

SENDING A COURSE ACCESSIBILITY LETTER TO INSTRUCTORS IN AIM

Disability Access Center

Walb Student Union, Room 113

(E) dac@pfw.edu

(P) 260-481-6657

(W) <https://www.pfw.edu/dac>

Login to your AIM Student Portal

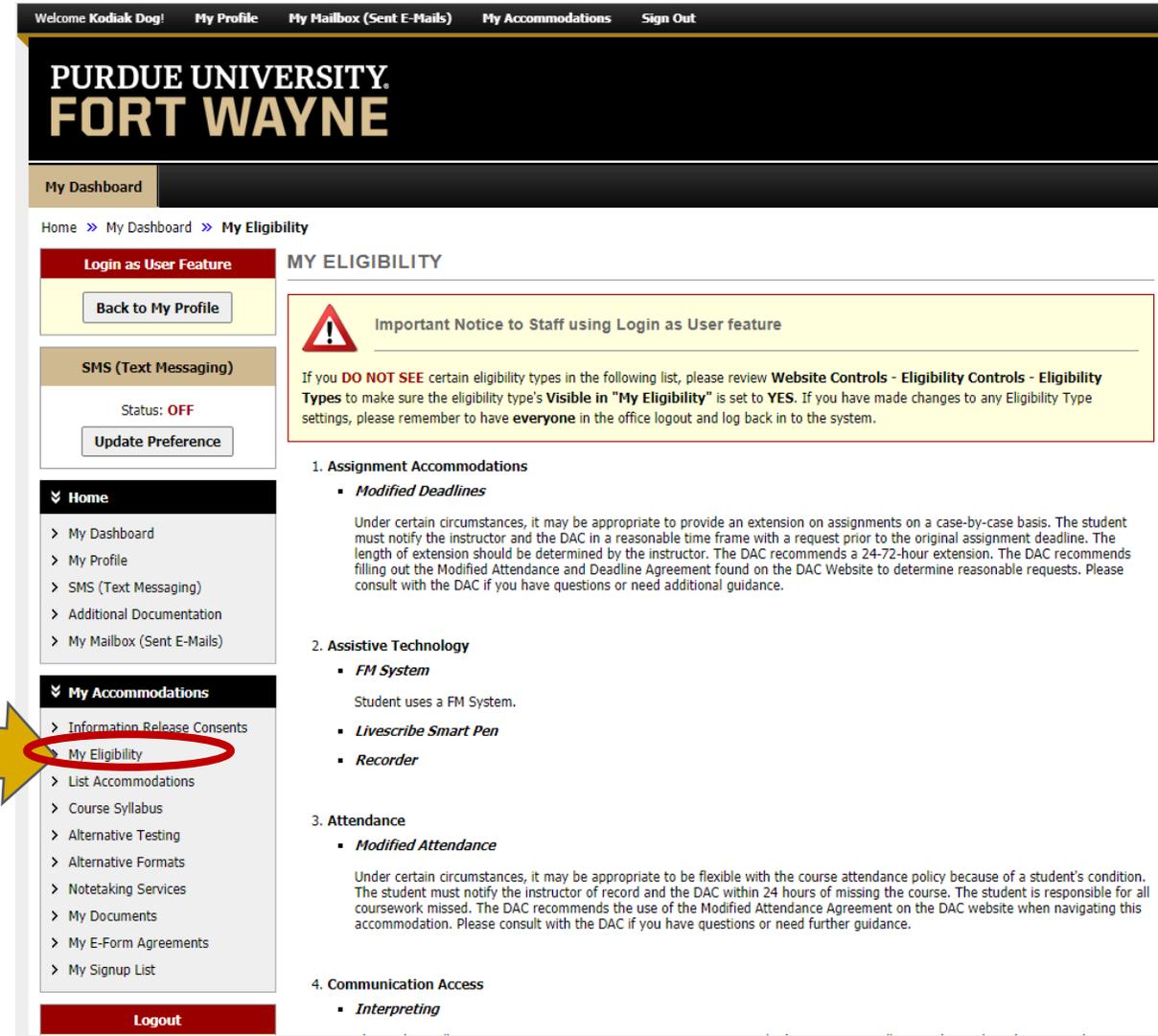
AIM STUDENT PORTAL

<https://augusta.accessiblelearning.com/PFW/>

Sending your CAL in your AIM STUDENT PORTAL

View the Accommodations you are Eligible to Use

- You can view all of the accommodations you are eligible to use while at PFW. To do this Click on “My Eligibility”
- If you want to update or change your accommodations, then you will want to contact the DAC and schedule an Accommodation Meeting



Welcome Kodiak Dog! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

PURDUE UNIVERSITY FORT WAYNE

My Dashboard

Home >> My Dashboard >> My Eligibility

Login as User Feature

Back to My Profile

SMS (Text Messaging)

Status: OFF

Update Preference

Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Additional Documentation
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > **My Eligibility**
- > List Accommodations
- > Course Syllabus
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > My Documents
- > My E-Form Agreements
- > My Signup List

Logout

MY ELIGIBILITY

Important Notice to Staff using Login as User feature

If you **DO NOT SEE** certain eligibility types in the following list, please review **Website Controls - Eligibility Controls - Eligibility Types** to make sure the eligibility type's **Visible in "My Eligibility"** is set to **YES**. If you have made changes to any Eligibility Type settings, please remember to have **everyone** in the office logout and log back in to the system.

- 1. Assignment Accommodations**
 - **Modified Deadlines**

Under certain circumstances, it may be appropriate to provide an extension on assignments on a case-by-case basis. The student must notify the instructor and the DAC in a reasonable time frame with a request prior to the original assignment deadline. The length of extension should be determined by the instructor. The DAC recommends a 24-72-hour extension. The DAC recommends filling out the Modified Attendance and Deadline Agreement found on the DAC Website to determine reasonable requests. Please consult with the DAC if you have questions or need additional guidance.
- 2. Assistive Technology**
 - **FM System**
 - **Livescribe Smart Pen**
 - **Recorder**

Student uses a FM System.
- 3. Attendance**
 - **Modified Attendance**

Under certain circumstances, it may be appropriate to be flexible with the course attendance policy because of a student's condition. The student must notify the instructor of record and the DAC within 24 hours of missing the course. The student is responsible for all coursework missed. The DAC recommends the use of the Modified Attendance Agreement on the DAC website when navigating this accommodation. Please consult with the DAC if you have questions or need further guidance.
- 4. Communication Access**
 - **Interpreting**

Sending your CAL in your AIM STUDENT PORTAL

How to Send your Course Accessibility Letter to your Instructors

- **Select Accommodations for your Class**
 - Step 1: Select Class(es)
 - You can select all or just the courses you feel you need accommodations in
 - Step 2: Continue to customize your accommodations
 - Step 3: You can select all or specific accommodations you want to use in each of your courses.
 - Step 4: Submit your Accommodation Requests
 - Once submitted your request will be sent to your instructors

- Home
 - My Dashboard
 - My Profile
 - SMS (Text Messaging)
 - Additional Documentation
 - My Mailbox (Sent E-Mails)
- My Accommodations
 - Information Release Consents
 - My Eligibility
 - List Accommodations
 - Course Syllabus
 - Alternative Testing
 - Alternative Formats
 - Notetaking Services

Logout

Once you finish with your session, please do not forget to **Log Out**

Log Out

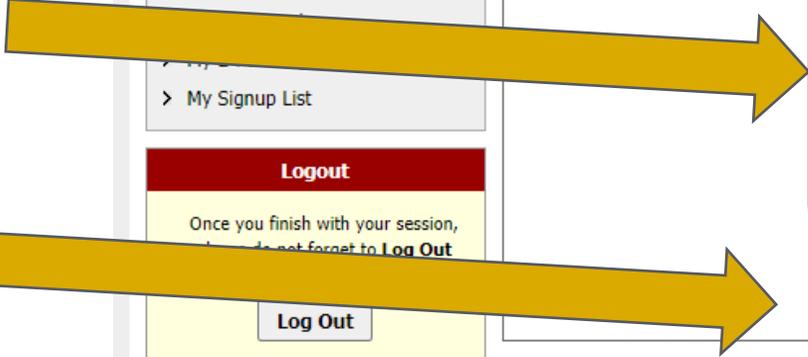
Select Accommodations for Your Class

Important Note

- Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Access Center.
- Your courses might not display below if you are part of the course waiting list.
- To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
- If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
- If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Step 1: Select the courses you plan to use your accommodations in.

Step 2: Click on the "Continue to Customize your Accommodations"



Step 1: Select Class(es)

- Fall 2021** - ENGL 12000.01 - INTRO TO THE ENGLISH MAJOR (CRN: 13174)
- Fall 2021** - ENGL 12900.08 - INTRO ELEMENTARY COMPOSITION (CRN: 12027)
- Fall 2021** - HIST 12500.01 - GREAT DEBATES: INTRO HIST COMM (CRN: 12648)
- Fall 2021** - SOC 16101.09 - PRINCIPLES OF SOCIOLOGY (CRN: 12143)
- Fall 2021** - THTR 20100.01I - THEATRE APPRECIATION (CRN: 11586)

Step 2 - Continue to Customize Your Accommodations

LIST ACCOMMODATIONS FOR FALL 2021

Refine Search Result: Search All v

Refine Search

[Previous Term](#)
Term: Fall 2021
[Next Term](#)

No Accommodation Request Found

Step 3: Select the accommodations that you plan to use in your courses.

Note: You do not have to use the same accommodations in each course. It is YOUR choice what you want to use.

Login as User Feature

[Back to My Profile](#)

SMS (Text Messaging)

Status: **OFF**

[Update Preference](#)

Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Additional Documentation
- > My Mailbox (Sent E-Mails)

Logout

Log Out

OVERVIEW

Final Step: Select Accommodation(s) for Each Class

ENGL 12000.01 - Intro To The English Major

Instructor(s):

Days and Time(s): **W at 10:00 AM - 10:50 AM**

Date Range(s): **08/23/2021 - 12/19/2021**

Location(s):

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 ENGL 12000.01

<input type="checkbox"/> 30-Point Font on Course Material	<input type="checkbox"/> Accessible Furniture	<input checked="" type="checkbox"/> Captioned Media
<input checked="" type="checkbox"/> E-Text	<input checked="" type="checkbox"/> Interpreting	<input type="checkbox"/> Laboratory Assistant in Lab
<input checked="" type="checkbox"/> Notetaking Services	<input type="checkbox"/> Preferential Seating	<input type="checkbox"/> Sign Language Interpreter for Learning Environment
<input type="checkbox"/> Student may require assistance during an evacuation	<input checked="" type="checkbox"/> Testing Accommodations	

ENGL 12900.08 - Intro Elementary Composition

Instructor(s):

Days and Time(s): **TR at 10:30 AM - 11:45 AM**

Date Range(s): **08/23/2021 - 12/19/2021**

Location(s):

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 ENGL 12900.08

<input checked="" type="checkbox"/> 30-Point Font on Course Material	<input checked="" type="checkbox"/> Accessible Furniture	<input checked="" type="checkbox"/> Captioned Media
<input type="checkbox"/> E-Text	<input type="checkbox"/> Interpreting	<input type="checkbox"/> Laboratory Assistant in Lab
<input checked="" type="checkbox"/> Notetaking Services	<input checked="" type="checkbox"/> Preferential Seating	<input checked="" type="checkbox"/> Sign Language Interpreter for Learning Environment
<input type="checkbox"/> Student may require assistance during an evacuation	<input type="checkbox"/> Testing Accommodations	

Step 4: Submit your Accommodation Request.

Select Accommodation(s) for HIST 12500.01

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> 30-Point Font on Course Material | <input checked="" type="checkbox"/> Accessible Furniture | <input type="checkbox"/> Captioned Media |
| <input checked="" type="checkbox"/> E-Text | <input type="checkbox"/> Interpreting | <input type="checkbox"/> Laboratory Assistant in Lab |
| <input type="checkbox"/> Notetaking Services | <input checked="" type="checkbox"/> Preferential Seating | <input type="checkbox"/> Sign Language Interpreter for Learning Environment |
| <input type="checkbox"/> Student may require assistance during an evacuation | <input type="checkbox"/> Testing Accommodations | |

[Submit Your Accommodation Requests](#)

[Back to Overview](#)

Questions? Contact Us!

Please contact our office if you have any questions or concerns.

Disability Access Center
Purdue University Fort Wayne
Walb Student Union, Room 113
2101 East Coliseum Boulevard
Fort Wayne, Indiana 46805
O: 260-481-6658
F: 260-481-6018
E: dac@pfw.edu
W: pfw.edu/dac

NEED HELP?

[Access Tutorials](#)
[Contact Our Office](#)
[Read Disclaimer](#)

DISABILITY ACCESS CENTER

[Purdue University Fort Wayne](#)
Walb Student Union, Room 113, 2101 E. Coliseum Blvd.
Fort Wayne, IN 46815

Website: [Visit Us](#)
Email Us: dac@pfw.edu

Phone: (260) 481 - 6657
Fax: (260) 481 - 6018

Licensed to [Accessible Information Management LLC](#) Copyright © 2010-2021 by Haris Gunadi. All rights reserved.

Sending your CAL in your AIM STUDENT PORTAL

You can View a Summary of Accommodation Requests

- Select “List Accommodations” on the under My Accommodations
 - You can view a Summary of your Current and Future semester of courses

Welcome Kodiak Dog! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

PURDUE UNIVERSITY FORT WAYNE

My Dashboard

Home » My Dashboard » List Accommodation Requests

LIST ACCOMMODATION REQUESTS

SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)

Summer 2021 2 View	Fall 2021 3 View
---	---

LIST ACCOMMODATIONS FOR SUMMER 2021

Refine Search Result:

[Previous Term](#) Term: Summer 2021 [Next Term](#)

DACFAKE 90210.01L - Dac Fake Course (CRN: 00003) [Modify Request](#) [Cancel Request](#)

Instructor(s): Ryan McCombs
Days and Time(s): Not Specified
Date Range(s): 08/11/2021 - 08/12/2024
Location(s): Not Specified

[Need to Add a Different Instructor? Update It Here](#)

Request Status

	First Entered by: Ryan McCombs First Entered on: 08/10/2021 at 10:48 AM Last Updated by: System
--	---

Notification Letter

Status: **Scheduled**
Last Read in Instructor Portal: 08/13/2021 at 09:45 AM

[Logout](#)

Sending your CAL in your AIM STUDENT PORTAL

You can View a Summary of Accommodation Requests

- Select “List Accommodations” on the under My Accommodations
 - You can view what accommodations you are using in each course
 - You can also modify or cancel accommodations at any time
 - View your Course Accessibility Letter Status, including if the instructor has viewed it

The screenshot displays the AIM Student Portal interface. The top navigation bar includes links for 'Welcome Kodiak Dog!', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. The main content area shows a search filter for 'Search All' and a 'Refine Search' button. Below this, the current term is 'Summer 2021'. The course details for 'DACFAKE 90210.01L - Dac Fake Course (CRN: 00003)' are shown, including the instructor 'Ryan McCombs' and the date range '08/11/2021 - 08/12/2024'. The 'Request Status' section indicates the request is 'Approved' with a green checkmark icon. The 'Notification Letter' section shows the status as 'Scheduled' and the last read date as '08/13/2021 at 09:45 AM'. A large red circle highlights the 'List Accommodation(s) Selected for DACFAKE 90210.01L' section, which includes a list of accommodations such as 'Captioned Media', 'E-Text', 'FM System', 'Interpreting', 'Livescribe Smart Pen', 'Modified Attendance', 'Modified Deadlines', 'Notetaking Services', 'Priority Registration for PFW/IUFW', 'Real-Time Captioning Recorder', and 'Testing Accommodations'. Another red circle highlights the 'Modify Request' and 'Cancel Request' buttons. A third red circle highlights the 'Approved' status icon and text. A fourth red circle highlights the 'Status: Scheduled' field in the notification letter section.

Sending your CAL in your AIM STUDENT PORTAL

You can View a Summary of Accommodation Requests

- Select “List Accommodations” on the under My Accommodations
 - You can view what the status of your CAL, if it is “Pending,” it means the DAC has not approved the request. Give it 24-48 hours to update
 - You can also add an additional instructor to view/receive your CAL
 - You can also view if a notification has gone to your instructors yet
 - You can view your Complete Request History

Welcome Kodiak Dog! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

> Information Release Consents
> My Eligibility
> List Accommodations
> Course Syllabus
> Alternative Testing
> Alternative Formats
> Notetaking Services
> My Documents
> My E-Form Agreements
> My Signup List

Logout
Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.
[Log Out](#)

DACFAKE 10101.01 - Dac Fake Course (CRN: 00000) [Modify Request](#) [Cancel Request](#)

Instructor(s): Ryan McCombs, Maeghan Mier
Days and Time(s): MWF at 08:00 AM - 08:50 AM
Date Range(s): 08/23/2021 - 12/17/2021
Location(s): Walb 113

[Need to Add a Different Instructor? Update It Here](#)

Request Status
Pending 
First Entered by: Ryan McCombs
First Entered on: 08/09/2021 at 11:40 AM
Last Updated by: System
Last Updated on: 08/14/2021 at 06:02 AM

Notification Letter
Status: **Not Available**

Pending Approval
Request Submitted on Saturday, August 14, 2021 at 06:02:24 AM by System
Cancellation Reason: **Automated Cancellation** from Student Class List Upload on 08/14/2021.

- Captioned Media is Removed.
- E-Text is Removed.
- is Removed.
- FM System is Removed.
- Interpreting is Removed.
- Livescribe Smart Pen is Removed.
- Modified Attendance is Removed.
- Modified Deadlines is Removed.
- Notetaking Services is Removed.
- Priority Registration for PFW/IUFW is Removed.
- Real-Time Captioning is Removed.
- Recorder is Removed.
- Testing Accommodations is Removed.

Available Action(s): [Cancel Pending Request](#)

List Accommodation(s) Selected for DACFAKE 10101.01
▪ Captioned Media

Other Information
▪ [View Complete Request History](#)

QUESTIONS?

Contact the Disability Access Center:

- Email: dac@pfw.edu
- Phone: 260-481-6657
- Location: Walb Student Union, Room 113