

# AIM Instructor Portal Information

## How-To for Faculty

The DSS Office uses [Accessible Information Management \(AIM\)](#), an online accommodation management system that helps students request and coordinate their accommodations with instructors through a secure web portal. Student accommodation letters (called Letters of Accommodation in AIM) will be emailed to instructors. Instructors will also have access to an [AIM Instructor Portal](#) to view and manage accommodations in a central location.

### **Instructors can use the [AIM Instructor Portal](#) to:**

- Review the accommodation letters you've received
- Complete Flex Plan agreements for Attendance Flexibility and Assignment Extensions
- Find information about whether students need sign language interpreting, real-time captioning, media captioning, and/or materials in alternative formats— ebooks, Braille, large print, etc.

# How-to guide for using the Instructor Portal:

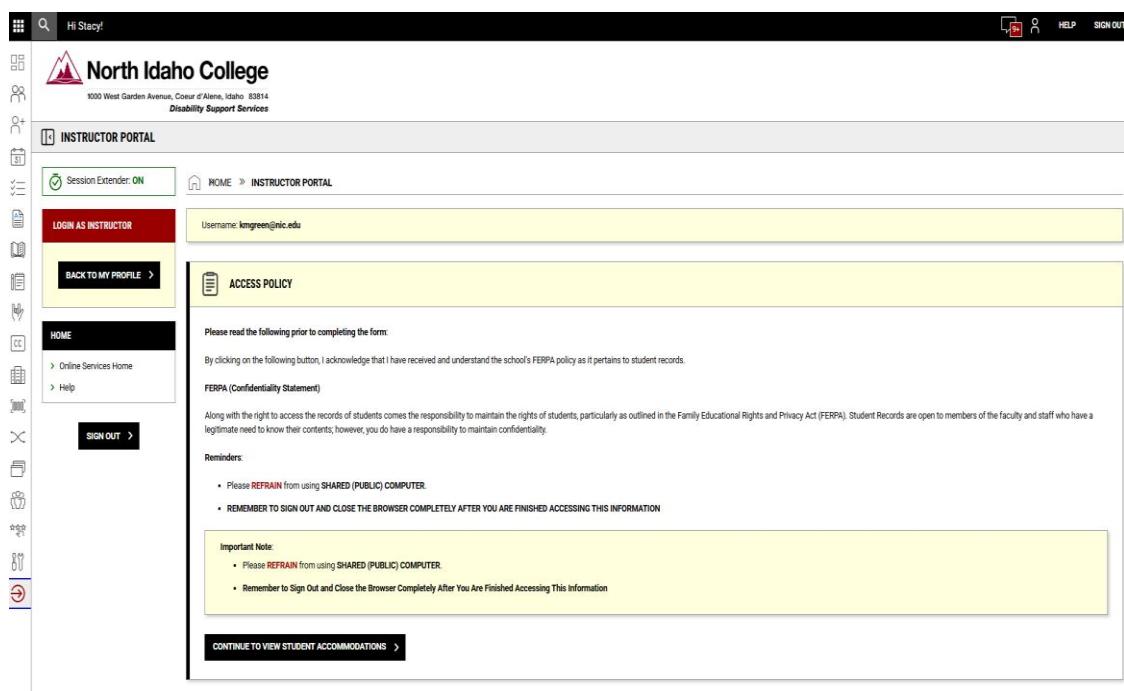
## Overview of the AIM Instructor Portal

### Accommodation Letters

Accommodation letters will be sent to faculty and instructors from the AIM system after a student requests their accommodations. The email will be addressed from DSS Office email or the DSS Access Specialist's email address, and the student will be included on the email.

### Viewing Accommodations in the Instructor Portal

- Login to the [Instructor Portal](#) using your NIC credentials. In the future, VPN may be required to use the portal off campus (currently, just recommended)
- You will be prompted to review an Access Policy each time you log in to the Instructor Portal. After reviewing, click "Continue to Student Accommodations Requests" to access the Overview screen in the Instructor Portal.



The screenshot shows the North Idaho College Instructor Portal login page. At the top, there is a navigation bar with icons for Home, Search, and User. The main header says "Hi Stacy!" and "North Idaho College". Below that, it shows the address "1000 West Garden Avenue, Coeur d'Alene, Idaho 83814" and "Disability Support Services". A sidebar on the left contains icons for Home, Online Services Home, Help, and Sign Out. The main content area has a "SESSION EXTENDER: ON" button. The URL "HOME > INSTRUCTOR PORTAL" is shown. A yellow input field contains the username "lmgreen@nic.edu". Below this, a section titled "ACCESS POLICY" contains text about FERPA and reminders to use a shared computer and sign out. At the bottom, a button says "CONTINUE TO VIEW STUDENT ACCOMMODATIONS >".

- On the Overview screen, you will find a table that lists students who have requested accommodations for your courses. In the table you can view students' accommodation letters or download the letter as a PDF. You can also view and sort by student name, class number, subject, request date, and last updated date.

View	PDF	Class Nbr	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Alternative Formats	Alternative Testing	Communication Access & Access Assistants	Notetaking Services	Video Capti
<a href="#">View</a>	<a href="#">PDF</a>	91000	AIM	1000	001	AbbyTest *****	Emailed	03/18/2025	03/18/2025		Yes			
<a href="#">View</a>	<a href="#">PDF</a>	91000	AIM	1000	001	Jenny *****	Emailed	03/18/2025	03/18/2025		Yes			
<a href="#">View</a>	<a href="#">PDF</a>	91000	AIM	1000	001	Donny *****	Emailed	03/18/2025	03/18/2025		Yes			
<a href="#">View</a>	<a href="#">PDF</a>	91000	AIM	1000	001	Andre *****	Emailed	03/18/2025	03/18/2025		Yes		Yes	

## Refining your search

You may choose to refine your search based on course, student name, and/or accommodations (called eligibilities in AIM). To refine your search follow these steps:

- Click the black “Refine Search Button”

[Home](#) » **OVERVIEW**

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[Previous Term](#)
Term: Spring 2025
[Next Term](#)

**ANNOUNCEMENT**

Thank you for using the faculty portal. This portal will be updated anytime a student is approved for accommodations for one of your courses. We recommend accessing this portal periodically to ensure you have the most current information.

**STUDENTS WHO REQUESTED ACCOMMODATIONS**

[REFINE SEARCH >](#)

- Select or enter the information that you would like to filter by
- Click the “Search” button below the search fields

Communication Access	<input type="checkbox"/> <input type="button" value="▼"/>
Lab	<input type="checkbox"/> <input type="button" value="▼"/>
Law	<input type="checkbox"/> <input type="button" value="▼"/>
Note Taking	<input type="checkbox"/> <input type="button" value="▼"/>
Programmatic	<input type="checkbox"/> <input type="button" value="▼"/>
Video Captioning	<input type="checkbox"/> <input type="button" value="▼"/>

**SEARCH**  **START OVER** 

- A new table will show up on the screen with the filtered information

## Exporting a spreadsheet

To export a spreadsheet of accommodation information, follow these steps:

- Navigate to the yellow box labeled “Export Data: Students” and click the down arrow in the box

 **ANNOUNCEMENT**

Thank you for using the faculty portal. This portal will be updated anytime a student is approved for accommodations for one of your courses. We recommend accessing this portal periodically to ensure you have the most current information.

**STUDENTS WHO REQUESTED ACCOMMODATIONS**

**REFINE SEARCH** >

 **EXPORT DATA: STUDENTS** 

- Select the data that you would like to export:

- Do Not Include Cancelled Requests OR
- Include All Requests

🔧
EXPORT DATA: STUDENTS
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**Important Note:** The system will use the results in the table below for the **Export Data** output. Please use the **Refine Search** section if you need to customize the search result.

Type Of Data:

Do Not Include Cancelled Requests

Include All Requests

**ACCOMMODATION REQUESTS**

The "Export Accommodation Requests" button will export a list of all requested accommodations by student and course.

EXPORT ACCOMMODATION REQUESTS >

**STUDENT ELIGIBILITIES**

The "Export Student Eligibilities" button will export a list of all listed student eligibilities, whether they requested them or not. If the above search contains eligibilities, the export will be filtered to only include selected eligibilities.

EXPORT STUDENT ELIGIBILITIES >

- Click the button labeled “Export Accommodation Requests” to export a list of all requested accommodations by student and course OR Click the button labeled “Export Student Eligibilities” to export a list of all listed student eligibilities (accommodations), whether they requested them or not
- After clicking one of the buttons, an excel spreadsheet will automatically be downloaded to your computer