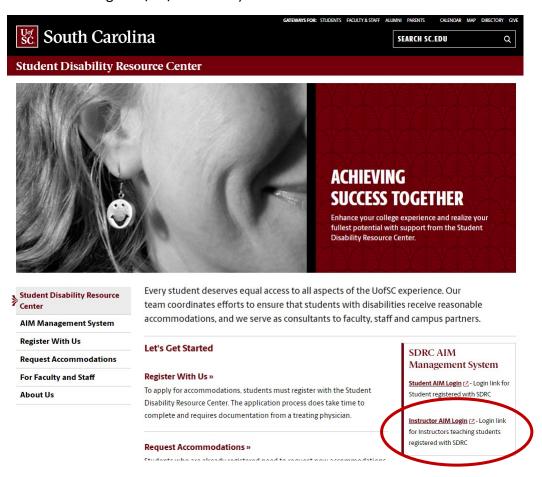
Instructor Portal Guide for Accommodations for Students Registered with the Student Disability Resource Center

1. Go to the Student Disability Resource Center homepage and click on "Instructor Login" for AIM (shasta.accessiblelearning.com/SC/Instructor).



2. This will bring you to the Duo Authentication page. Log in with your university credentials. (Network Username should be the beginning portion of your university email address)

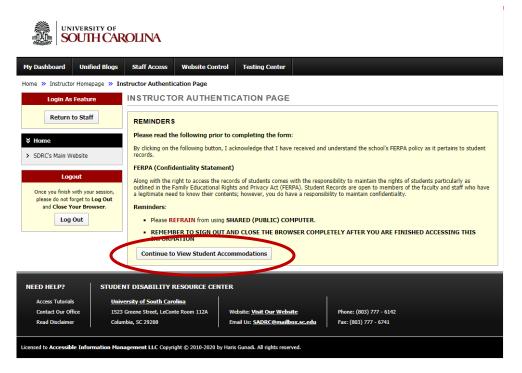


UofSC Shibboleth Authentication

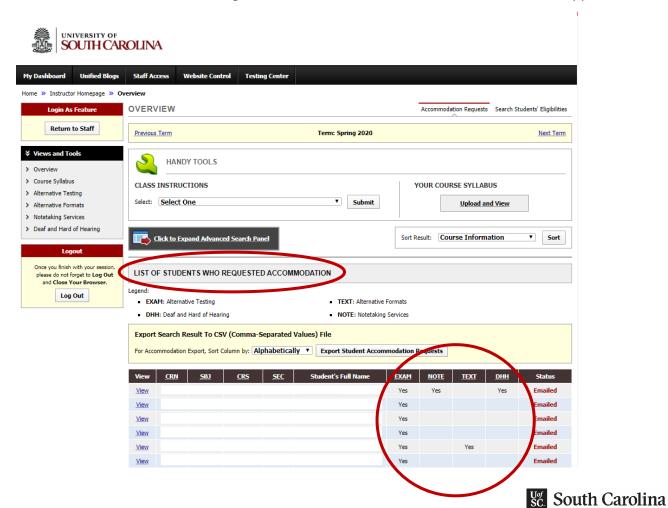
Login to Accessible Information Management, LLC	> Forgot your password?
Network Username	› Need Help?
Password	
☐ Don't Remember Login	
Login	
ACCESSIBLE INFORMATION MANAGEMENT for higher education and beyond	



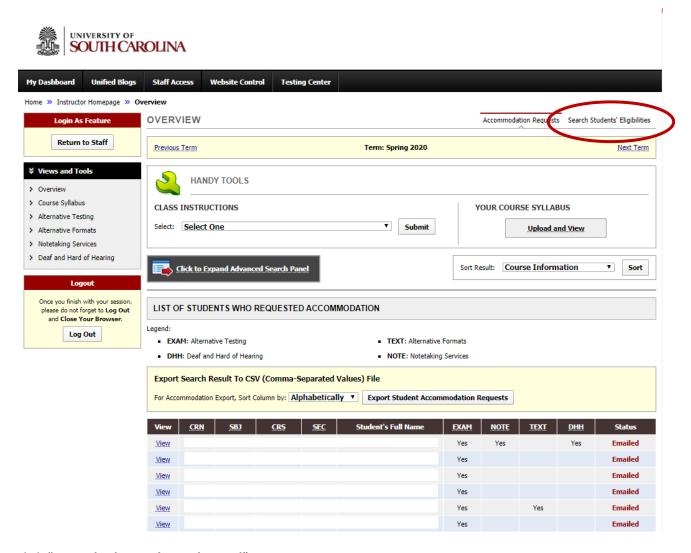
3. Once logged in, you will be asked to read through a FERPA Confidentiality Statement before continuing to view student's accommodations. Click "Continue to View Student Accommodations".



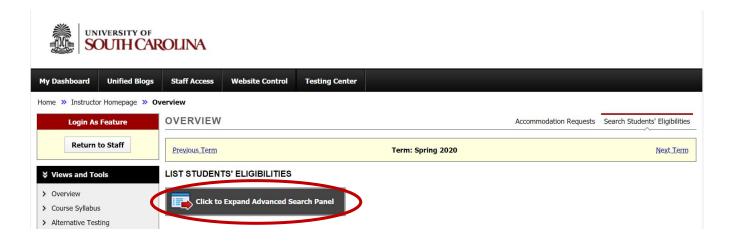
4. On the next page, you will see an overview of all students in your course who have requested their Faculty Notification Letters. You can use the legend to see what accommodations each student is approved for.



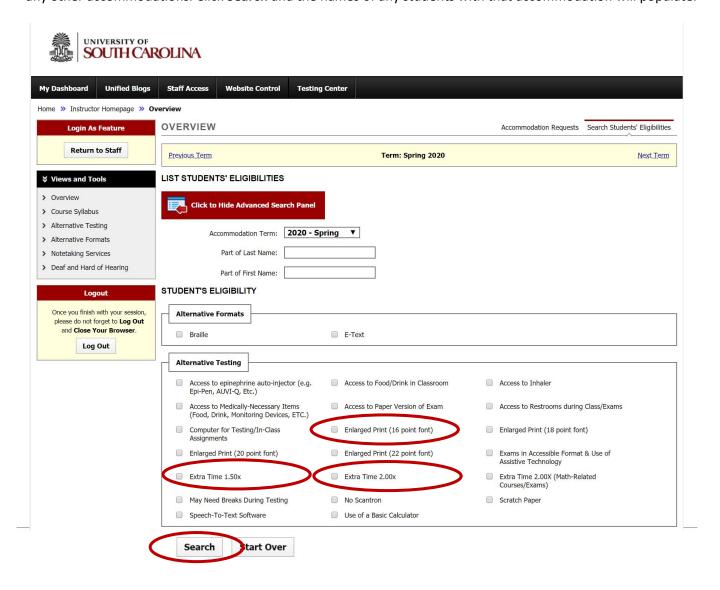
5. Click "Search Students' Eligibilities" in the top right corner to select specific accommodations to search by.



6. Click "Expand Advanced Search Panel".



7. From here, you can select to see which student have 2X testing accommodations, enlarged print accommodations, or any other accommodations. Click **Search** and the names of any students with that accommodation will populate.



As always, if you have ANY questions regarding this new process, please do not hesitate to contact the SDRC Graduate Assistants at SADRCGA@mailbox.sc.edu or 803-777-6142.



AIM Features and Benefits

- Generates course-specific accommodation letters which students request electronically. After students submit their requests, AIM automatically emails the letters directly to instructors. Students are still expected to communicate with their instructors in order to implement their accommodations.
- Streamlines the exam scheduling process, allowing students to submit requests and faculty to submit proctoring information electronically. This new feature phases out the paper "proctor sheet".
- Instructors will only need to complete one Testing Agreement per course section (not per student). Testing Agreements can be copied for multiple sections of the same course.
- Includes an "Instructor Portal," which allows faculty and course coordinators to see an
 overview of and process all received accommodation requests in a course without relying on
 email.
- Includes an "exam upload" feature for Instructors to easily and securely submit exam materials. This new process meets all UofSC information security standards.
- Provides the Student Disability Resource Center with a robust exam scheduling system for more efficient coordination and better service for the university community.