

# 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](http://shasta.accessiblelearning.com/SC/Instructor)).

UofSC South Carolina

SEARCH SC.EDU

Student Disability Resource Center

**ACHIEVING SUCCESS TOGETHER**  
Enhance your college experience and realize your fullest potential with support from the Student Disability Resource Center.

**Student Disability Resource Center**

- AIM Management System
- Register With Us
- Request Accommodations
- For Faculty and Staff
- About Us

Every student deserves equal access to all aspects of the UofSC experience. Our team coordinates efforts to ensure that students with disabilities receive reasonable accommodations, and we serve as consultants to faculty, staff and campus partners.

**Let's Get Started**

**Register With Us »**  
To apply for accommodations, students must register with the Student Disability Resource Center. The application process does take time to complete and requires documentation from a treating physician.

**Request Accommodations »**  
Students who are already registered need to request new accommodations.

**SDRC AIM Management System**

- [Student AIM Login](#) - Login link for Student registered with SDRC
- [Instructor AIM Login](#) - Login link for Instructors teaching students registered with SDRC

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

Network Username

Password

Don't Remember Login

Login

ACCESSIBLE INFORMATION MANAGEMENT  
for higher education and beyond

- » [Forgot your password?](#)
- » [Need Help?](#)

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"**.

UNIVERSITY OF SOUTH CAROLINA

My Dashboard | Unified Blogs | Staff Access | Website Control | Testing Center

Home » Instructor Homepage » Instructor Authentication Page

**Login As Feature**

[Return to Staff](#)

**Home**

> SDRC's Main Website

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

**INSTRUCTOR AUTHENTICATION PAGE**

**REMINDERS**

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

**FERPA (Confidentiality Statement)**

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

**Reminders:**

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

[Continue to View Student Accommodations](#)

**NEED HELP?**

**STUDENT DISABILITY RESOURCE CENTER**

Access Tutorials | Contact Our Office | Read Disclaimer

University of South Carolina  
1523 Greene Street, LeConte Room 112A  
Columbia, SC 29208

Website: [Visit Our Website](#)  
Email Us: [SADRC@mailbox.sc.edu](mailto:SADRC@mailbox.sc.edu)

Phone: (803) 777 - 6142  
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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.

UNIVERSITY OF SOUTH CAROLINA

My Dashboard | Unified Blogs | Staff Access | Website Control | Testing Center

Home » Instructor Homepage » Overview

**Login As Feature**

[Return to Staff](#)

**Views and Tools**

> Overview  
> Course Syllabus  
> Alternative Testing  
> Alternative Formats  
> Notetaking Services  
> Deaf and Hard of Hearing

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

**OVERVIEW**

Accommodation Requests | Search Students' Eligibilities

[Previous Term](#) | **Term: Spring 2020** | [Next Term](#)

**HANDY TOOLS**

**CLASS INSTRUCTIONS**

Select:  [Submit](#)

**YOUR COURSE SYLLABUS**

[Upload and View](#)

[Click to Expand Advanced Search Panel](#)

Sort Result:  [Sort](#)

**LIST OF STUDENTS WHO REQUESTED ACCOMMODATION**

**Legend:**

- EXAM:** Alternative Testing
- TEXT:** Alternative Formats
- DHH:** Deaf and Hard of Hearing
- NOTE:** Notetaking Services

**Export Search Result To CSV (Comma-Separated Values) File**

For Accommodation Export, Sort Column by:  [Export Student Accommodation Requests](#)

View	CRN	SBJ	CRS	SEC	Student's Full Name	EXAM	NOTE	TEXT	DHH	Status
<a href="#">View</a>						Yes	Yes		Yes	Emailed
<a href="#">View</a>						Yes				Emailed
<a href="#">View</a>						Yes				Emailed
<a href="#">View</a>						Yes				Emailed
<a href="#">View</a>						Yes		Yes		Emailed
<a href="#">View</a>						Yes				Emailed

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

The screenshot shows the University of South Carolina instructor dashboard. At the top left is the university logo. Below it is a navigation bar with links: My Dashboard, Unified Blogs, Staff Access, Website Control, and Testing Center. The breadcrumb trail reads: Home >> Instructor Homepage >> Overview. On the right side of the dashboard, there are two links: Accommodation Requests and Search Students' Eligibilities. The 'Search Students' Eligibilities' link is circled in red. Below the navigation bar, there is a 'Login As Feature' section with a 'Return to Staff' button. To the left is a 'Views and Tools' sidebar with a tree view containing: Overview, Course Syllabus, Alternative Testing, Alternative Formats, Notetaking Services, and Deaf and Hard of Hearing. Below the sidebar is a 'Logout' section with a message: 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.' and a 'Log Out' button. The main content area is titled 'OVERVIEW' and includes a 'Term: Spring 2020' selector. Below this are sections for 'HANDY TOOLS', 'CLASS INSTRUCTIONS' (with a 'Select One' dropdown and 'Submit' button), and 'YOUR COURSE SYLLABUS' (with an 'Upload and View' button). There is also a 'Click to Expand Advanced Search Panel' button and a 'Sort Result: Course Information' dropdown. The main section is titled 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION'. It includes a legend: EXAM: Alternative Testing, DHH: Deaf and Hard of Hearing, TEXT: Alternative Formats, and NOTE: Notetaking Services. Below the legend is an 'Export Search Result To CSV (Comma-Separated Values) File' section with a dropdown set to 'Alphabetically' and an 'Export Student Accommodation Requests' button. At the bottom is a table with columns: View, CRN, SBJ, CRS, SEC, Student's Full Name, EXAM, NOTE, TEXT, DHH, and Status. The table contains six rows of data, all with a status of 'Emailed'.

6. Click "Expand Advanced Search Panel".

The screenshot shows the University of South Carolina instructor dashboard. At the top left is the university logo. Below it is a navigation bar with links: My Dashboard, Unified Blogs, Staff Access, Website Control, and Testing Center. The breadcrumb trail reads: Home >> Instructor Homepage >> Overview. On the right side of the dashboard, there are two links: Accommodation Requests and Search Students' Eligibilities. Below the navigation bar, there is a 'Login As Feature' section with a 'Return to Staff' button. To the left is a 'Views and Tools' sidebar with a tree view containing: Overview, Course Syllabus, and Alternative Testing. Below the sidebar is a 'Logout' section with a message: 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.' and a 'Log Out' button. The main content area is titled 'OVERVIEW' and includes a 'Term: Spring 2020' selector. Below this is a section titled 'LIST STUDENTS' ELIGIBILITIES'. In this section, there is a button labeled 'Click to Expand Advanced Search Panel' which is circled in red.

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.

The screenshot shows the University of South Carolina Testing Center interface. The top navigation bar includes 'My Dashboard', 'Unified Blogs', 'Staff Access', 'Website Control', and 'Testing Center'. The breadcrumb trail is 'Home >> Instructor Homepage >> Overview'. The main content area is titled 'OVERVIEW' and includes a 'Return to Staff' button. Below this is the 'LIST STUDENTS' ELIGIBILITIES' section, which features a 'Click to Hide Advanced Search Panel' button and search filters for 'Accommodation Term' (set to '2020 - Spring'), 'Part of Last Name', and 'Part of First Name'. The 'STUDENT'S ELIGIBILITY' section is expanded to show 'Alternative Formats' (Braille, E-Text) and 'Alternative Testing' options. The 'Alternative Testing' options include: Access to epinephrine auto-injector (e.g. Epi-Pen, AUVI-Q, Etc.), Access to Food/Drink in Classroom, Access to Inhaler, Access to Medically-Necessary Items (Food, Drink, Monitoring Devices, ETC.), Access to Paper Version of Exam, Access to Restrooms during Class/Exams, Computer for Testing/In-Class Assignments, Enlarged Print (16 point font), Enlarged Print (18 point font), Enlarged Print (20 point font), Enlarged Print (22 point font), Exams in Accessible Format & Use of Assistive Technology, Extra Time 1.50x, Extra Time 2.00x, Extra Time 2.00X (Math-Related Courses/Exams), May Need Breaks During Testing, No Scantron, Scratch Paper, Speech-To-Text Software, and Use of a Basic Calculator. The 'Search' button is circled in red.

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](mailto: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.