Hello, this video will give you instructions on how to use the Texas Tech University Student Disability Services Instructor Portal in AIM, our Accommodation management system.

***Intro to Instructor Portal***

Using the Instructor Portal, you can

* View student Letters of Accommodation (LOAs)
* Complete Alternative Testing Agreements (formerly the pink sheet)
* Add exam dates and specific exam instructions
* Upload exams to be administered and receive completed exams after testing

**Accommodation Process**

As a reminder, you’ll receive the electronic LOA from the student requesting their accommodations through your TTU email. Students requesting LOAs are REQUIRED to meet with the professor regarding implementation of the accommodations in the classroom. If a student does not meet with the professor, the professor is not obligated to provide accommodations.

At this meeting, you will let the student know how you plan to implement their accommodations, including testing accommodations. If you choose to use an alternate location for testing accommodations (i.e.: Academic Testing Services), you will complete the Alternative Testing Agreement, and the student will schedule their exams through AIM. This replaces the pink sheet. ￼

***Accessing the Instructor Portal***

You can access the Instructor Portal by clicking the link provided in the student’s LOA or directly from the web.

For Option 1: The electronic LOA sent to your TTU email will contain the link directly to the Alternative Testing Agreement for specific sections in which a student has requested applicable testing accommodations. After completing one Alternative Testing Agreement for a particular section, this link will no longer appear on subsequent LOAs from students in the same class section. You can modify Agreements later if needed. If you click on the link in the LOA, it will take you directly to the Alternative Testing Agreement for that specific class section.

For Option 2: Navigate to <https://denali.accessiblelearning.com/TTU> and click on Access Instructor Portal. Log in with your eRaider credentials.

Upon logging in, please review the FERPA policy and click “Continue to View Student Accommodations.” On the next page, your dashboard will show a list of all the students who have requested accommodations in each class and a quick snapshot of their accommodations. You can view the summary of the LOAs for each student or generate a PDF.

***Steps for completing the Alternative Testing Agreement***

If you would like for the Academic Testing Services and/or Student Disability Services to proctor exams for students with testing accommodations, we will need you to complete the Alternative Testing Agreement before any of your students can schedule and exam with us. You will only need to complete one Agreement, or the overall course instruction, for each section you teach as it will apply the same to all students in the course. This form gives us the important information needed in order to proctor the exam to your specifications and assists us in coordinating test administration. The Alternative Testing Agreement through AIM will take the place of the Pink Sheets you previously filled out for each individual student.

1. From your dashboard or overview page, On the left-hand side menu, under Home, click on Alternative Testing.
2. That will take you to the Alternative Testing overview page. It will show you the classes that you have or have not completed alternative testing agreements for.
3. Click on Alternative Testing Agreement link located at the top, right hand side of the page.
4. This will take you to all testing agreements for all of the courses that you teach.
5. You will see your courses listed with an option to filter them with the drop-down box, if necessary.
6. Click on Specify Alternative Testing Agreement for the chosen course.
7. Please select the appropriate Exam Management Method for the class. Select “ATS or SDS will provide testing accommodations” to proceed to the Alternative Testing Agreement. Select Confirm the task and submit.
8. Read through all of the questions and answer them. Please fill out the contact information section with a phone number where you can be reached during the test.
9. From this screen, you will also be able to add your first exam date and exam instructions specific to the exam on this date. Select your chosen “Exam Approval Method.” ATS and SDS will schedule student exams as close to the class exam time as possible. Adjustments may need to be made to accommodate scheduling conflicts due to a student’s extended time. These can be approved automatically or manually depending on your selected approval method.
10. When entering the exam time, please enter the standard length of the exam. Our system will calculate and add extra time according to each student’s accommodation. Note: Additional exam dates will be specified on the next screen.
11. Click on Save and Specify Exam Dates.
12. Next, please add the remaining exam dates. It’s imperative that you add all exam dates now so that students can schedule them with the appropriate testing site. We do not allow students to schedule unless they have a testing date provided by the professor. Please do not wait until a week before the test to give your students a testing date. The system can accommodate date changes closer to test time as needed but one-week advanced notice is a university requirement for students to be able to schedule.
13. Save each exam date as they are added. If your exam or test has already been written, you may upload it here. Click ‘Update Exam’. Exam files can be added on a continual basis if you are not yet ready to upload.

***Testing Agreements Across Multiple Sections***

Next, you will have the opportunity to copy alternative testing agreements across multiple sections. If you teach several sections of the same class and would like us to use the same testing agreements for all sections, you can copy the form to some or all sections that you teach.

1. Once you have the form open, Click Copy Alternative Testing Agreement.
2. On this next screen, from the dropdown menu, select which course section you want to copy the form to and click Continue.
3. On the next page, you will see exam dates and times that you already entered for the original section. If students in the two sections are taking exams at the same time, you can leave this data as is. But if the two sections are taking exams on different dates or start times, make any changes needed for the date and time information listed.
4. Check the box if you would like to use the same exam file across the two sections or uncheck the box if you plan to use different exam versions in each section of your course.
5. After making all the needed changes, Click Copy Alternative Testing Agreement.

***Modifying Alternative Testing Agreement***

Periodically, you may need to update the alternative testing agreement such as adding or changing exam dates, changing which materials are allowed on exams or update your contact information.

1. From the instructor portal, click on alternative testing.
2. Then, under the heading alternative testing agreement form, click the link to show the alternative testing agreement.
3. Locate the form for the course or section in question and click View/Modify. Make any changes needed either to the question responses or exam dates.
4. \* Please note: If you have previously copied the alternative testing agreement to other sections of the course and want to make changes to all sections, you will need to update the forms for these sections manually.

## ***Uploading Exams***

1. From the main dashboard screen, click alternative testing, then navigate to the upcoming exams heading and browse for the file you want to upload.
2. Once you have located the file, select the check boxes by all exams where you would like that file to be used. You can use one file for all students, or you may upload different files for each student.
3. Click Upload File. You will then be able to view the file within the list of exams.

If you have more than one file for an exam, such as one file for the exam and another for an approved formula sheet, you can upload more than one file. Just be sure to select all the exams each file applies to. If you need to replace an exam file with an updated one, first, delete the incorrect exam file by clicking View File and then Delete, click the Confirm button to delete the file, then upload your corrected version. **Please upload your exam at least one day prior to the test.** Hard copies of tests are also acceptable if you’d like to deliver them to the appropriate testing site.

***Downloading Completed Exams***

If you choose to have the completed exam returned to you through the Instructor Portal, you will receive an email once it has been uploaded. From the Alternative Testing Overview Page, click “Completed Exams.” You will need to click authenticate and enter the 6-digit code sent to your TTU email before the option to download completed exams appears.

***Exam Locations***

During the regular semester, Academic Testing Services (ATS) provides exam proctoring services for students with testing accommodations from 8:00am to 5:00pm, Monday through Friday at **214 West Hall.**

Student Disability Services (SDS) partners with the ATS to provide exam accommodation proctoring services for evening exams (5:00pm-9:00pm) and for a small group of students with unique disability-related needs during daytime hours. As the ATS closes at 5:00pm during the regular semester, exams beginning or concluding after 5:00pm will be administered at **130 Weeks Hall.**

*Finals:*

ATS is open from 7:00am to 10:00pm during Finals Week. Excluding the small group that tests solely at SDS, ALL Final Exams will be administered at 214 West Hall.

Under the “Upcoming Exams” heading in the Alternative Testing piece of the Instructor Portal, you will see the location of the exam for each student. Uploading the exam to the Instructor Portal helps to streamline the process so that ATS and SDS will be able to access the exam as needed.

***Scheduling***

It is now the student’s responsibility to schedule the exams for the dates that you have entered. Again, this is why it’s so important for you to put all testing dates in the Testing Agreement.