

# AIM Instructor Portal Guide

## What is AIM?

Accessible Information Management (AIM) is a case management software recently adopted by the Disability Resource Center (DRC). AIM is a secure system that safeguards confidential information about students affiliated with the DRC, managing academic accommodations for students with disabilities at the University of Kentucky.

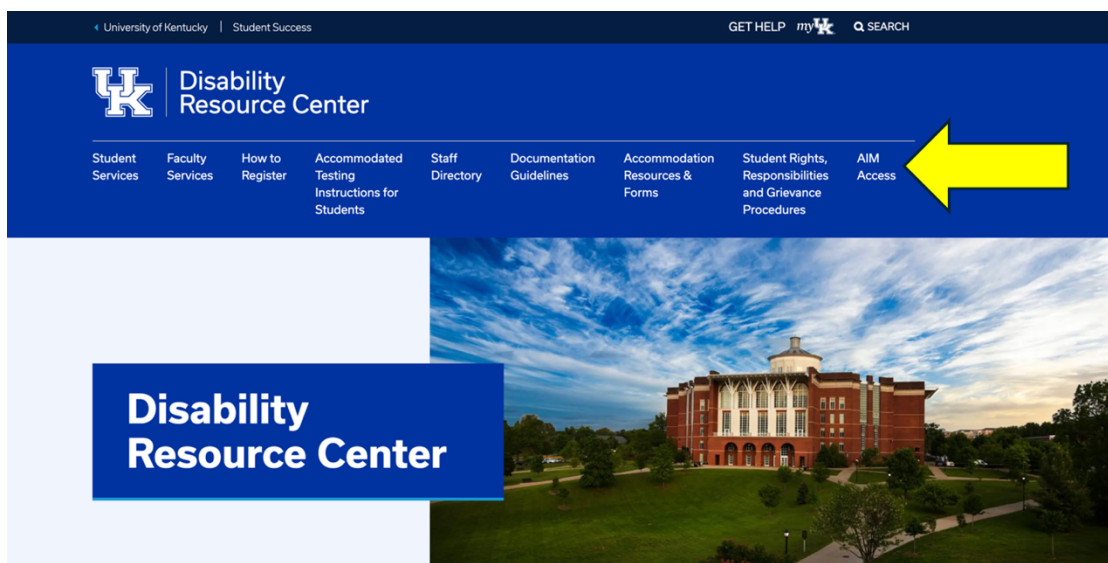
With AIM, instructors can review Instructor Notification Letters (INL) for each student enrolled in their course(s). This system centralizes all student accommodation letters in one convenient place, eliminating the need to manage multiple emails.

One limitation of this system is that instructors do not receive automatic notifications. For example, if a student becomes eligible for accommodations midterm, instructors are not alerted through the system. Consequently, it is essential for instructors to routinely review their portals to identify any updates to INLs and newly added students. The DRC strongly encourages students to continue contacting instructors to schedule meetings to discuss their accommodations.

## Accessing AIM Instructor Portal

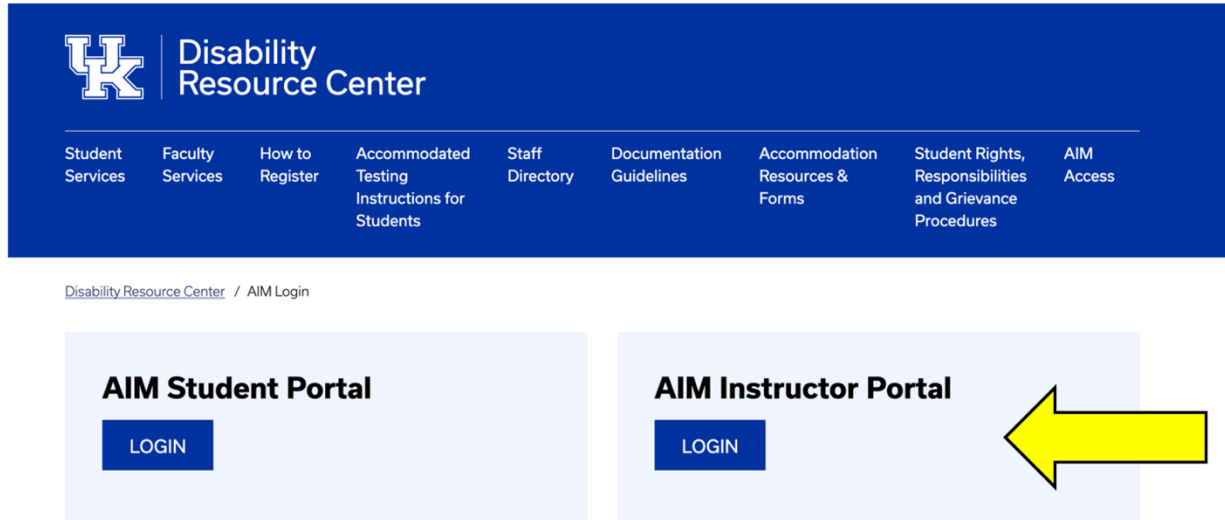
### Step 1

Go to the **Disability Resource Center** homepage and select [AIM Access](#) from the top horizontal navigation menu.



## Step 2

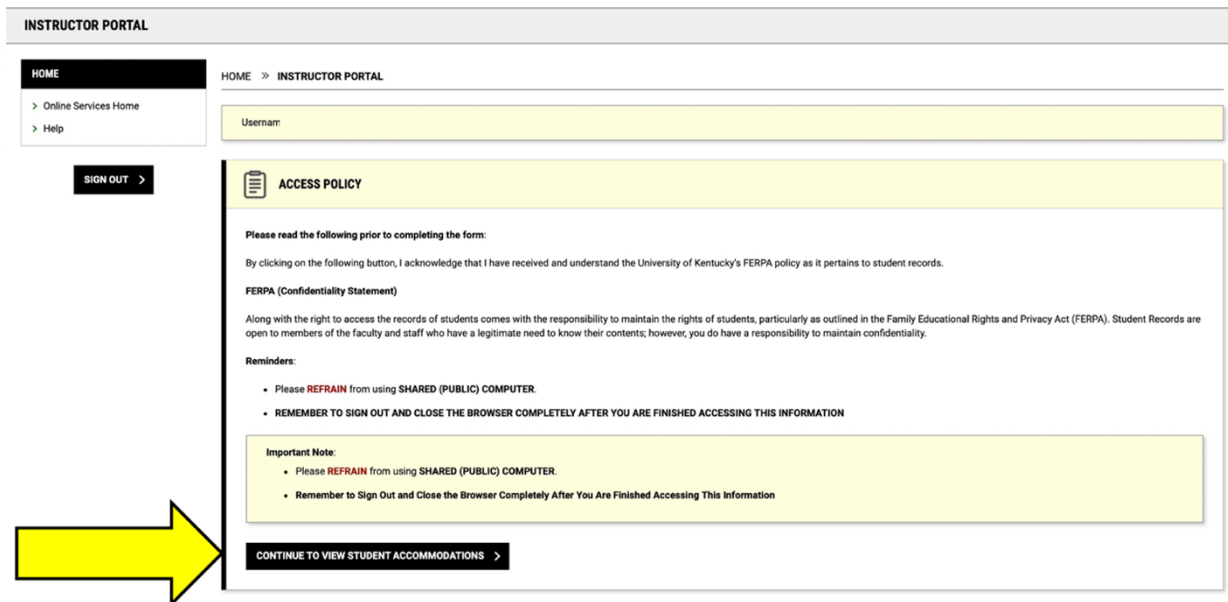
Log into the [AIM Instructor Portal](#) using your single sign on (SSO) credentials, which are your UKY LinkBlue username and password. **Tip:** Consider bookmarking this link for accessing AIM in the future.



The screenshot shows the top navigation bar of the Disability Resource Center website. The navigation menu includes: Student Services, Faculty Services, How to Register, Accommodated Testing Instructions for Students, Staff Directory, Documentation Guidelines, Accommodation Resources & Forms, Student Rights, Responsibilities and Grievance Procedures, and AIM Access. Below the navigation bar, there are two main buttons: "AIM Student Portal" and "AIM Instructor Portal". The "AIM Instructor Portal" button is highlighted with a yellow arrow pointing to it from the right.

## Step 3

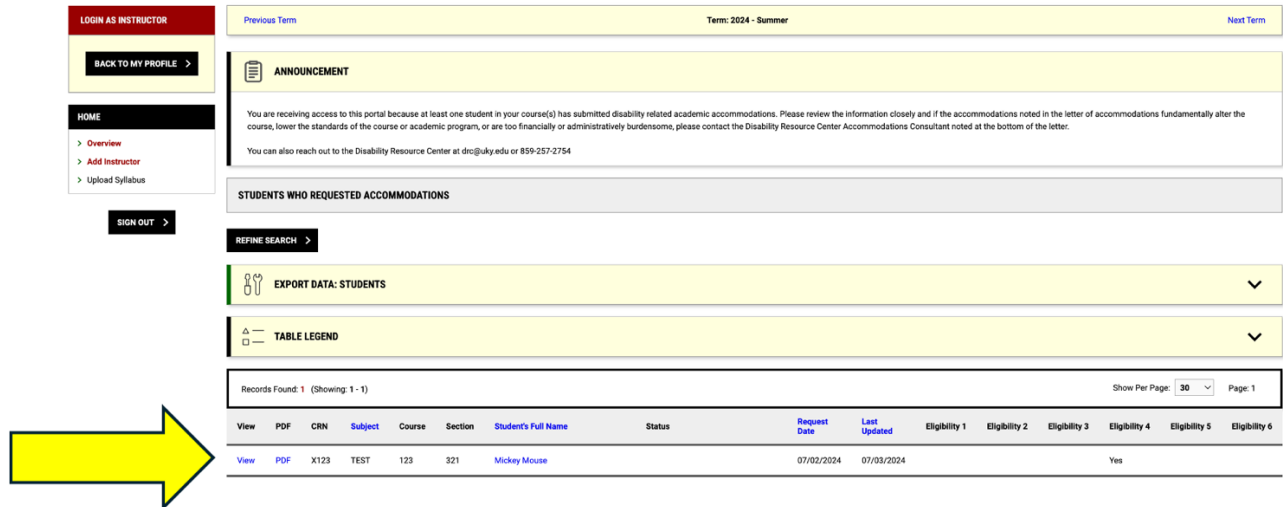
Review the [Access Policy](#) and select [Continue to View Student Accommodations](#).



The screenshot shows the "INSTRUCTOR PORTAL" interface. On the left, there is a navigation menu with "HOME" selected, and sub-links for "Online Services Home" and "Help". A "SIGN OUT" button is also visible. The main content area displays the "ACCESS POLICY" page. The page includes a "Usernam:" input field, a "Please read the following prior to completing the form:" section, a "By clicking on the following button, I acknowledge that I have received and understand the University of Kentucky's FERPA policy as it pertains to student records." statement, a "FERPA (Confidentiality Statement)" section, and a "Reminders:" section with two bullet points: "Please REFRAIN from using SHARED (PUBLIC) COMPUTER." and "REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION". An "Important Note" section also contains the same two bullet points. At the bottom of the page, there is a "CONTINUE TO VIEW STUDENT ACCOMMODATIONS" button, which is highlighted with a yellow arrow pointing to it from the left.

## Step 4

To review a student's accommodation letter, select **View** in the left column. You may also access a PDF of the INL as well as export your student list as a CSV. Students will be sorted by course and section (if you are an instructor in multiple course sections). If you need to be added as an instructor for a course or change instructor information, please contact [drc@uky.edu](mailto:drc@uky.edu). Once the INL is reviewed, the system will document when it was accessed and update the status.



The screenshot displays the instructor portal interface. On the left is a navigation sidebar with options like 'LOGIN AS INSTRUCTOR', 'BACK TO MY PROFILE', 'HOME', 'Overview', 'Add Instructor', 'Upload Syllabus', and 'SIGN OUT'. The main content area shows an 'ANNOUNCEMENT' section, a 'STUDENTS WHO REQUESTED ACCOMMODATIONS' section, and an 'EXPORT DATA: STUDENTS' button. Below these is a table with columns for 'View', 'PDF', 'CRN', 'Subject', 'Course', 'Section', 'Student's Full Name', 'Status', 'Request Date', 'Last Updated', and six 'Eligibility' columns. A yellow arrow points to the 'View' link in the first row of the table.

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Eligibility 1	Eligibility 2	Eligibility 3	Eligibility 4	Eligibility 5	Eligibility 6
<a href="#">View</a>	<a href="#">PDF</a>	X123	TEST	123	321	Mickey Mouse		07/02/2024	07/03/2024						Yes

# Instructor Notification Letter (INL) Example

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NAME: Mickey Mouse  
DATE: Wednesday, July 24, 2024  
TERM: 2024 - Summer  
STUDENT ID: X0000001

TEST 123.321 - TEST CLASS (CRN: X123)

This student has submitted the required documentation to verify eligibility for accommodations. Please read carefully the information pertaining to specific accommodations for the student listed below. If requested, your prompt response will ensure the University of Kentucky is in compliance with Federal Statutes.

This student has submitted the required documentation to verify eligibility for academic accommodations in accordance with the ADA Amendments Act of 2008 (ADAAA), the Rehabilitation Act of 1973 as Amended, and the University Accommodation Procedure, the following accommodations must be made:

## 1. Alternative Formats

Student will need textbooks in alternate/digital format to allow for audible access the DRC can assist students in the procurement process. Please forward any requests to John.Caldora@UKY.edu

- *Braille*
- *E-Text*

## 2. Alternative Testing

Student requires accommodations related to testing. These accommodations can be provided by the department/faculty or by the Disability Resource Center Alternative Testing Center.

Further information can be provided  
<https://www.uky.edu/DisabilityResourceCenter/content/faculty-instructions-accommodated-test-proctoring-services>

- *Ability to Utilize Dragon Naturally Speaking*  
Use of voice to print software for testing