

AIM: Instructor Portal & Updates to the Accommodation Letter

This document discusses the new Accommodation Letter notification process as well as how to login into your Instructor Portal and features within AIM.

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SAS Welcome to AIM Statement

Student Accessibility Services (SAS) is extremely excited to announce the launch of our new accommodation management software: **AIM (Accessible Information Management)**. AIM is designed to streamline several processes. Students can apply for SAS services directly in AIM, along with requesting accommodations in AIM for each semester once eligibility for services is determined. Additionally, AIM will assist faculty by managing student accommodations in one location.

New for Students:

Students who have completed the SAS Intake process and their eligibility for academic accommodations has been approved, now can access their student profile in AIM. From there, they can request their Accommodation Letter for each semester's classes. Students can select their courses and their approved accommodations that they want to implement to create a customized plan. Once students submit their requests through AIM, their assigned SAS Coordinator will review, approve, and send the Accommodation Letter to faculty from the AIM system. Both the faculty and the student will receive an email from the SAS Coordinator which outlines valuable information

regarding accommodations. Students and Instructors can respond back to this email communication with any questions that will go directly to the student's SAS Coordinator.

New for Faculty:

Faculty will receive an email with the embedded Accommodation Letter for each student directly from the SAS Coordinator. The bonus feature that AIM provides is an Instructor Portal where faculty can view all approved accommodation letters in one spot for the semester. Faculty can still download a PDF file of the Accommodation Letter for record keeping purposes through the portal.

Next Phases for AIM:

SAS will gradually open modules within AIM that will address testing accommodations, notetaking accommodations, alternative formats, and more. SAS is extremely excited to work with faculty to ensure access for students with disabilities and reduce systematic and educational barriers with the launch of AIM.


Accommodation Letter and Notification

1. When a student submits a request for an Accommodation Letter to be sent and it has been approved by the SAS Coordinator, both the faculty and the student will receive an email to your **QCC email** containing the Accommodation Letter.

[SAS] Accommodation Letter for Harry Potter - MAG 101.01 - INTRO TO POTIONS (Course Name: MAG10101) - 2024 - Summer 2

Hailey Walker
To: Hailey Walker
Tue 7/16/2024 3:55 PM

****** CAUTION - EXTERNAL EMAIL! ******
This message originated outside of QCC. Do not click on links or respond if it appears to be suspicious.

**QUINSIGAMOND**
Community College
Student Accessibility Services

Log-in to the Instructor Portal
Faculty can use AIM, or Accessible Information Management, as an online portal for managing student accommodations in their courses. View this accommodation letter online:
[AIM for Faculty](#)

MAG 101.01 - INTRO TO POTIONS (Course Name: MAG10101) (2024 - Summer 2)


Dear Hailey Walker:

Harry Potter (SC ID# 000000002), a student enrolled in your course for 2024 - Summer 2, is a student with a disability who is eligible to receive academic accommodations, auxiliary aids, and services to facilitate meaningful participation in your course. Please read carefully the information below pertaining to specific accommodations for Harry Potter.

The Purpose: Quinsigamond Community College is committed to ensuring equal access to students with disabilities in the participation of the full educational experience and including an environment that is welcoming. Student Accessibility Services collaborates with students, faculty, and staff to create a campus environment that is usable, equitable, sustainable, and inclusive. This partnership is critical to ensuring that QCC students with disabilities have the same opportunity as other students to learn on an equal basis and to fully participate in all the opportunities offered by the college.

2. Items to note:

[SAS] Accommodation Letter for Harry Potter - MAG 101.01 - INTRO TO POTIONS (Course Name: MAG10101) - 2024 - Summer 2

 Hailey Walker
To: Hailey Walker

 Tue 7/16/2024 3:55 PM

**** CAUTION - EXTERNAL EMAIL! ****
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Log-in to the Instructor Portal

Faculty can use AIM, or Accessible Information Management, as an online portal for managing student accommodations in their courses. View this accommodation letter online:
[AIM for Faculty](#)

MAG 101.01 - INTRO TO POTIONS (Course Name: MAG10101) (2024 - Summer 2)

Dear Hailey Walker:

Harry Potter (SC ID# 00000002), a student enrolled in your course for 2024 - Summer 2, is a student with a disability who is eligible to receive academic accommodations, auxiliary aids, and services to facilitate meaningful participation in your course. Please read carefully the information below pertaining to specific accommodations for Harry Potter.

- a. The email subject will list the student's name, the course name and section, and for what term the class is administered in.
 - b. The email will come directly from the student's SAS Coordinator. If you have any questions or concerns, you can respond to the email, and it will go directly to the coordinator.
 - c. You can log into AIM into your Instructor Portal to see all students in your courses who have requested accommodations. More information is below.
3. Please review this section of the accommodation letter. It outlines the purpose for ensuring academic accommodations for students with disabilities in higher education.

The Purpose: Quinsigamond Community College is committed to ensuring equal access to students with disabilities in the participation of the full educational experience and including an environment that is welcoming. Student Accessibility Services collaborates with students, faculty, and staff to create a campus environment that is usable, equitable, sustainable, and inclusive. This partnership is critical to ensuring that QCC students with disabilities have the same opportunity as other students to learn on an equal basis and to fully participate in all the opportunities offered by the college.

Why Accommodation(s): Accommodations provide individuals with disabilities access to the educational experience and are mandated under the Americans with Disabilities Act of 1990 as Amended and Section 504 of the Rehabilitation Act of 1973. Below are the academic accommodations that the above-listed student may use for your course. Some of the listed accommodations may not be applicable to the course or the student may choose to not utilize a specific accommodation.

Approved accommodation(s) cannot be denied without consultation with Student Accessibility Services.

Examples of necessary consultation:

- You have concerns that an accommodation may be a fundamental alteration of your course objectives.
- A student requests an accommodation that is not on their Accommodation Letter.
- There is an experiential learning component such as clinicals, practicums, student teaching, etc.
- You have other ideas regarding how to create access to your course beyond what is listed in this letter.
- You want to discuss accommodations with the student and coordinator.

The information in this letter is **confidential**. Conversations between the faculty and student must be conducted in private (in-person, remote, or phone). **Accommodations are not retroactive and go into effect upon receipt of this letter; you are obligated to ensure that the student is accommodated starting today.**

Student Accessibility Services sincerely appreciates your dedication to **equitable access for all students**. We look forward to working with you to implement accommodations for this course.

4. Keep scrolling and you will find the section labeled, **“Approved Accommodations for Student.”** Here is the accommodation plan the student requested for your

course and any additional notifications regarding the student that you need to be aware of.

Approved Accommodations for Harry Potter

1. Alternative Testing

- **Extended Time (1.5x)**

This student is eligible to receive 1.5x or "time and a half" on all tests, quizzes, or exams. Student should inform the professor at least 5 business days in advance to coordinate a plan for administration and/or to request a seat in the SAS testing room.

2. Assistive Technology

- **Assistive Listening Device**

Assistive listening systems (ALSs), sometimes called FM or DM systems, are small, discrete devices that increase the clarity of targeted sounds, like a speaker's voice, by simultaneously amplifying the target and eliminating extraneous noise. An ALS typically consists of a receiver, worn by the student, and a transmitter that includes a microphone). In some cases, the transmitter may need to be worn on a neck-loop or lapel-clip by the faculty member. Consult with the student for proper placement.

3. Notetaking Services

- **Peer Notetaking**

Upon student request, a qualified peer notetaker will be assigned by SAS to provide notes in a timely and confidential manner to eligible students enrolled in a course. Peer notetaking is a supplement to, but not a substitute for, a student's own notetaking skills to facilitate meaningful participation and engagement.

Additional Notifications Regarding Student:

1. Instructions for Emergency Evacuation

Please assist the student to the nearest area of refuge. It is recommended that you become familiar with the nearest area of refuge in your building.

5. Lastly, SAS encourages you to upload your course syllabus to AIM! Having your course syllabus helps the SAS Coordinator with planning and management of accommodations for students taking your course. This is optional.

Upload Syllabus

Please consider providing SAS staff with a copy of your course syllabus to assist us with planning and accommodation management. Direct access to your course syllabi and schedule can streamline our coordination of accommodations and services for your course.

[Upload Syllabus](#)

Thank You,

Student Accessibility Services [SAS Q Webpage](#)

Quinsigamond Community College
670 West Boylston Street
Worcester, Massachusetts, 01606

sas@qcc.mass.edu
p: 508-854-4471 (Voice)
p: 508-502-7647 (Sorenson Video Phone)
f: 508-854-4549

Please note: Student Accessibility Services is located on QCC's Main Campus, and we are open to the public Monday to Friday from 8 am to 5 pm. Please check the Q for office hours before coming to campus: [The Q](#)

NOTICE: This email (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is confidential and may be privileged information. If you are not the intended recipient, please be aware that any retention, dissemination, distribution or copying of this communication is prohibited. Please reply to the sender that you have received this message in error, then delete it. Thank you for helping to maintain privacy. This email may contain confidential student information. Further disclosure may be a violation of FERPA. Do not forward or copy this message.

Reference Code: 1

Instructor Portal

1. The accommodation letter emails will always contain a link to the AIM Instructor Portal (**AIM For Faculty**). When you click on the link, a login prompt will appear. To proceed, simply enter your existing **QCC email and password**. When AIM opens, you are more than welcome to save it, and bookmark it. Please log out when you are not using AIM for security purposes and restrict logging into AIM on shared computers. Please note AIM will automatically log you out if you are inactive for a

brief period.



Log-in to the Instructor Portal

Faculty can use AIM, or Accessible Information Management, as an online portal for managing student accommodations in their courses. View this accommodation letter online: [AIM for Faculty](#)

2. Please review the Access Policy which outlines FERPA and Confidentiality within Student Accessibility Services. Once you are ready, click on **“Continue to View Student Accommodations.”**

A screenshot of the Instructor Portal. The top navigation bar includes "HOME" and "INSTRUCTOR PORTAL". A sidebar on the left has "Online Services Home" and "Help" links, and a "SIGN OUT" button. The main content area shows a login field with "Username: hwalker@qcc.mass.edu". Below this is a section titled "ACCESS POLICY" with a document icon. The text includes an acknowledgment of FERPA, a section on confidentiality requirements, and an important note. At the bottom, there is a "CONTINUE TO VIEW STUDENT ACCOMMODATIONS" button.

3. It will bring you to a page where it lists the Term on the top of the page and towards the bottom of the page you will see a section labeled, **“Students Who Requested Accommodations.”** This is where you will see every student who has requested accommodations for your course. Please note that this will change as the semester progresses, with new additions or removal of students who may drop your course/withdraw. You will receive an email notifying you of any changes to a student’s accommodation letter request.
 - a. Students have the right to request accommodation at any point and time during the semester.
 - b. **Reminder: accommodations are not retroactive and only becomes active in your course once an Accommodation Letter has been approved and has been sent to your QCC inbox.**

OVERVIEW

LOGIN AS INSTRUCTOR

» OVERVIEW

BACK TO MY PROFILE >

HOME

- > Overview
- > Add Instructor
- > Upload Syllabus

SIGN OUT >

Previous Term Term: 2024 - Summer 2 Next Term

ANNOUNCEMENT

Welcome to the Instructor Portal for AIM, or Accessible Information Management. AIM is where all accommodations are managed for Student Accessibility Services. It now includes a dedicated faculty portal, where you can view and manage student accommodations for your courses all in one place.

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

EXPORT DATA: STUDENTS

Records Found: 6 (Showing: 1 - 6) Show Per Page: 10 Page: 1

View	PDF	Course Name	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated
View	PDF	MAG10301	MAG	103	01	Harry Potter	Emailed	07/18/2024	07/24/2024
View	PDF	MAG10101	MAG	101	01	Draco Malfoy	Emailed	07/17/2024	07/24/2024
View	PDF	MAG10101	MAG	101	01	Harry Potter	Emailed	07/16/2024	07/16/2024

- You can click on view to bring you to another page to view the accommodation letter or PDF to get a download PDF of the student's Accommodation Letter.

OVERVIEW

HOME

- > Overview
- > Add Instructor
- > Upload Syllabus

SIGN OUT >

» OVERVIEW

LUNA LOVEGOOD - MAG 105.01 - INTRODUCTION TO FLYING (COURSE NAME: MAG10501)

BACK TO LIST ACCOMMODATIONS >

ACCESS INFORMATION

This accommodation letter was read by:
 Last recorded access on: **Not Specified**
 Last notification mailed on: **Wednesday, July 31, 2024 at 11:55 AM**

INSTRUCTOR LIST

- Hailey Walker

FACULTY NOTIFICATION LETTER

Log-in to the Instructor Portal
 Faculty can use AIM, or Accessible Information Management, as an online portal for managing student accommodations in their courses. View this accommodation letter online:
[AIM for Faculty](#)

- If you only want to view all the students in one course or locate a particular student in the list, on your overview page you have the option to refine the search and narrow the list.

HIDE SEARCH OPTIONS >

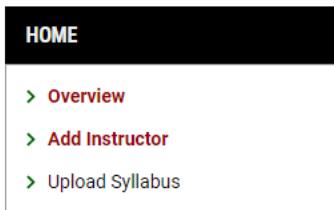
Course Subject:	Exact Matches ▾	MAG10101
Course Number:	Contains ▾	
Course Section:	Contains ▾	
Last Name:	Contains ▾	
First Name:	Contains ▾	

SEARCH 🔍

START OVER ↺

Add an Instructor to a Course

1. If there are two instructors for a course or if there are changes to the instructor of a course, you can request to add an instructor to course directly within AIM. On the left-hand side of the webpage, under the Home Tab, you can click on “**Add Instructor.**”



2. Select the class, and under Type – select the reason for adding a new instructor. Then provide the new instructor’s QCC contact information.



IMPORTANT MESSAGE

By clicking on the button below, I acknowledge that I have received and understand

Acknowledgment of FERPA & Confidentiality Requirements

Faculty and staff with a legitimate educational interest may be permitted to review with and/or responsible for the provision of those accommodations in their educational Rights and Privacy Act (FERPA).

Reminders to Maintain Confidentiality:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- Remember to **SIGN OUT** and **CLOSE THE BROWSER COMPLETELY** when finished.

PERSONAL INFORMATION

Class *:

Select One

Type *:

Select One

Instructor Name *:

Email Address *:

3. Click “**Submit**” and the request will go under review by Student Accessibility Services. SAS will contact you to confirm and clarify any details about adding a new instructor.

Upload Your Course Syllabus (optional)

1. If you click on the “**Upload Course Syllabus**” from the Accommodation Letter email, it will automatically bring you to the upload page for the course listed in the email. Create a name for the file, select the course syllabus to be uploaded, and click on “**Upload File.**” It will appear under the section “**List Syllabi.**” If you make changes to your course syllabus, you can always delete the file and upload a new one as well.

Upload Syllabus

Please consider providing SAS staff with a copy of your course syllabus to assist us with planning and accommodation management. Direct access to your course syllabi and schedule can streamline our coordination of accommodations and services for your course.

[Upload Syllabus](#)

The screenshot shows the 'Upload Syllabus' page. On the left is a navigation sidebar with a red 'LOGIN AS INSTRUCTOR' button, a 'BACK TO MY PROFILE >' button, a 'HOME' section with links for 'Overview', 'Add Instructor', and 'Upload Syllabus', and a 'SIGN OUT >' button. The main content area has a breadcrumb '» UPLOAD SYLLABUS'. Below this is a yellow bar for 'Previous Term' with a dropdown and 'Term: 2024 - Summer 2'. The main section is titled 'UPLOAD SYLLABUS' and contains a 'FILE INFORMATION' form with fields for 'Class *' (a dropdown menu), 'File Title *' (a text input), and 'Select File *' (a file selection area with a 'Choose File' button and 'No file chosen' text). Below the form is a yellow 'FORM SUBMISSION' bar with an 'UPLOAD FILE >' button. At the bottom is a grey 'LIST SYLLABI' bar.

2. If you are in AIM and want to submit a course syllabus, on the left-hand side of the webpage, under the Home Tab, you can click on “**Upload Syllabus.**”

This is a close-up of the 'HOME' navigation menu. It features a black header with the word 'HOME' in white. Below the header are three menu items, each with a red right-pointing chevron: 'Overview', 'Add Instructor', and 'Upload Syllabus'.

3. Select the course you wish to upload a syllabus for. Create a name for the file, select the course syllabus to be uploaded, and click on “**Upload File.**” It will appear under the section “**List Syllabi.**” If you make changes to your course syllabus, you can always delete the file and upload a new one as well.

The screenshot displays the 'UPLOAD SYLLABUS' page. On the left sidebar, there is a red 'LOGIN AS INSTRUCTOR' button, a yellow 'BACK TO MY PROFILE' button, a black 'HOME' header, and a list of links: 'Overview', 'Add Instructor', and 'Upload Syllabus'. At the bottom of the sidebar is a black 'SIGN OUT' button. The main content area has a breadcrumb '» UPLOAD SYLLABUS' and a yellow header bar with 'Previous Term' and 'Term: 2024 - Summer 2'. Below this is a grey 'UPLOAD SYLLABUS' section containing a 'FILE INFORMATION' form. The form has three fields: 'Class *' with a dropdown menu showing 'Select One', 'File Title *' with a text input field, and 'Select File *' with a 'Choose File' button and 'No file chosen' text. Below the form is a yellow 'FORM SUBMISSION' section with an 'UPLOAD FILE' button, and a grey 'LIST SYLLABI' section at the bottom.

- Once you upload a file, it will be synced in AIM for all students who requested Accommodation Letters for that course.

When in Doubt, Connect with SAS!

If you have any questions, concerns, or technical issues regarding AIM, please contact Student Accessibility Services at one of the following methods:

Student Accessibility Services

SAS Q Webpage

Quinsigamond Community College
 Administration Building, 2nd Floor, Room 246A
 670 West Boylston Street
 Worcester, Massachusetts, 01606

sas@qcc.mass.edu

p: 508-854-4471 (Voice)

p: 508-502-7647 (Sorenson Video Phone)