# 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.
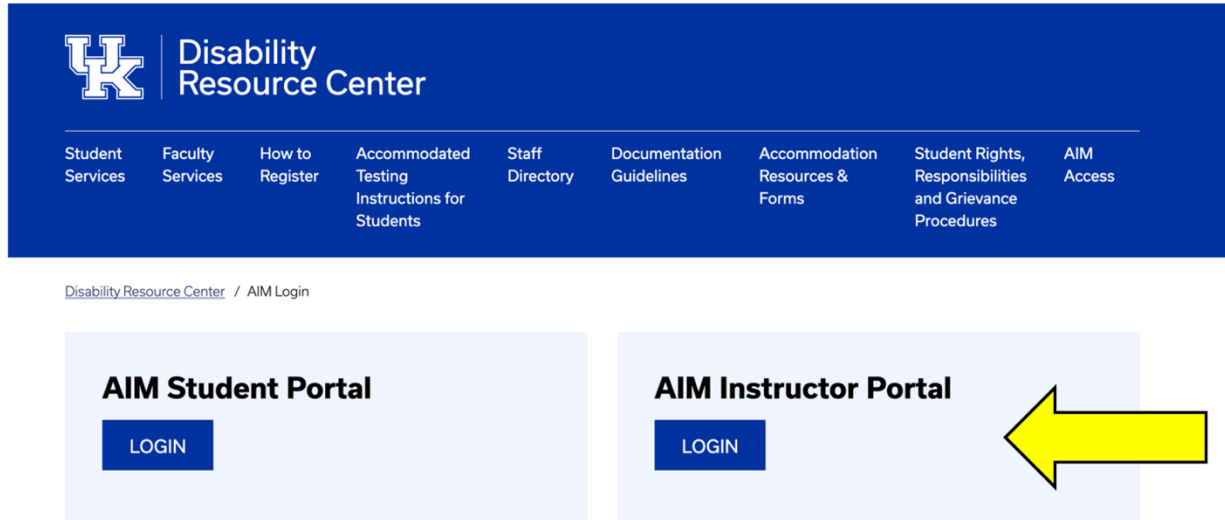
## Accessing AIM Instructor Portal

### Step 1
Go to the **Disability Resource Center** homepage and select **AIM Access** from the top horizontal navigation menu.
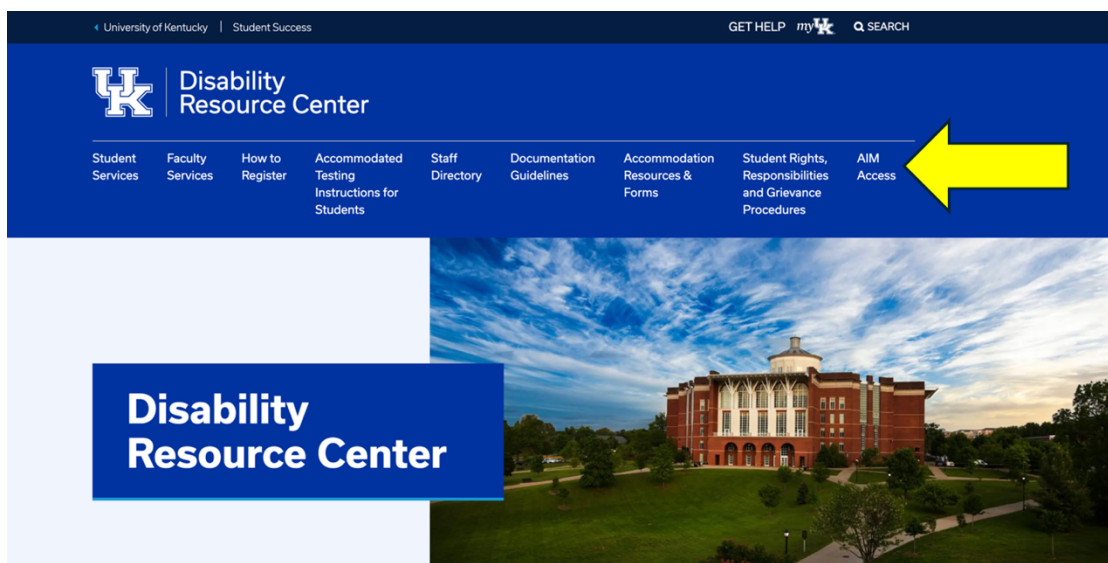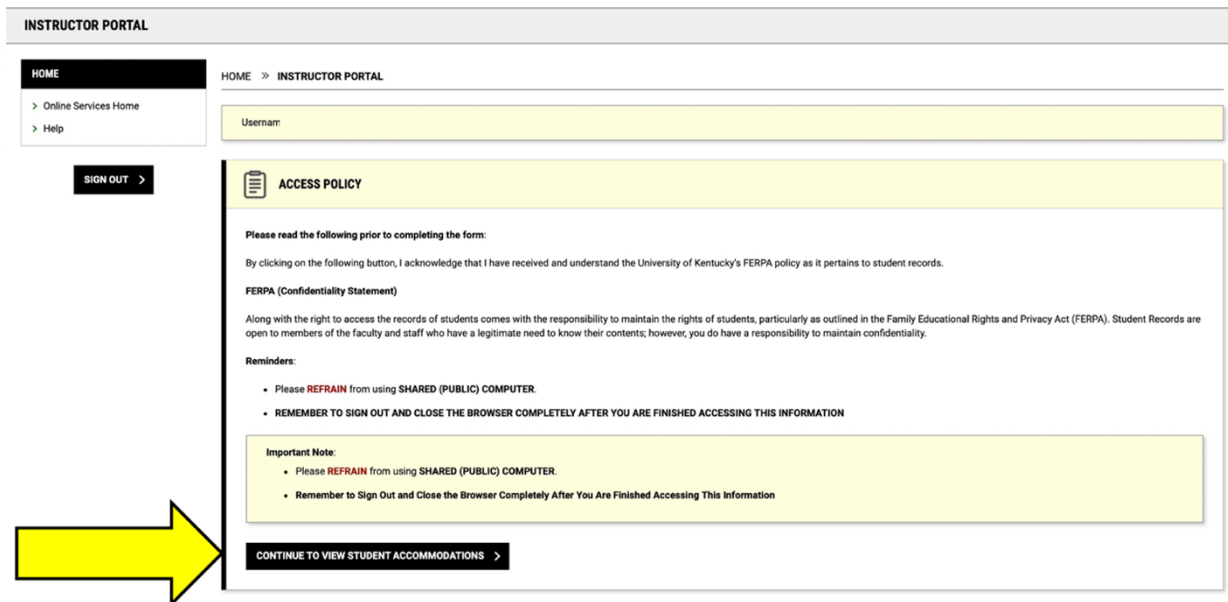
## Step 2

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.



## Step 3
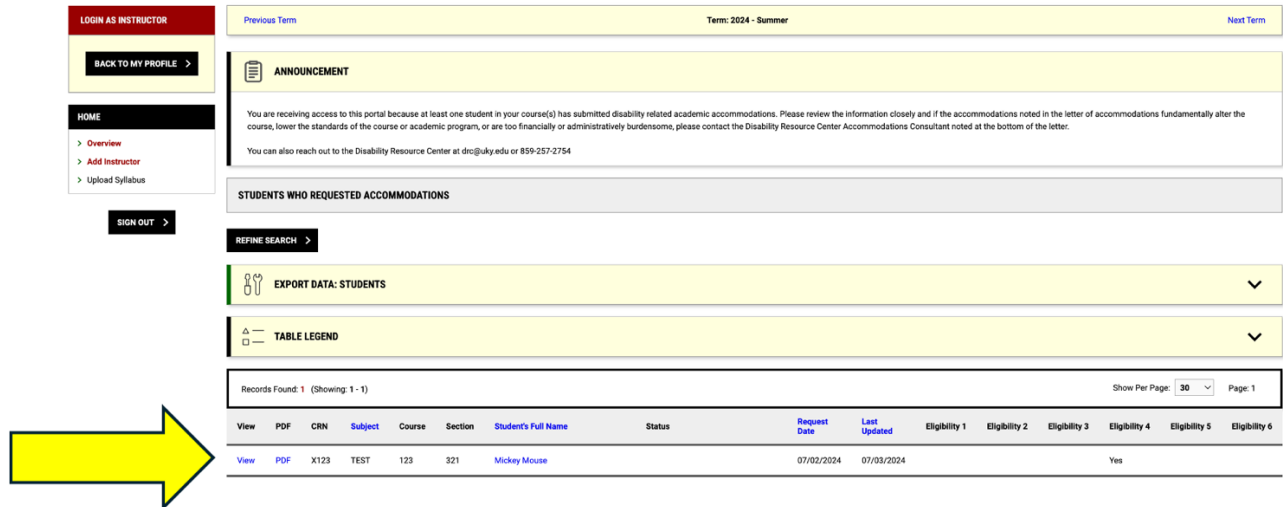
Review the **Access Policy** and select **Continue to View Student Accommodations**.

## Step 4

To review a student's accommodation letter, select **<u>View</u>** 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. Once the INL is reviewed, the system will document when it was accessed and update the status.

# Instructor Notification Letter (INL) Example

**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**