

# Using AIM (for Registered Students):

**Office of Disability Services**  
University of Tennessee at Martin

Last Updated 7/28/20



# What is AIM?

- Accessible Information Management (AIM)
- Online portal for students registered with ODS to receive accommodations.
- Students registered with Disability Services use AIM to generate their Accommodation Letters and make those requests each semester for main campus (Martin, TN) courses.
- **NOTE: To ensure that you do not miss important emails sent via AIM, we encourage you to either:**
  1. Add the domain "post.accessiblelearning.com" to your [safe sender list \(click here for Outlook 365 instructions\)](#), or
  2. Regularly check your junk mail folder.

# Login to AIM

- Each semester, you will need to [Log in to AIM](#) to submit your accommodation requests.

The screenshot shows the website header with navigation links: FUTURE STUDENTS, PARENTS, STUDENTS, FACULTY & STAFF, ALUMNI, A-Z LISTING, MAPS, VISITORS, MY UTMARTIN, and a search bar. The main navigation bar includes: ABOUT UTM, ADMISSIONS, ACADEMICS, CAMPUS LIFE, ATHLETICS, PLAN A VISIT, and ALUMNI & GIVING. The breadcrumb trail is: HOME / ABOUT UTM / STUDENT AFFAIRS / OFFICE OF DISABILITY SERVICES.

## Office of Disability Services

The Office of Disability Services (ODS) is available virtually Monday through Friday, 8:00 AM - 4:00 PM. Meetings and appointments can be conducted via phone or Zoom at this time. To contact ODS, send an e-mail to [DisabilityServices@utm.edu](mailto:DisabilityServices@utm.edu) or call 731-881-7195.

The University of Tennessee provides reasonable accommodations (academic adjustments and auxiliary aids) to ensure equal access to educational content and university programs for students with disabilities. Any student eligible for and requesting accommodations due to a disability must provide instructors with a letter of accommodation from Disability Services. For additional information, please contact the Disability Services office at 209 Clement Hall, 731.881.7605.

### Mission

The mission of the Office of Disability Services is to develop and implement services for students with disabilities that allow for equal access to higher education.

### Goals

- To provide equal educational opportunities, programs, and activities for any student with a documented disability as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008.
- To serve as a liaison between students, Vocational Rehabilitation and UT Martin faculty/staff.

On the right side of the page, there is a list of links: [Student and Staff Login](#) (highlighted with a blue circle), [Learn More >](#), [Services and Academic Accommodations](#), [Learn More >](#), [Service Animal Policy](#), [Learn More >](#), [Discrimination Complaint Procedure](#), [Learn More >](#), and [Syllabus Statement for ODS](#), [Learn More >](#).



**Your dashboard may notify you of e-agreements that you need to sign.**  
Please review these documents and acknowledge them using the prompts on the screen.

You should now see a list of your enrolled courses. If you do not see one or more of your courses, please contact ODS.

#### Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Office of Student Life Disability Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

#### Step 1: Select Class(es)

- Summer 2019** - BUSMGT 2320.0010 - BUS STATISTICS (LEC) (CRN: 3568)
- Summer 2019** - BUSMGT 2320.0011 - BUS STATISTICS (REC) (CRN: 3567)

#### Step 2 - Continue to Customize Your Accommodations

Select each course in which you are requesting accommodations. Then, click the button ***“Step 2 – Continue to Customize Your Accommodations”***

**User Service Center: List Accommodation Requests**

**Final Step: Select Accommodation(s) for Each Class**

**BUSMGT 2320.0010 - Bus Statistics (Lec) (CRN: 3568)** [Class Details](#)

Instructor(s): **Bonnie Schroeder**

Days and Time(s): **T at 09:00 AM - 10:35 AM**

Date Range(s): **05/08/2019 - 07/26/2019**

Location(s): **Hitchcock 324 (Campus: COL)**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

**Select Accommodation(s) for BUSMGT 2320.0010**

Attendance/Deadline Modifications     Exam Accommodations     Notes, Instructor-Provided

Notetaking Services     Notetaking/Recording Technology

**Submit Your Accommodation Requests**    **Back to List**

# Reminder: Generating Letters and Requesting Exam Accommodations in a Course

- When generating an Accommodation Letter, be sure to select Exam Accommodations if you would like to take your quizzes or exams with accommodations at ODS

<b>FAKE 1100.2 - Fake Class (CRN: 78)</b>		<a href="#">Class Details</a>
Instructor(s):	<b>Paul Kraemer</b>	
Days and Time(s):	<b>MWF at 10:20 AM - 11:15 AM</b>	
Date Range(s):	<b>Not Specified</b>	
Location(s):	<b>Not Specified</b>	
<input type="checkbox"/> Select the check box if you have entered a <b>WRONG CRN</b> . You will not be required to specify your accommodation for this class.		
<b>Select Accommodation(s) for FAKE 1100.2</b>		
<input type="checkbox"/>	Exam Accommodations	



For each course, select all of the accommodations that you are requesting. This checkbox feature allows you to create customized letters for each course! When finished, click the button *“Submit Your Accommodation Requests.”*

**Select Accommodation(s) for BUSMGT 2320.0010**


<input checked="" type="checkbox"/> Attendance/Deadline Modifications	<input checked="" type="checkbox"/> Exam Accommodations	<input checked="" type="checkbox"/> <b>Notes</b> , Instructor-Provided
<input checked="" type="checkbox"/> Notetaking Services	<input checked="" type="checkbox"/> Notetaking/Recording Technology	

---

**Submit Your Accommodation Requests**   **Back to List**



**The letters will be emailed to you and your instructor(s).** You may also choose to download a PDF copy of the letter by selecting the course from the dropdown menu at the top of the page, then selecting "Generate PDF." Downloading a PDF copy is optional. If you have any concerns with this information being shared with instructors via email, please speak with an ODS staff member.

 **PRINTING FACULTY NOTIFICATION LETTER IN PDF**

**Note:** It may take up to **10 seconds** to generate each PDF file.

**Important Note:** Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class: **Select One**

**LIST ACCOMMODATIONS FOR SUMMER 2019**

Refine Search Result: **Search All**

## IMPORTANT REMINDERS:

- **Now that your letters have been sent, be sure to:** (1) discuss your accommodation requests with the relevant faculty/staff, (2) complete any remaining accommodation procedures described on our webpage, and (3) contact ODS with any questions or concerns.
- **NOTE:** If you make any changes to your accommodation selections after the first time you generate a Course Accessibility Letter, you will not be able to generate the revised letter without approval from ODS. These approvals typically take 1 business day to process.

# Next Steps, Continue Reading

- Continue reading this PowerPoint for next steps for the following accommodations (if eligible):
  - **Requesting attendance/deadline modifications,**
  - **Submitting accessible media requests,**
  - **Scheduling exams in AIM**

## Requesting Attendance/Deadline Modifications (if eligible)

- **Your Accommodation Letter will briefly describe the purpose of these accommodations, as well as direct the instructor to the supplemental accommodation instructions.** Your instructor should read the supplemental instructions to understand how to implement these accommodations in their courses.

## Submitting Accessible Media Requests (if eligible)

- **Sending your Accommodation Letter does NOT automatically send a material conversion request to ODS.**
- **You still need to send all material conversion requests to [disabilityservices@utm.edu](mailto:disabilityservices@utm.edu) with appropriate advance notice** (ideally one semester in advance, immediately after registering for classes).

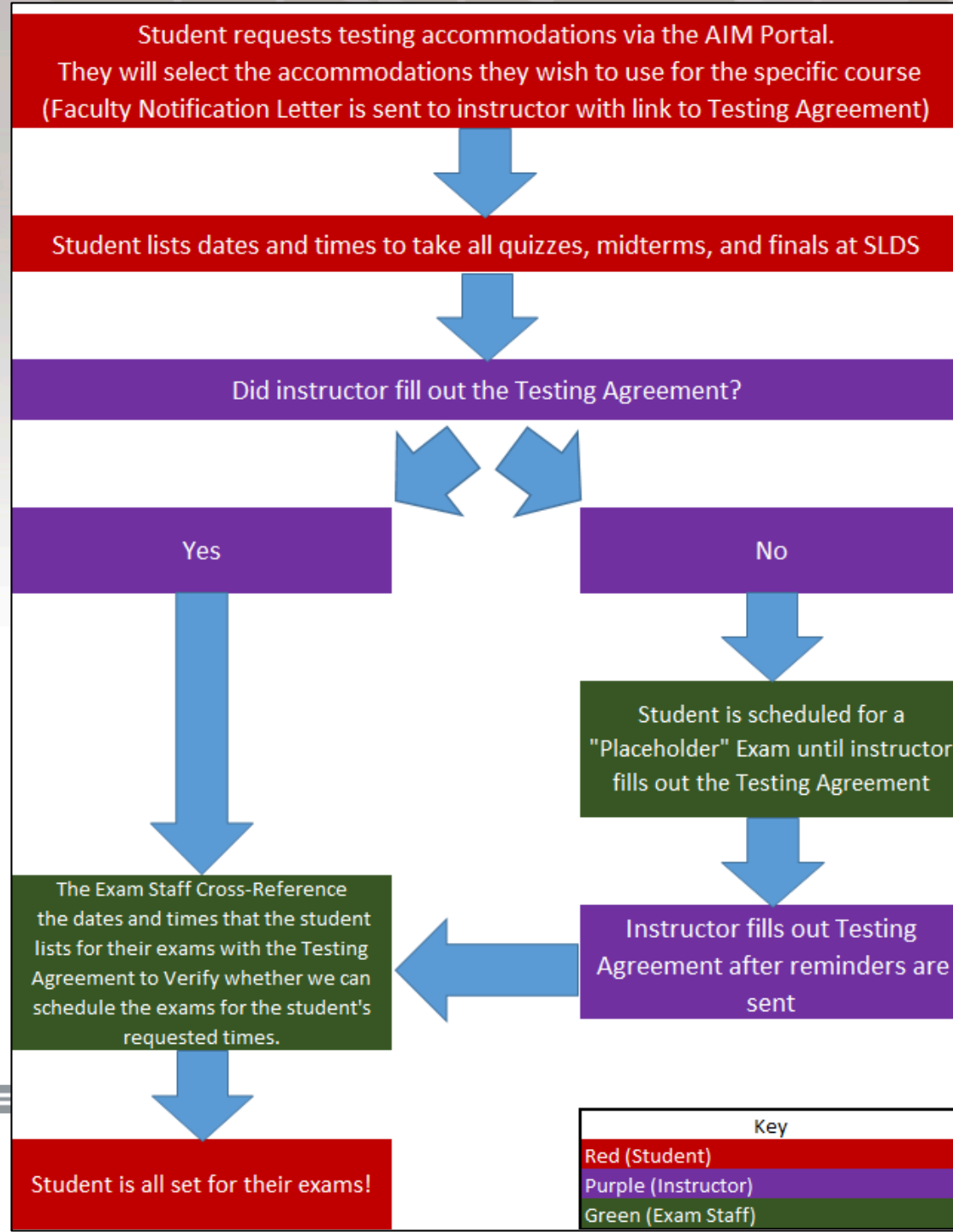
# How to schedule exams in AIM:

# Overview of Alternative Testing Process

1. (Optional) Instructors or Course Coordinators can proactively fill out the Testing Agreement using the Instructor Portal at beginning of semester.
2. 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 form is included.
3. Student submits their specific exam scheduling requests in AIM.
4. 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.
5. 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



# Navigating to Alternative Testing Module

- On the left side of your screen, you will select Alternative Testing

Welcome Rocky Balboa! [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [My Accommodations](#) [Sign Out](#)

  
THE UNIVERSITY OF  
**TENNESSEE**  
MARTIN  
Office of Disability Services

**My Dashboard**

Home >> My Dashboard >> Overview

**Login as User Feature**

[Back to My Profile](#)

**SMS (Text Messaging)**

Status: **OFF**

[Update Preference](#)


**Home**

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

**My Accommodations**


- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > **Alternative Testing**
- > Notetaking Services

**OVERVIEW**


 **IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- **Your To Do List:**
  1. **DISNEY 123.1 - Intro To Disney Princesses**
    - Alternative Testing: You have not scheduled any exams for this class.

 **INFORMATION RELEASE CONSENTS**

- [Vocational Rehabilitation Release of Information](#)

 **PRINTING FACULTY NOTIFICATION LETTER IN PDF**

**Note:** It may take up to **10 seconds** to generate each PDF file.

**Important Note:** Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class:  [Generate PDF](#)

**LIST ACCOMMODATIONS FOR SUMMER 2020**

# Selecting a Course for Exam Scheduling

- Select the class for which you wish to schedule a quiz or exam at ODS, and click “Schedule an Exam”

### ALTERNATIVE TESTING

**Instructor Alternative Testing Agreement(s)**

Below is the list of all Instructor Alternative Testing Agreement(s) submitted through the system. **You can still request exams even if there is no Instructor Alternative Testing Agreement specified.**

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

[Schedule an Exam](#) [View Alternative Testing Detail](#)

### UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

**DISNEY 123.1 - Intro To Disney Princesses    Instructor Has Not Submitted Instructor Alternative Testing Agreement**

[View Other Exams Requested in the Same Class](#)

**Final - Friday, July 24, 2020 at 08:00 AM** [Action: [Delete Exam](#)]

Approved Accommodation(s):

- Extra Time 1.50x

### Questions? Contact Us!

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

The University of Tennessee Martin  
Division of Student Affairs  
Office of Disability Services  
206-209 Clement Hall  
210 Hurt Street  
Martin, Tn 38238  
731-881-7195 phone  
731-881-7702 fax

# Scheduling Individual Quizzes/Exams

- This will lead you to the Exam Detail, where you will fill out the type of exam, date, time, and accommodations you wish to use (please note, only select the accommodations you wish to use for that specific exam)

Days	Time Start	Time End	Date Range	Location
MWF	10:20 AM	11:15 AM	Not Specified	Not Specified

**Exam Detail**

Alternative Testing Agreement Type: **Summer Test**

Request Type\*: **Select One ▼**

[View: Exam Schedule Availability](#)

Date\*:   
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time\*: **Select ▼** **Select ▼**

**Services Requested\***

Distraction Reduced Testing Space: Small Group Setting       Extended Time 1.50x

Additional Note:

**Add Exam Request**      **Back to Testing Requests Overview**

# After Submitting a Scheduling Request

- You will receive an email either approving your exam request, or asking you to contact our office due to your request not complying with the rules your instructor specifies
- You can check the status of all your exams at any point by logging in to AIM and selecting the Alternative Testing tab

# Final Exams

- During the University's Finals Week, ODS uses the official final exam schedule decided by administration. Discuss your final exams schedule with your instructors. Select the agreed upon date and start time for your finals.
- When you request a final exam, it will be listed as "approved" **and is subject to change**. You will receive your finalized date/time/location no later than 1 week before the 1<sup>st</sup> day of Finals Week.
- In order to coordinate all testing accommodations during Finals Week, Disability Services reserves the right to move a final exam to either of the two closest start times on the same day.
- Students will receive a confirmation email of their final exam dates/times/locations no later than 1 week prior to the first day of Finals Week.
- **For students approved for double time:** Please be aware that the start times for your finals may be slightly adjusted by Disability Services to fit our modified schedule for double time. Your modified start time will be communicated to you via email, along with your date and location.

# Alternative Testing Agreement

- If your instructor has not filled out the Alternative Testing Agreement by the time you schedule your exams, you will be notified via an automatic email
- ODS sends reminder emails to instructors to fill out their agreements. You may want to remind your instructor to fill out the agreement as well.
- The Testing Agreement will allow ODS to compare your requested times with those approved by the instructor
- It will also inform us of any necessary information for our office to proctor your exams.



# Checking Exam Status

- At any time, you can check the status of all your exam requests by logging into AIM using your UTM credentials
- You will select the Alternative Testing tab on the left side of the screen to view all of your exam information
- ODS will send reminders to your UTM email in advance of all of your exams, informing you of the dates and times

# Day of the Exam

- The proctoring of exams is not planned to be different from current methods
- You will still report to our office to take exams, show ID, and we will contact your instructor about any questions you may have.

Questions?

If you have any questions, please feel free to call us at **731-881-7195**, or email us at **[disabilityservices@utm.edu](mailto:disabilityservices@utm.edu)**.