Course Instructor
AIMS Help Document

Revised Jan. 10, 2011

UTM's Access*Ability* Resource Centre, in partnership with the Access*Ability* offices at St. George and UTSC, launched a new online system for students and instructors working with disability-related accommodations in January 2011. This new online tool is the Access*Ability* Information Management System - AIMS for short. AIMS will help the university track and meet its legal obligations under the Ontario Human Rights Code when providing appropriate and reasonable academic accommodations for students with disabilities. Additionally, AIMS will provide instructors with real-time access to relevant student information and streamline communications with the Centre. AIMS will give you, as a course instructor, the ability to:

- View the approved accommodations (accommodation letters) of your students through a secure website;

- Provide timely information regarding accommodations for your tests and final exams, including any changes to the original submission (e.g. changes to dates, times, and/or aids allowed);

- Upload your quizzes and tests to AIMS, ensuring content encryption and security that email attachments cannot guarantee; and

- Access the above information online, anytime and anywhere you have web access.

You may log into AIMs from the following places:

1) The AccessAbility Resource Centre home website (www.utm.utoronto.ca/access)

2) The Office of the Registrar's **Staff and Faculty Applications** site (www.utm.utoronto.ca > Faculty & Staff > Academic Resources) or directly http://www.utm.utoronto.ca/6747.0.html

3) From emails sent from accessexams.utm@utoronto.ca . These emails will be triggered from the AIMs system directly and may require your action.

4) Directly navigating to http://aarc.utm.utoronto.ca/user/instructor/login.aspx

Procedure To Acknowledge Student Letter of Accommodations

UTM Instructors - To login to the Instructor's Page please go to the second column on the Centre's homepage titled "AIMS for Instructors". Once you click on the link you will be taken to the Instructor's Login page where you enter your UTORid and password. Here you will also find Help documents. You may also access AIMS for Instructors from the Office of the Registrar Faculty & Staff applications page.

Sheridan Institute Instructors - Please click on the "I do not have a password" link at the bottom of the screen and follow the instructions provided.

Step 1

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Instructor Log In

Please enter your UTORid and password below. If this is your first time using this system, or you do not have a UTORid, please click the 'I do not have a password' link below. Please note that students registered with AccessAbility will be able to log into the system beginning January 10, 2011.
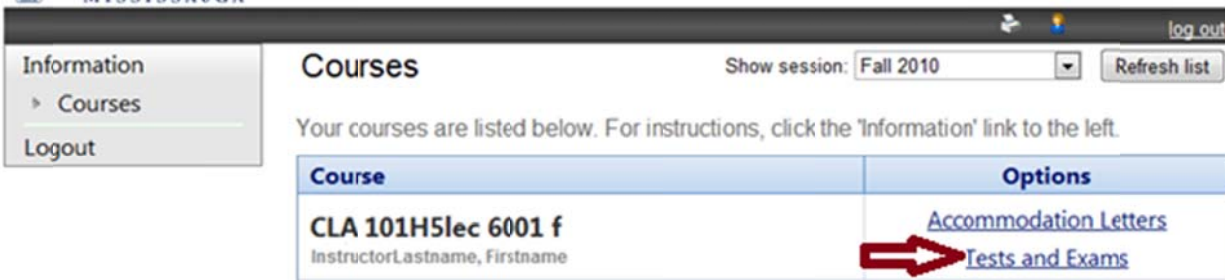
Your UTORid
Password:

Log In

Additional options

I do not have a password, or I have forgotten my password

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Once you have logged in successfully, you will see the following:

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log out

› Information
Courses
Logout

Instructor Information

Welcome to the Instructor Information website. You can use this website to:

- View accommodations that have been assigned to your students
- Tell us about your upcoming mid-terms, tests or quizzes
- Upload copies of your tests into our secured system

Please click the courses link in the menu to the left in order to get started. You will be presented with a list of the courses in which students are registered with AccessAbility. You will also see a list of tutorials and labs for these courses to allow you to enter relevant tests and quizzes for specific sections.

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Step 2

Click on "Courses" on the left menu.

If you are teaching courses in which there are **not** students registered with AccessAbility, you will see the following screen.

Course	Options
No courses were found for the selected session. Please try selecting a different session from the drop-list on the top right of this page. Note that a course will only appear in the list if at least one student in your class requires accommodations for that course. Please contact us if you have any questions or concerns (contact information is listed at the very bottom of this page).	

If your courses contain students registered with Access*Ability*, you will see a listing of those courses you are teaching in the current academic session. You will also see any respective tutorials and labs that are associated with these courses.

Step 4

Select "Accommodation Letters".

Step 5

Select the name of the student for which you wish review and click [View letter]

Accommodation Letters for CLA 101H5 f

Please select the student below:

○ **Studentname, One**
○ **Studentname, Two**
○ **Studentname, Three**
○ **Studentname, Four**
○ **Studentname, Five**
○ **Studentname, Six**

[View letter] [Back to courses]

Step 6

Click on [Review PDF Letter]

Accommodations for Studentname, One   CLA 101H5 . f

Step 1: Review the accommodations letter

When you click on the 'Review PDF Letter' button below, a PDF copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

[Review PDF Letter]

Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

☐ I acknowledge that I have received and reviewed this Accommodation Letter

[Submit]

Once you have reviewed the student's letter of accommodation, you are required to acknowledge receipt and click on [Submit]

Your acknowledgement will be recorded in the system. Click on "Courses" to return to your course list if needed. Otherwise, please Logout.

Procedure To Enter Term Test/Quiz Details

As a course instructor, you may receive an automated email message notifying you that a student in your class has submitted a request for accommodations for an upcoming test. You are required to acknowledge this request, confirm the class test date and time, as well as indicate any relevant test details, such as aids allowed and class writing location.

You may also be proactive and notify us of an upcoming test without a student request for accommodations.

This new on-line procedure will replace the manual paper process required from you in the past academic terms and allow you to enter information from any place you have access to our website.

Step 1

Log into AIMS

Step 2

Click on "Courses" on the left menu.

If your courses contain students registered with AccessAbility, you will see a listing of the courses you are teaching in the current academic session and their respective tutorials and labs. Click on "Tests and Exams".

If you have entered tests for your courses in the past or if one of your students have submitted a test request, you will see the entries appear in the list.

To review/validate and update test information or to upload an electronic copy of the test for an existing test entry, click on the Update link.

> **Please note that you are only required to do this ONCE per course test although you may receive notifications for each student who submits a request for accommodations.**

Step 3

To enter a new test, click on the calendar icon beside the "Date of test" field, ⊞ and click on Add this test .

You will be required to select the course and enter the test start and end times. Proceed by clicking Next .

Step 4

If this is a new test without any student requests, "None yet" will appear under the **Student Name & ID** column.

Otherwise, you will be able to see a list of students who have requested to write this test with approved accommodations with the AccessAbility Resource Centre to date.

Below you will find a list of students who have registered to write this test/exam with us to date. Please review this list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
Studentfirstname Lastname (999999999)	January 27 Thursday (2011)	1:00 PM to 2:45 PM

If student names appear, you are required to either acknowledge their request for accommodations or notify the Centre with your concerns or questions.

Click on   Next

Step 5

You will be required to complete a form containing details regarding the test. Please note that this form consists of **seven questions**; remember to scroll down to view the form in its entirety. You will only need to do this ONCE per test.

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log out

Test details
Students scheduled so far
Test Information
Submit changes

NOTICE
You are only required to complete this form ONCE per test regardless of the number of students requests you have received.
Note that there are 4 mandatory questions in this form. All others are optional.
Please submit the test question papers at least FIVE business days prior to the scheduled test.

1. TIME INSTRUCTOR PLANS TO VISIT STUDENT:
Please indicate the approximate time you will visiting the student, keeping in mind that the student may start writing before the class and/or finish after the class.

Please provide a mobile number where you can be reached during the test/exam.
Cell phone

2. FORMAT OF TEST/EXAM
Please check all that apply
☐ Multiple Choice
☐ Short Answer
☐ Essay
☐ Matching
☐ Other
    Other specify

Mandatory fields are marked with a red asterisk *. These fields include:

Question 3. Is there an audio/visual component to the test/exam?

Question 4. Aids allowed?
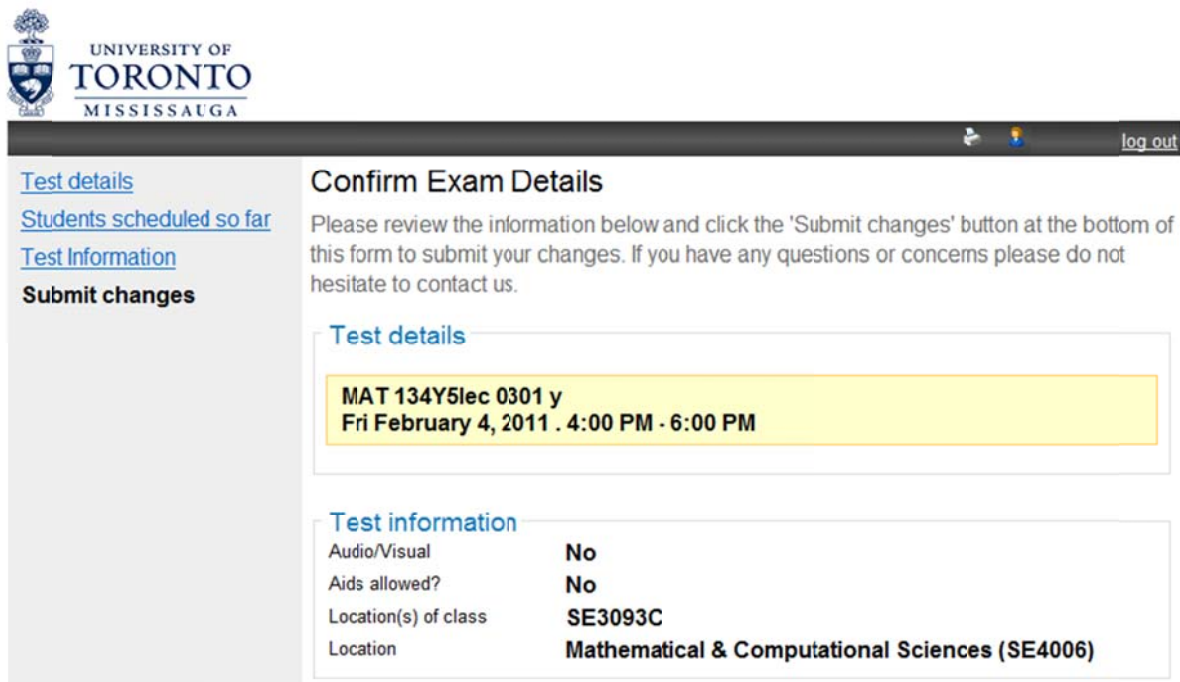
Question 5. Location in which the rest of the class will be writing the test.

Question 7. Location to return completed tests.

Once you have completed the form, click on [Next] .

Step 6

You are required to verify the test details you have entered. If you need to edit any details, click on [Previous] .

If you have an electronic copy of your test, you may upload it into our secured, encrypted database at this time by clicking on [Select] and navigating to your saved file.

 If you do not have a copy of your test to upload at this time, you may do so at a later time and click on [Submit changes] to proceed to the last step. Please note that you are required to provide the AccessAbility Resource Centre with a copy of your test **at least 5 business days prior to the test date**.

Test details

> **MAT 134Y5lec 0301 y**
> Fri February 4, 2011 . 4:00 PM - 6:00 PM

Test information

Audio/Visual	**No**
Aids allowed?	**No**
Location(s) of class	**SE3093C**
Location	**Mathematical & Computational Sciences (SE4006)**

File upload

Note: A paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the Exams Office in advance of your scheduled test or exam, at least one business day in advance.

Select test/exam file to submit:

[_____] Select

x Remove this entry

New file

Please note that you must click the *'Submit changes'* button at the bottom of this page to confirm your test to us.

Please print a copy for your records.

Previous   Submit changes   Cancel

Click on **Submit changes** when finished on this page.

Step 7

You may now return to the Course List to submit additional test entries or Log out.

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log out

Information
▸ Courses
Logout

Test / Exam submission complete

Thank you for submitting your test via AIMS. Please contact the AccessAbility Resource Centre at 905-569-4699 or accessexams.utm@utoronto.ca if any changes occur regarding your test or if any questions arise.

Back to courses list   Logout

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Procedure To Upload a Term Test or Change Test Details

Please note that you are required to provide the AccessAbility Resource Centre with a copy of your test

at least 5 business days prior to the test date.

If you wish to edit your previously submitted term quizzes/tests/midterm details or need to upload an electronic copy of your test, please use the following steps:

Step 1

Step 2

Click on "Courses" on the left menu.

Click on "Tests and Exams" for the course you wish to process.

Step 3

Click on the Update link.

Step 4

You will proceed through the Test Details screens allowing you to edit any details required.

Click on Next .

Step 5

You will be able to see the list of students who have requested to write this test with approved accommodations with the AccessAbility Resource Centre to date.

If this is a new test without any student requests, "None yet" will appear under the Student Name & ID column.

If student names appear, you are required to either acknowledge their request for accommodations or notify the Centre with your concerns or questions.

Click on

Step 6

Please edit fields if necessary in the Test Information form. Then click on   .

Step 7

On the **Confirm Exam Details** screen, you may upload an electronic copy of your test into our secured, encrypted database. Scroll down to the File Upload section and click on [Select] and navigate to your saved file.

Click on [Submit changes] when finished on this page.

Step 8

You may now return to the course list to submit additional tests or Log out.

Please contact the AccessAbility Test & Exam Coordinator at accessexams.utm@utoronto.ca or 905-828-3847 if you have any questions or concerns.