

## Understanding AIM and Student Accommodation Letters

### What is AIM?

Marian's Personalized Learning Center uses Accessible Information Management (AIM), an online accommodation management portal that allows students to request and coordinate their PLC-approved accommodations with instructors.

In the AIM Instructor Portal, instructors can:

- View students who have PLC-approved accommodations in their courses.
- Access Faculty Notification Letters (Accommodation Letters) in a central location.
- Complete Testing Agreements, outlining the details for all exams in their classes (and apply Testing Agreements to multiple sections, if applicable).
- Review Exam Requests submitted by students.
- Upload exams to the AIM Portal for proctoring by the Personalized Learning Center.
- Download completed exams from the AIM Portal for grading and assessment.

### What is a Faculty Notification (Accommodation) Letter?

A Faculty Notification, or Accommodation, letter is an electronically generated document from the AIM system. This letter is sent to professors of students who utilize PLC-approved access accommodations. The email will be addressed from the Personalized Learning Center. This replaces the process of having students email a PDF copy of the accommodation letters to their instructors

### How can I view Faculty Notification Letters in AIM?

In the AIM Instructor Portal, Faculty Notification Letters (Accommodation Letters) will also be available to review on the Overview page by clicking on "View" next to the student's name in the student listing.

The screenshot shows the 'OVERVIEW' page of the AIM Instructor Portal. At the top, there are navigation links for 'Accommodation Requests', 'Search Students' Eligibilities', and 'Add Instructor'. Below this is a yellow bar indicating the current term is 'Summer 2021', with links for 'Previous Term' and 'Next Term'. A search panel is visible with a 'Click to Expand Advanced Search Panel' button and a 'Sort Result:' dropdown menu set to 'Last Requested (Newest F)' with a 'Sort' button. The main section is titled 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION'. A legend defines the symbols: EXAM (Accessible Testing), CRS (Course Access & Participation), and D/HH (Deaf and Hard of Hearing). Below the legend is an 'Export Search Result To CSV (Comma-Separated Values) File' button and a dropdown menu for 'Alphabetically' with a sub-menu for 'Accommodation Requests'. The table below lists three students with their details and a 'View' link highlighted in a red box.

View	CRN	SBJ	CRS	SEC	Student's Full Name	Exam	CRS	D/HH	Request Date	Status
<a href="#">View</a>	99999	TEST	101	500	Tracey Forman	Yes	Yes		08/08/2021	Read
<a href="#">View</a>	99999	TEST	101	500	Newt Scamander	Yes	Yes		08/06/2021	Read
<a href="#">View</a>	99999	TEST	101	500	Harry Potter	Yes	Yes		08/06/2021	Read