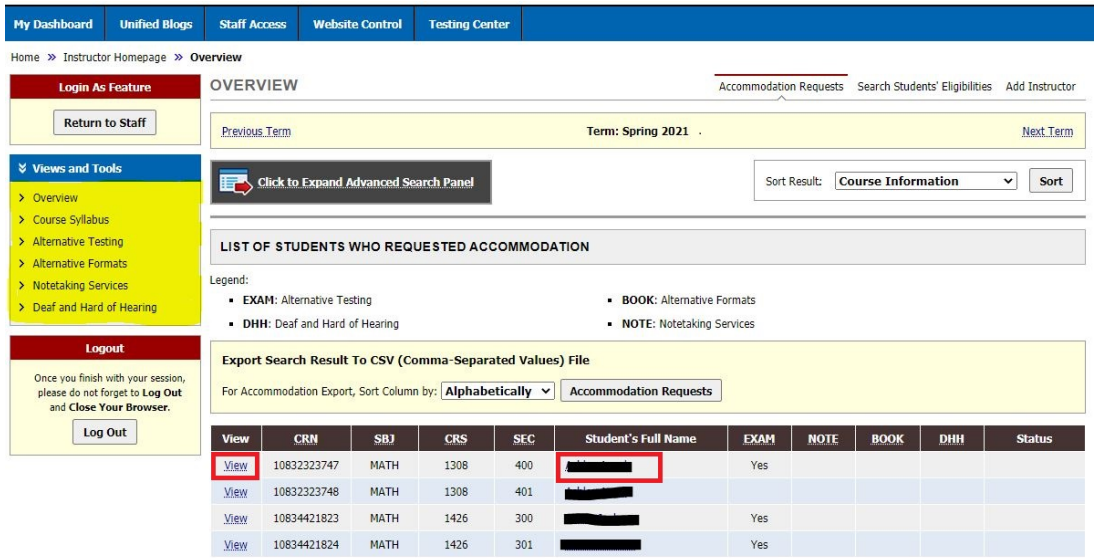
- Reminders and announcements can be found on the authentication page.

- Click "**Continue to View Student Accommodations**" to view a list of your students who requested accommodations.



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.

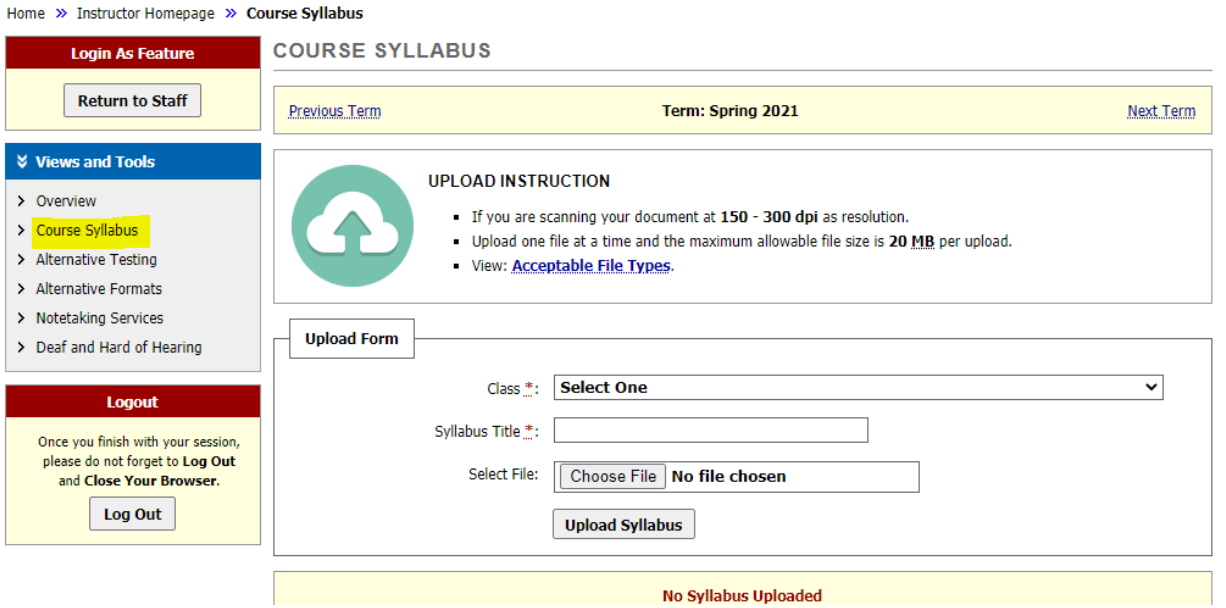


Course Syllabus

- 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)

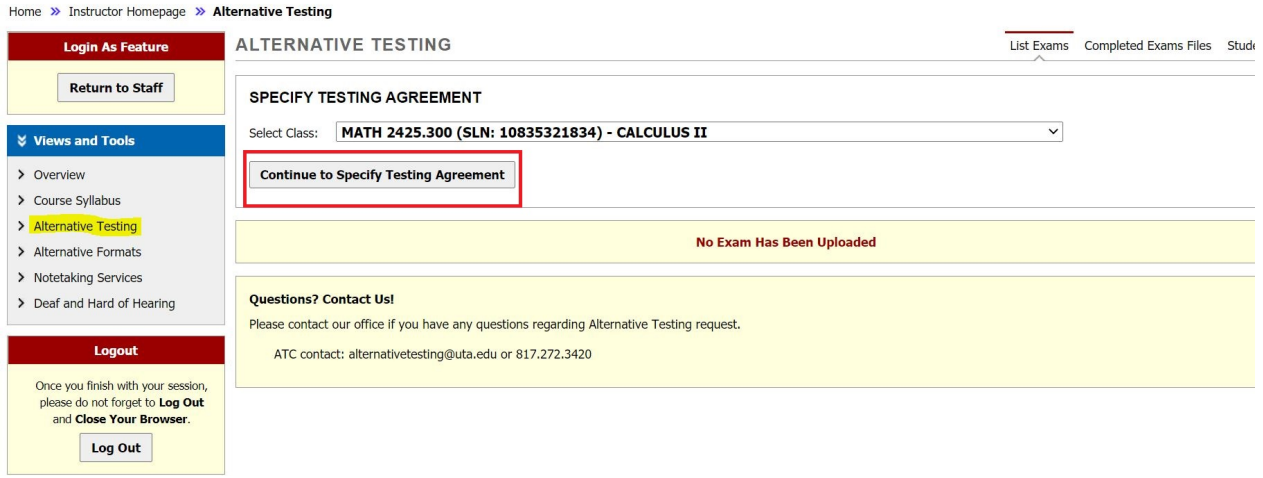
  Acceptable formats:
  - Rich Text File (RTF)
  - Text File (TXT)

  NOTE:
  - Microsoft PPT (PPT or PPTX – (Not recommend due to size)



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]

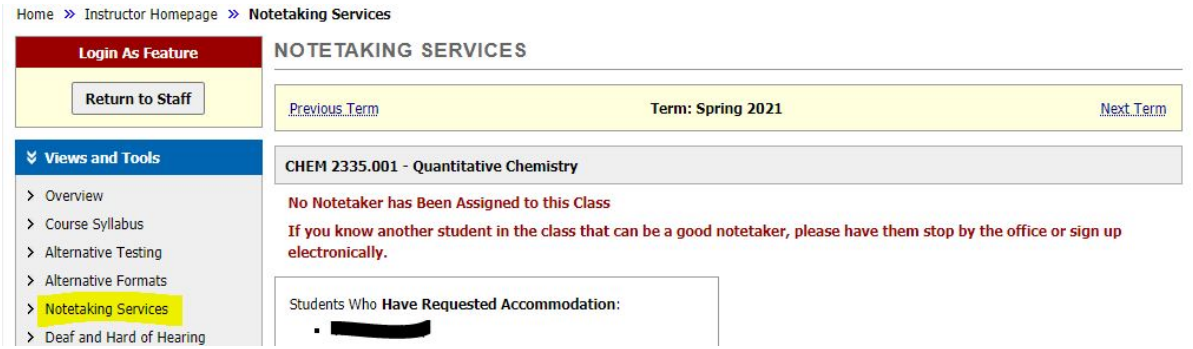


Alternative Formats

- 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]

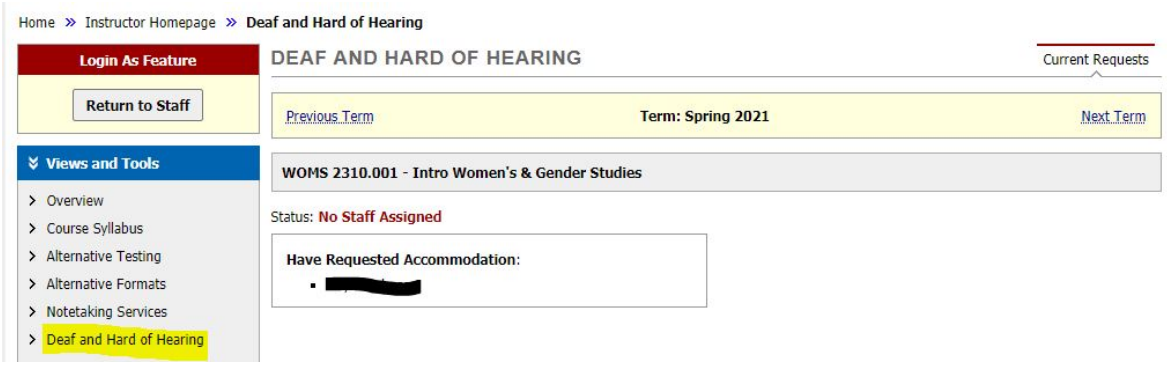
Notetaking Services

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



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]



Resources

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

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

More details and features can be found @ Instructor's Portal