Managing your Students' Accommodations Using the Accessible Information Management (AIM) System
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Login Instructions

Login to your Access UH account at access.uh.edu

After you log in, the **DART Center Faculty Portal** icon should appear under the University Services icons.

*If the DART Center Faculty Portal does not populate in your Access UH icons, the student has not yet been approved for accommodations for your course.*
Click the button that says, "Continue to View Student Accommodations"

You are now logged into your Instructor Homepage, also called the Overview Page.
The Instructor Homepage gives an overview of all students who have requested to use accommodations in your course sections. This list will change as students submit requests to use accommodations. A student will either decide that they need accommodations in your class or they have completed the registration process with the Dart Center and the accommodations are now available.

If you are teaching multiple sections or multiple courses, all sections of all of your courses will be listed below.

An overview of the accommodations are listed to the right of the students' names.

Status indicates that the faculty notification letter has been emailed to you or if a student has cancelled their request to use accommodations.

Due to FERPA concerns, the Dart Center 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 their Homepage in the AIM Instructor Portal.
If you would like to see students listed for only one course/section, click on the button labeled "Click to Expand Advanced Search Panel".

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.
Using the "Sort By" drop-down list, you can also sort the information by: Course Information, Student's Name, and Last Requested (Newest First).

To search for students with a specific accommodation, click "Search Students' Eligibilities" in the upper right corner.
Upon clicking, a new page is displayed. From this page, you may be able to either export the student list to view all students who have requested accommodations and what accommodations have been requested, or search for students with a specific accommodation. Select "Click to Expand Advanced Search Panel".

You can now search by semester, part of a student’s last name, and/or part of a student’s first name. 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.
Alternative Testing

In the Alternative Testing section, you can:

- Complete and review your Testing Agreements
- View what students have testing appointments with the Dart Center, including the date/time of the students' appointments
- Upload exams to student exam requests

One Testing Agreement must be completed per course section. The agreement is a way for you to confirm if you will or will not be using the Dart Center's testing services for your courses each semester. It also ensures that the Dart Center Testing staff administers your exams correctly.

Below is the agreement that you will need to complete.
Alternative Testing

Alternative Testing Agreements are designed to explain to the Dart Center how you want your exam to be administered.

**Do not complete the Testing Agreement if...**

- There are no exams
- The instructor is proctoring the accommodated exam

If you are planning on proctoring your own exam for the student with accommodations, please select the appropriate option in the section titled “Proctoring Your Own Exam” and select “Confirm”. Do not complete the Testing Agreement.

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**Complete the Testing Agreement (as soon as possible) if...**

- You are unable to accommodate the student and will need the student to take the test in the Dart Center

If the student is taking the test at the Dart Center, you will need to complete the section titled "Specify Testing Agreement". This will require you to answer questions related to your tests and how they are to be proctored.

Completing the Testing Agreement will provide the Dart Center with the necessary information to proctor your tests appropriately and return completed tests to you correctly.
Alternative Testing

How to complete the Testing Agreement:
From the drop down menu, select the class that the accommodated exam will take place in.
Then, select the button below labeled "Continue to Specify Testing Agreement".

Begin answering the questions listed within the Alternative Testing Agreement. There are usually 8 to 10 questions in this section.
Do not leave any fields blank. If the question does not apply, input "N/A".

*Please note that the questions in the Alternative Testing Agreement can be viewed by students. DO NOT include any student names, ID numbers, or your personal contact information.
Alternative Testing

At the bottom of the Testing Agreement, you will find two boxes:

- **Exam Type**
  - Enter in the length of the exam if it applies to your course section (exam, midterm, final, quiz)

- **Additional Information**
  - Info entered into this box CAN NOT be viewed by students. This is where instructors can enter personal contact information and any additional private/confidential information that the Dart Center needs to know about administering the exam

Click the button labeled "Submit Testing Agreement"

- If the submission is **successful**, a green circle with a white checkmark will appear in the top left corner of the screen
- 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

*Once an instructor submits a Testing Agreement, the student in that section will be able to schedule their exams in the Dart Center. The student’s exam request can not be approved until the Testing Agreement is completed by the instructor.*
Alternative Testing

To change specific test criteria you have entered into the Testing Agreement, please email JDexam@cougar.net.uh.edu to update your agreement.

If students have submitted a request to the Dart Center for proctoring, then the information will be displayed as below.

The sections at the top will provide important information about the student’s request:

- **Type**: shows if it is a quiz, test, midterm, or final
- **Date**: shows the day the student has requested to take the exam
- **Time**: shows the time the student has requested to take the exam
- **Status**: shows the current status of the student’s testing appointment
  - **Approved**: the student’s appointment is officially scheduled
  - **Processing**: the student’s request is pending approval from the Dart Center
  - **Canceled**: the student’s appointment is canceled
  - **Completed**: the student’s exam was completed at the Dart Center

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

List Exams  Students' Courses
Alternative Testing

How to Upload an Exam

Before uploading an exam, please note the status of the student request for the exam date.

- If it says "Approved", the test request has been approved by the Dart Center and scheduled.
- If it says "Processing", the Dart Center has not approved the request yet. This can happen for a number of reasons, including the student’s attempt to test outside of class time or Test Agreement parameters without instructor approval. The student is not scheduled to take their exam until the Dart Center approves the request. Communications are sent to the student to contact the instructor for approval and the student will need to forward approval to the Dart Center to schedule the exam.

Instructors are responsible for sending a copy of their exam to the Dart Center at least 24 hours prior to the scheduled exam. This can be done by clicking on the link in the confirmation email to upload the exam.

This is necessary to give the Dart Center time to...

- Assign an appropriate number of staff, such as proctors, readers, or scribes
- Prepare the exam materials
- Convert the exam to an alternative accessible format

Send test instructions via the "Notes" section when uploading the exam ONLY if it differs from the Testing Agreement Instructions.
Alternative Testing

How to Upload an Exam

- Under "Step 1 - Select Action", click on the drop-down box next to "Available Tools"
- Select "Upload File to Exam(s)"

- Click the box on the line of the student and exam appointment you are uploading the exam to
  a. If a student’s name is not listed, the student has not submitted an exam request for the test administration date

- Go to "Step 3 - Confirmation" and click "Confirm Your Selection"
- Review the upload instructions
Alternative Testing

How to Upload an Exam

- If you are wanting to provide information to the Dart Center regarding the exam that you would like the staff to know for this single administration, add a note to the "Exam File Note (Optional)"
- At "Select File", click "Choose File" which will produce a separate box to locate your exam within your files
- Once your exam is selected, the file name will appear in the box by "Choose File"
- Click "Upload Exam"

- Instructors are responsible for uploading or emailing a copy of their exam to the Dart Center at least 24 hours prior to the scheduled exam.
Alternative Formats

For students who have a print-related disability, alternative formats provide access to course materials, whether it is a hard copy or a digital copy.

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

It is the student’s responsibility to request the textbook and other course materials be converted. This can be a lengthy process so students are encouraged to place requests as early as possible.

If your course has numerous handouts or course materials to download from Canvas or other platforms, please feel free to forward copies of all course materials or meet with the Dart Center Assistive Technology Coordinator. We are happy to return the materials directly to you or the student based on your preference.
Notetaking Services

Notetaking services are offered to some students with disabilities as an accommodation. For this service to work effectively, it requires communication between the student, the instructor, and the Dart Center.

Notetaking services may include the following:
- Technology-based assistance
- Permission to record lectures
- Receipt of instructor outlines and/or notes
- Receipt of peer notes from a class member enrolled in the same course

How to Secure Notetaking

The following steps must take place in order for students to secure a notetaker in their course:

1. The student requests a letter of accommodation with notetaking services listed. The student is responsible for discussing accommodation needs with instructors of the courses when the letter of accommodation is delivered.

2. Decide what form of notetaking support can best be provided and work for your course and the student with the note-taking accommodation.

3. Instructors can secure a peer notetaker with an announcement to recruit a student in the class. The instructor may read the announcement to the class, post the announcement on Canvas, or email it to the class roster to recruit a notetaker. We ask that the announcement is made in two consecutive class meetings. Please remember to keep the name of the student requesting notetaking confidential.
   a. Incentives are offered by the Dart Center to those who volunteer as a student notetaker, such as priority registration or a letter of recommendation.

4. No announcement is needed by the instructor if...
   a. the Dart Center already has a volunteer
   b. the student has already chosen a notetaker
   c. the instructor may personally identify a class notetaker or a GA/TA instead of making the announcement
   d. the instructor teaches more than one section of a course that has identical content and instruction. In this case, one notetaker can be assigned to multiple students in different sections
   e. the instructor is already providing equivalent access to lectures by posting the lecture notes, detailed PowerPoints, asynchronous videos of the lecture, etc.

5. If a notetaker has already been chosen by the student or professor, reach out to the Dart Center and the student will be instructed to sign up through the AIM Notetaker Portal.

6. The Dart Center does not know the nature of each course and/or method of instruction, so we rely on responses from instructors to let us know whether a notetaker is applicable to the course so that the Dart Center can cancel the request if necessary.
To review information regarding notetaking services for students, you will see a column under the "List of Students Who Requested Accommodation" titled "NOTE". If a student is approved for notetaking services, a "Yes" will appear in the box next to the student's name.

Instructors may also log into the AIM Faculty portal or check their UH email to see if any note taking accommodation request has been received from a student in your class. Below is how the notetaking accommodation will be listed in the letter.

### Notetaking Services

#### Peer Notetaker

Please help the Dart Center in identifying a notetaker within your course to provide copies of their notes for the student. For additional information please contact the students Access Coordinator.
Instructors will be sent a letter of accommodation that will notify you of any students with accommodations specific to Communication Access. The picture below outlines how Communication Access accommodations will be listed in the letter.

2. Communication Access
   Deaf and Hard of Hearing accommodations to help make communication and learning more accessible.

   An interpreter/captionist will be placed in your classroom.

   The interpreter/captionist will assist you in communicating with the student.

   You can speak directly to the student.

   An interpreter will need to sit at the front of the classroom where the student can see the board and professor at the same time.

   A captionist will need a desk and chair close to a plug.

   You can lecture at your normal pace. The interpreter/captionist are skilled at providing communication at your pace.

   - Interpreting
     ASL Interpreting Services provide by the SAC.

   To review information regarding Interpreting or Captioning for students, you will see a column under the "List of Students Who Requested Accommodation" titled "DHH". If a student is approved for interpreting or captioning services, a "Yes" will appear in the box next to the student’s name.
Thank you!

We appreciate your contribution and cooperation in our goal to equalize our students' learning, discovery, and engagement by fostering self-advocacy, inclusion, and success.

For any questions, please reach out to the Justin Dart Jr., Student Accessibility Center!