Using AIM
for Instructors

Office of Disability Services

University of Tennessee at Martin

Last Updated 7/28/20

Table of Contents

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What is AIM?

- Accessible Information Management (AIM)

- Students are already using it to apply for accommodations with ODS and will begin requesting Accommodation Letters for instructors to inform them of their accommodations for Fall 2020

- Online portal for students registered with ODS to receive accommodations

- Enables students to schedule exams online

- Allows instructors to set rules (via Alternative Testing Agreement) for courses

  - Testing Agreement replaces the confirmation e-mail sent to ODS

- **Students must schedule their exams online-** their request will be compared to the Testing Agreement to determine if we can approve it

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Management of Requests

▶ There are 2 options for managing student accommodation requests:

  1. Via emails that are automatically sent by AIM

  2. Via the Instructor Portal, which provides an overview of all student accommodation requests for each of your individual courses

▶ ODS recommends using the Instructor Portal, especially for course coordinators or instructors managing multiple accommodation requests
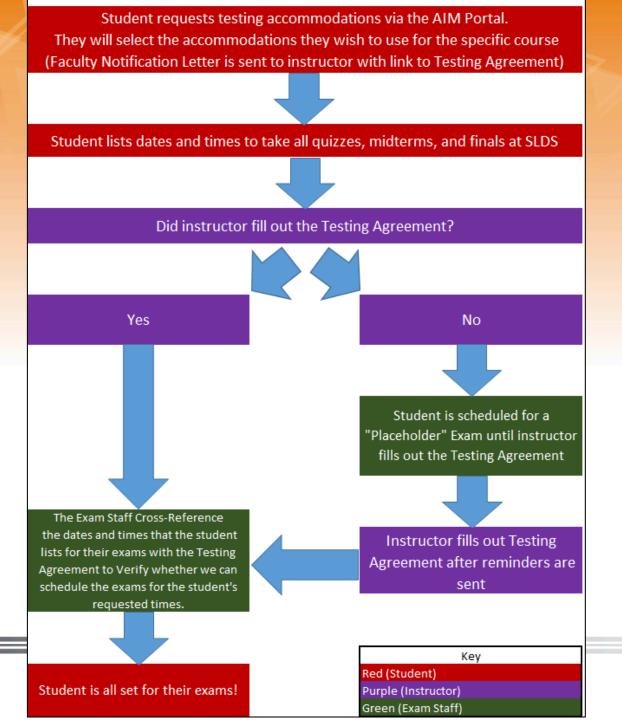
Overview of Alternative Testing Process

1. Student requests accommodations for a course using the AIM portal. AIM automatically generates an email to the instructor with the Accommodation Letter attached. If exam accommodations were requested and no Testing Agreement is on file, a link to the Testing Agreement is included. Instructors cannot fill out a Testing Agreement (or copy a Testing Agreement from one class to another) until a student has requested accommodations for that course.

2. Student submits their specific exam scheduling requests in AIM.

3. Disability Services staff cross-reference student exam requests with Testing Agreements. Student receives a confirmation email when a request is approved/denied. If no Testing Agreement is on file, Disability Services follows up with the instructor.

4. Disability Services sends consolidated reminder emails to instructors and course coordinators (one email per recipient) to submit materials for an upcoming exam. Materials uploaded to AIM can be assigned to a specific student or to an entire section.

Alternative Testing Flowchart

Student requests testing accommodations via the AIM Portal.
They will select the accommodations they wish to use for the specific course
(Faculty Notification Letter is sent to instructor with link to Testing Agreement)

↓

Student lists dates and times to take all quizzes, midterms, and finals at SLDS

↓

Did instructor fill out the Testing Agreement?

Yes / No

No → Student is scheduled for a "Placeholder" Exam until instructor fills out the Testing Agreement

↓

Instructor fills out Testing Agreement after reminders are sent

→

The Exam Staff Cross-Reference the dates and times that the student lists for their exams with the Testing Agreement to Verify whether we can schedule the exams for the student's requested times.

↓

Student is all set for their exams!

Key	
Red (Student)	
Purple (Instructor)	
Green (Exam Staff)	

Exam Scheduling Process

▶ Each semester, students will need to request exam accommodations in AIM to have the ability to schedule exams

▶ Accommodation Letters will be automatically emailed from AIM to the instructor, with a link to fill out the Testing Agreement

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Using the Instructor Portal for Alternative Testing

▶ The Instructor Portal is a useful tool for instructors that provides a thorough overview of all students' accommodations

▶ The Instructor Portal will enable you to fill out a Testing Agreement, as well as modify an agreement or copy an agreement from one section of a course to other sections if a student has requested exam accommodations

  ▶ Essentially, you will only need to fill out 1 testing Agreement per section, as opposed to 1 confirmation e-mail for each student that will need to take exams

  ▶ As exam requests are made for other sections, you may also copy a Testing Agreement from 1 class to another, editing any information necessary (such as exam times) after copying

▶ In the instructor portal, you may also upload exams and check the exam schedule for all of your students

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Instructor Portal Login

▶ Navigate to our website, http://www.utm.edu/departments/disabilities/ then hover over the "Learn More" link listed under "Instructor Portal" at the far right side of the page

▶ Log in to AIM using your UTM Credentials

▶ This will take you to the Instructor Authentication Page where you will see important information regarding privacy and accommodating students

　　▶ FERPA

　　▶ Privacy Reminders

▶ Select "Continue to View Student Accommodations"

Instructor Portal, Overview of Features: Accommodations

▶ After logging in, you will be taken to the main overview of your classes and students that have requested accommodations

▶ You can access details of each student's accommodations (Accommodation Letter) by selecting "View" to the left of the student name

▶ You can also use "Expand Advanced Search Panel" feature to search students by a specific approved accommodation

▶ This page also features the ability to export student information to an Excel file, in which you can sort by name or accommodations

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Instructor Portal, Overview of Features: Testing Agreement

▶ On the left side of the screen, you can manage all exam information by clicking on "Alternative Testing"

▶ If you require ODS Assistance in administering exams, you may select a class section, and click on the drop-down box next to "Select Class" to fill out a Testing Agreement for that class, then click the "Continue to Specify Alternative Testing Agreement"

▶ By filling out this multiple choice form, you will provide all information necessary for your students to take exams in that section

▶ This Agreement can be copied to another section by clicking the drop-down box next to "Select:", choosing the class with an Agreement filled out, and selecting the class you would like to copy it to next to the "Copy to:" field

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Instructor Portal, Overview of Features: Alternative Testing

▶ Once students have scheduled exams, the Alternative Testing tab will enable you to view all students' scheduled times, as well as upload the exam for students

▶ To upload an exam, check the boxes to the left of all students for whom you would like to upload a specific exam, then click "Confirm Your Selections," where you can upload the exam file (one at a time) for the students selected

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Alternative Testing Agreement (Partial Screenshot)

Instructor Alternative Testing Agreement

1. **[1]** **How will you provide the test to ODS?** *
   - ○ Upload to AIM (preferred)
   - ○ Hand deliver
   - ○ Send by student worker
   - ○ Email to DisabilityServices@utm.edu

   Additional Note or Comment

   [ ]

   - ☐ Include this question when sending reminder to Instructor.
   - ☐ Include this question when sending reminder to Student.
   - ☐ Include this question when student schedules an exam.
   - ☐ Show this question when approving exam.
   - ☐ Hide this question when printing exam instruction.

2. **[2]** **How many minutes is allowed for testing?** *

   [ ]

   - ☐ Include this question when sending reminder to Instructor.
   - ☐ Include this question when sending reminder to Student.
   - ☐ Include this question when student schedules an exam.
   - ☐ Show this question when approving exam.
   - ☐ Hide this question when printing exam instruction.

3. **[3]** **Is scratch paper allowed? If so, list amount and type.** *
   - ○ Yes (Specify Below)
   - ○ No

   Additional Note or Comment

   [ ]

Alternative Testing Agreement Notifications

▶ If the Alternative Testing Agreement is not filled out prior to the student filling out the dates and times they would like to schedule their exams, the instructor will receive the following email:

Reply Reply All Forward

Thu 7/23/2020 1:11 PM

UTM - Office of Disability Services <noreply@bachelor.accessiblelearning.com> on behalf of D

[ODS] Please Fill Alternative Testing Contract

To   Vicki Buffalo; Cindy Boyd; Wendy Elliott

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Report Email   Bing Maps   + Get more ap

Thursday, July 23, 2020

Hello,

Rocky Balboa has scheduled an exam with the Office of Disability Services you have not submitted a required Testing Agreement form so the exam will not be approved.

Please complete your Testing Agreement for this student.

Thank you,

Class: **DISNEY 123.1- Intro To Disney Princesses (CRN: 1234)**

Student: **Rocky Balboa**

Exam Type: **Final**

Date: **07/24/2020**

Time: **08:00 AM**

Approved Accommodation(s):

• Extra Time 1.50x

Hello UT Martin instructors,
Incorporated within the AIM system is a process that allows you to upload your syllabus and give ODS the normal testing directions for all tests once per semester. These directions will apply to the accommodated students in your class that test at the ODS testing center.
ODS will be able to refer back to that agreement when proctoring a test rather than you having to individually send instructions for all students. This system will allow you to upload your test and choose how it is returned to you. There are many options and enhancements when this process is used. Please follow the link below to fill out the Instructor Testing Agreement.

https://bachelor.accessiblelearning.com/UTM/TestingAgreement.aspx?ID=10427&CID=72894&Key=i3E0yjqW

If you have additional questions, please contact our office **DisabilityServices@utm.edu** or **731.881.7195**

Student Requests and the Alternative Testing Agreement

▶ Once the instructor fills out the Testing Agreement, students will be able to schedule exams simply by filling out the dates and times of all exams.

▶ ODS Exam Staff will compare the requested exam times with the class time and permission that instructors allow on the Alternative Testing Agreement

Email Reminders

▶ If an exam is not received the day prior to the date of the exam, ODS will send an email for all exams scheduled that day

▶ Each student's listing will include start time, end time, and accommodations

▶ You can choose to either upload one exam file for the entire course section, or upload a unique exam file for each student.

This is a reminder that an exam has been scheduled for proctor with the Office of Disability Services; please ensure that all test material and instructions have been uploaded into the AIM Instructor Portal at least two day prior to the date of the test.

Class: TEST 100.001 - Test Course

Type: Final

Date: Friday, July 24, 2020

Time: 08:00 AM - 11:00 AM (180)

Location: **tbd**

Approved Accommodation(s):

- Extended time (1.5X) on timed exams
- Reduced distraction environment for quizzes, tests, and exams

Student: Adrian Balboa

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: https://bachelor.accessible... ID=E79280864759282&Key=FAK2roB6.

If you have any questions, please send an email to DisabilityServices@utm.edu or call ODS at **731.881.7195**.
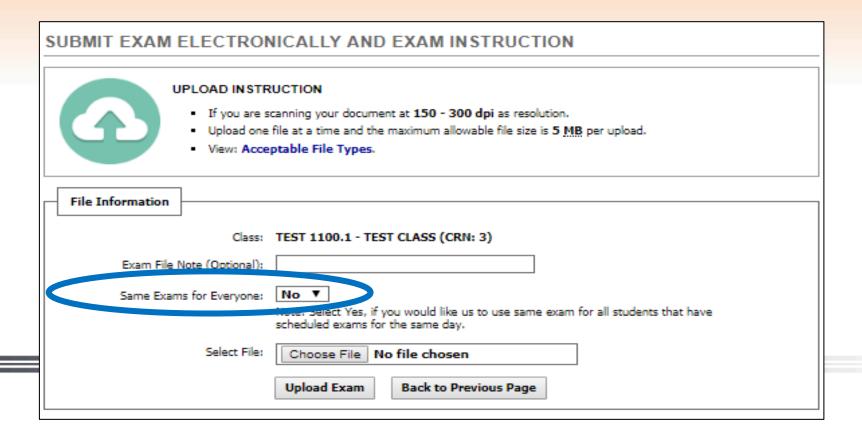
Thank you,

UTM ODS

Uploading Exams

▶ After clicking the link, you will need to sign in with your UTM credentials

▶ There is also an option when you upload an exam to apply this exam to all students in your class

▶ Instructors may still email the exam or drop it off to our office

Rescheduling an Exam

▶ If an exam date is rescheduled for the class, then you can change the date of the exam on the Testing Agreement by logging in to the AIM Instructor Portal

▶ If a student requests to reschedule, ODS will compare the student's requested time with the Testing Agreement to determine whether to approve or deny the student's request

> ▶ If the request is denied, ODS will inform the student that we will need written permission to reschedule the exam

▶ In an effort to streamline operations and provide the best service to students, **All exam materials are due to Disability Services by 3:00 p.m. the business day before a scheduled exam.**

▶ If Disability Services does not receive materials by the deadline, the student and instructor will receive a notification email that the exam has been postponed until the materials can be received and the exam rescheduled.

Exam Proctoring

▶ The proctoring of exams is not planned to be different from current methods

▶ Students report to our office to take exams, show ID, and we will contact you via your approved method of contact first (see Alternative Testing Agreement Question 7) about any questions the student may have

▶ For final exams during the University's Finals Week, ODS will proctor based on the official final exam schedule set by UTM (see Alternative Testing Agreement for details)

Return Methods for Completed Exams

▶ ODS has 3 options of delivering completed exams back to departments/instructors:

1. Instructor/designee pick-up from ODS

2. Scan/email, hold paper copy for instructor/designee pick-up at ODS

3. Scan/email, shred paper copy per retention policy

▶ Note: Due to current COVID-19 conditions, in-person exam delivery will not be offered for fall 2020 semester. We plan to revisit this option if conditions change.

ODS Policy Changes Due to COVID-19 Conditions

▶ In addition to the all-online exam delivery changes, other aspects of how we operate will change until further notice:

  ▶ Due to social distancing guidelines, our accommodated testing room will only be able to seat 2 testers at a time in order to ensure they stay 6 feet apart. This may mean less availability for extended-time students to start/end exams in conjunction with their classmates.

  ▶ In-person exam dropoff/pickup is also strongly discouraged at this time. All visitors are required to wear a mask as well as give notice to someone in the department of their plans to come by so that we can make the space as safe as possible.

▶ If you have any questions, please feel free to contact us at disabilityservices@utm.edu or 731-881-7195

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