Instructor Login to AIM for Testing

https://whitney.accessiblelearning.com/FSU/

1. Access the instructor page by clicking the link above or copy and paste to your browser. You will be then be directed to enter your FSU user name and password though FSU – Central Authentication Services.

2. You will be asked to acknowledge the school's FERPA policy:

REMINDERS

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Continue to View Student Accommodation

3. Continue to View Student Accommodations. You will see the list of your students who have requested accommodations. Click on the view button on the left to see accommodations specific to each student.

OVERVIEW
PAGE OPTIONS

- Accommodation Requests
- Search Students' Eligibilities

TERM NAVIGATION

Previous Term

Term: Summer 2019

Next Term

Click to Expand Advanced Search Panel

Sort Result: [_____] Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:
- **ATS:** Alternative Testing
- **ALT:** Alternative Formats
- **DDH:** Deaf and Hard of Hearing
- **NTK:** Notetaking Services

Export Search Result To CSV (Comma-Separated Values) File

Export Student Accommodation Reques

View	CRN	SBJ	CRS	SEC	Student's Full Name	ATS	NTK
View	3863	STA	2122	0004	Suzy Student	Yes	Yes
View	3863	STA	2122	0004	John Studies	Yes	

4. On the left side of the screen, you will see views and tools. Please select Alternative Testing to complete the Testing Agreement. This will allow your student to schedule exams at the SDRC Exam Lab. It also provides our office with the information necessary to proctor exams on your behalf.

5. The Alternative Testing Agreement will only need to be completed once per semester, per course and section. You can copy to other sections and courses as needed providing the exam rules are the same. You do not need to complete a Testing Agreement for each student.

6. The next few steps will be uploading the exam.

Questions?

Please contact our office if you have any questions or concerns regarding Alternative Testing request by emailing: oas-testing@fsu.edu