

# ***VIEW A COURSE ACCESSIBILITY LETTER IN THE AIM INSTRUCTOR PORTAL***

**Disability Access Center**

**Walb Student Union, Room 113**

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**(P) 260-481-6657**

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

# Login to your AIM Faculty Portal

**AIM FACULTY PORTAL**

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

# Login to your AIM Faculty Portal

## Steps:

- Login to the AIM Faculty Portal using the link on the previous slide.
- Instructor Authentication Page
  - Read the Confidentiality Statement then click the “Continue to View Student Accommodations.”

Welcome Ryan McCombs! My Profile My Mailbox (Sent E-Mails) Sign Out

## PURDUE UNIVERSITY FORT WAYNE

My Dashboard Unified Blogs Staff Access Website Control

Home » Instructor Homepage » Instructor Authentication Page

### INSTRUCTOR AUTHENTICATION PAGE

Username: mcombsr

#### 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?**  
Access Tutorials  
Contact Our Office  
Read Disclaimer

**DISABILITY ACCESS CENTER**  
[Purdue University Fort Wayne](#)  
Walb Student Union, Room 113, 2101 E. Coliseum Blvd.  
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# AIM Faculty Portal

## Read a Course Accessibility Letter:

- On the Overview page, you will see a list of students who have accommodations in the courses you teach. Click “View” to read the Course Accessibility Letter.

The screenshot shows the AIM Faculty Portal interface. At the top, there is a navigation bar with links for 'Welcome Ryan McCombs!', 'My Profile', 'My Mailbox (Sent E-Mails)', and 'Sign Out'. Below this is the 'PURDUE UNIVERSITY FORT WAYNE' logo and a menu with 'My Dashboard', 'Unified Blogs', 'Staff Access', and 'Website Control'. The main content area is titled 'OVERVIEW' and includes a 'Login As Feature' section with a 'Return to Staff' button, a 'Views and Tools' sidebar with links for 'Overview', 'Course Syllabus', and 'Alternative Testing', and a 'Logout' section with a 'Log Out' button. The 'OVERVIEW' section features a 'Term: Summer 2021' dropdown, a 'Click to Expand Advanced Search Panel' button, and a 'Sort Result: Last Requested (Newest First)' dropdown. Below this is a 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION' section with a legend for 'EXAM: Alternative Testing', 'TEXT: Alternative Formats', and 'COM: Communication Access'. An 'Export Search Result To CSV (Comma-Separated Values) File' section is also present. The main table lists students with columns for 'View', 'CRN', 'SBJ', 'CRS', 'SEC', 'Student's Full Name', 'EXAM', 'NOTE', 'TEXT', 'COM', 'Request Date', and 'Status'. A red circle highlights the 'View' link for the student 'Kodiak Dog'. The footer contains 'NEED HELP?' and 'DISABILITY ACCESS CENTER' information, including contact details for the center and copyright information for Accessible Information Management LLC.

View	CRN	SBJ	CRS	SEC	Student's Full Name	EXAM	NOTE	TEXT	COM	Request Date	Status
<a href="#">View</a>	00003	DACFAKE	90210	01L	<a href="#">Kodiak Dog</a>	Yes	Yes	Yes	Yes	08/10/2021	

# AIM Faculty Portal

## Read a Course Accessibility Letter:

- After clicking “View” the students’ Course Accessibility Letter will show.
- To return to Overview, click “Return to Previous Page.”

Welcome Ryan McCombs! My Profile My Mailbox (Sent E-Mails) Sign Out

### PURDUE UNIVERSITY FORT WAYNE

My Dashboard Unified Blogs Staff Access Website Control

Home » Instructor Homepage » Overview

OVERVIEW Accommodation Requests Search Students' Eligibilities Add Instructor

[Return to Staff](#) [Return to Previous Page](#)

**Views and Tools**

- > Overview
- > Course Syllabus
- > Alternative Testing

**Login As Feature**

**Logout**

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

[Log Out](#)

**Notification Letter**

08/10/2021

**Summer 2021 - DACFAKE 90210.01L - DAC FAKE COURSE (CRN: 00003)**

Hello Professor Ryan McCombs,

The Disability Access Center (DAC) exists to facilitate equal access and opportunity on the PFW campus for students with documented disabilities. **Kodiak Dog** has provided the DAC with documentation affirming their need for access to the academic environment. The approved accommodations herein are designed to reduce or remove disability related barriers that would otherwise negatively impact a student's Purdue University Fort Wayne experience.

Please carefully read the information for each specific accommodation approved by the DAC for Kodiak.

**Important Notice:** All accommodations are confidential. We appreciate your help in ensuring that these accommodation are provided in a confidential and welcoming manner.

Below are the specific accommodations Kodiak is eligible to receive:

If you have students with alternative testing accommodations, fill out the Testing Instruction Form online by using the following link: [Testing Instruction Form](https://augusta.accessiblelearning.com/PFW/TestingAgreement.aspx?ID=10430&CID=73068&Key=68scJkuV) (or copy and paste the following link to your browser: <https://augusta.accessiblelearning.com/PFW/TestingAgreement.aspx?ID=10430&CID=73068&Key=68scJkuV>). **Students cannot schedule an exam in the DAC until the Testing Instruction Form has been filled out by the course instructor.**

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. Attendance
  - **Modified Attendance**

# AIM Faculty Portal

## Read a Course Accessibility Letter:

- Check to see that status has changed to “Read.”

Problem with Login Sign In

**PURDUE UNIVERSITY.  
FORT WAYNE**

Home

Home » Instructor Homepage » Overview

Views and Tools

- Overview
- Course Syllabus
- Alternative Testing

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 Add Instructor

Previous Term Term: Summer 2021 Next Term

Click to Expand Advanced Search Panel

Sort Result: Last Requested (Newest F) Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- EXAM: Alternative Testing
- COM: Communication Access
- TEXT: Alternative Formats
- NOTE: Notetaking Services

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

For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests

View	CRN	SBJ	CRS	SEC	Student's Full Name	EXAM	NOTE	TEXT	COM	Request Date	Status
<a href="#">View</a>	00003	DACFAKE	90210	01L	<a href="#">Kodiak Dog</a>	Yes	Yes	Yes	Yes	08/10/2021	Read

NEED HELP?

- Access Tutorials
- Contact Our Office
- Read Disclaimer

DISABILITY ACCESS CENTER

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Walb Student Union, Room 113, 2101 E. Coliseum Blvd.  
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# ***QUESTIONS?***

Contact the Disability Access Center:

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- Phone: 260-481-6657
- Location: Walb Student Union, Room 113