

Instructor Portal: How to View Accommodations for Students Registered with the Office of Accessibility

1. Go to the <u>Instructor AIM Portal</u>. Use the same credentials as your Winthrop email and Wingspan account.



2. After logging in each time, you will be required to read over a FERPA Confidentiality Statement before viewing a student's accommodations. Once you have reviewed the statement, click "Continue to View Student Accommodations".

My Dashboard Unified Blogs	Staff Access Website Control
Home » Instructor Homepage » I	Instructor Authentication Page
Login As Feature	INSTRUCTOR AUTHENTICATION PAGE
Return to Staff	Usemame eagleg
 Home > OA's Main Website 	REMINDERS Please read the following prior to completing the form: By closing on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.
Logout	FERPA (Confidentiality Statement)
Once you finish with your session, please do not forget to Log Out and Close Your Browser. Log Out	Along with the right to access the records of students comes with the responsibility to mantain the rights of students particularly as outlined in the Family Educational Rights and Phracy Act (FERPA). Student Records are open to members of the faculty and staff with have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Reminders:
	REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS

3. Now, you can see an overview of all the students in your class who have requested their Letter of Accommodation (LOA). The legend can identify approved accommodations for each student.

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	Overview						
Login As Feature	OVERVIEW Accommodation Re				mmodation Requests	quests Search Students' Eligibilitie	
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Coce you finish with your session, please do not forget to Log Out and Close Your Browser.	Export Search Result To CSV (Export Student Lists Courses with Eligibility	Comma-Separated Values) File , Sort Column by: Alphabetica	Ily Accomm	odation Requests		

4. If you want to identify how many students receive a specific accommodation (example: enlarged font), click the "**Search Students' Eligibilities**" in the top right corner.

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Views and Tools Overview	Click to Expand Advance	d Search Panel	Sort R	esult: Course Information	 ✓ Sort
Alternative Testing Alternative Formats	LIST OF STUDENTS WHO RE	QUESTED ACCOMMODATION			
Notetaking Services Communication Access	Legend: • CMA: Course Modification Act	ommodations	EXAM: Exam Accommodations		

5. Select "**Expand Advanced Search Panel**". Multiple options will appear, check the box beside the applicable accommodation (i.e. enlarged font) and click "**Search**".

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Alternative Testing Alternative Testing	Export Search Result To CSV (Comm	na-Senarated Values) File		

*If you have any questions concerning the new AIM Instructor Portal, contact the Office of Accessibility at <u>accessibility@winthrop.edu</u> or 803-323-3290.