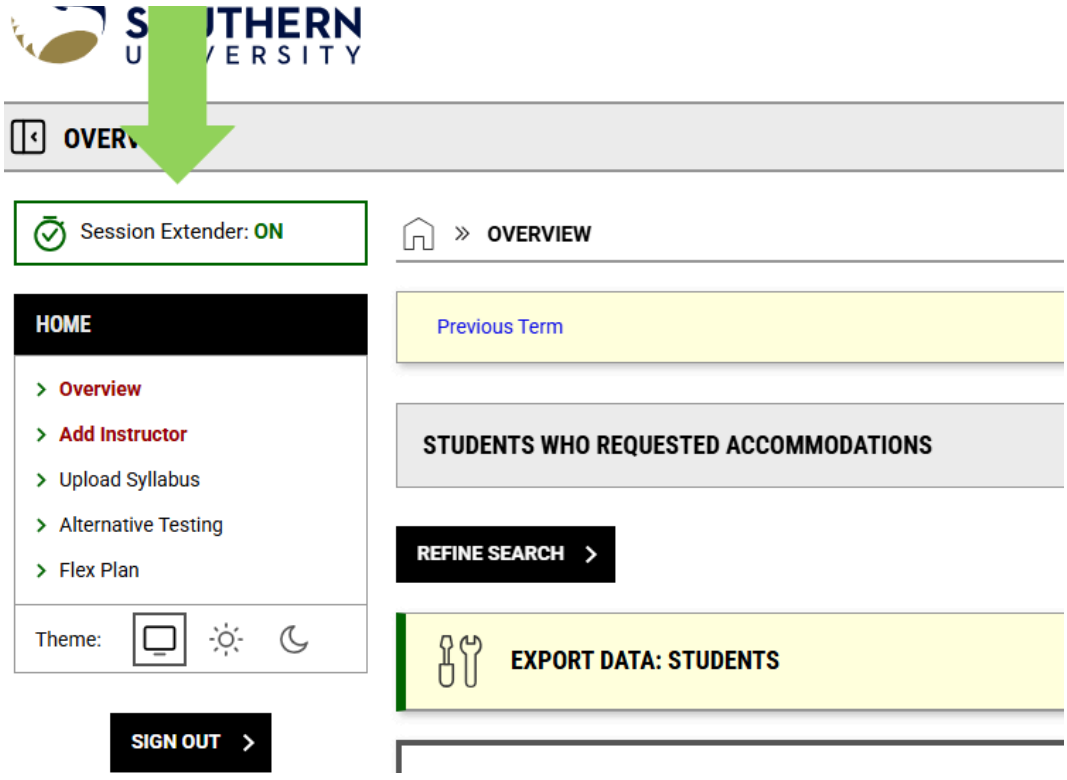
Faculty Guide: Student Accessibility Resource Center (SARC)

Managing Accommodations in the AIM Portal

This guide provides step-by-step instructions for using the Accessible Information Management (AIM) system to support students with documented disabilities at Georgia Southern.

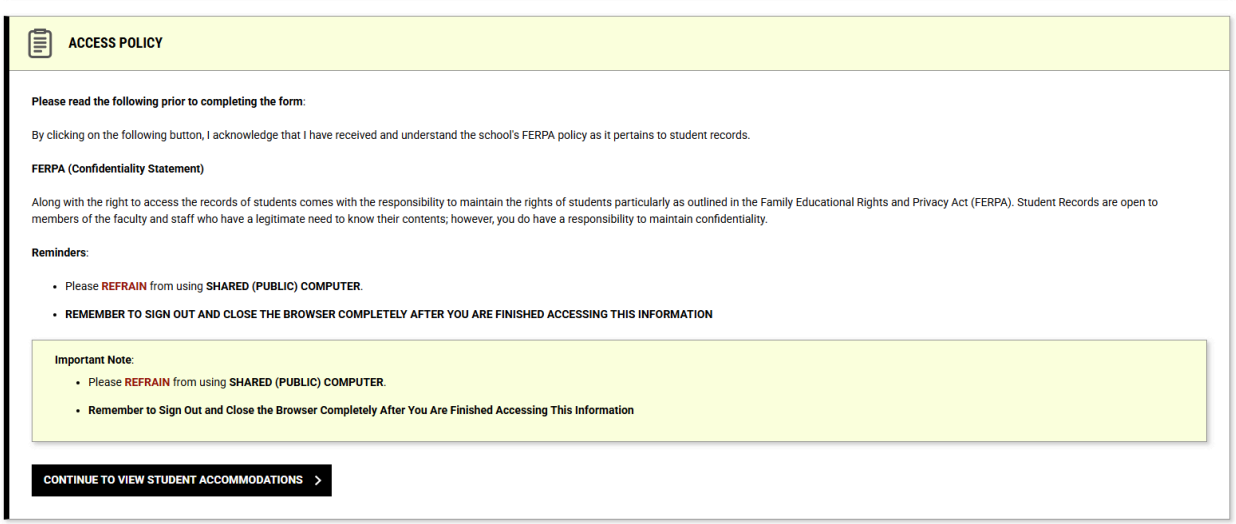
Helpful Tip: AIM will log you out automatically if there is no movement or interaction recognized on the page after some time. It is recommended that you turn “on” the Session Extender, as this will extend the amount of time you can be logged in without action before AIM will log you out.



Initial Login & FERPA Agreement

The first time you log in each semester, you must acknowledge the privacy of student records.

1. Log in to the **AIM Faculty Portal** via the GSU website or MyGeorgiaSouthern.
2. Review the **Access Policy and FERPA Confidentiality Statement**.
3. Action: Click the black button: **"CONTINUE TO VIEW STUDENT ACCOMMODATIONS >"**

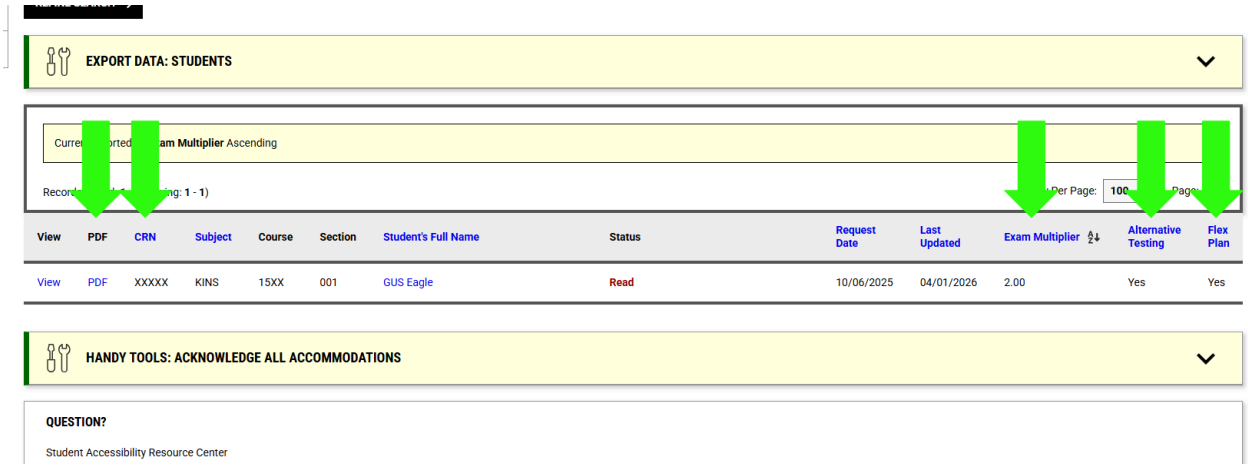


Instructor Overview (Your Dashboard)

After the FERPA screen, you will land on your Overview page. This is your **"Command Center."**

- **Student Roster:** View all students who have requested accommodations for your CRNs.
- **View PDF:** Click the "PDF" link to download the student's formal Faculty Notification Letter.
- **Multiplier & Plans:** Check the **"Exam Multiplier"** (e.g., 2.00 for double time) and whether a student is eligible for **"Alternative Testing"** or a **"Flex Plan."**

Handy Tools: The "Acknowledge All Accommodations" section at the bottom allows you to quickly confirm you have read the requests for your entire roster at once. Select the black button, "Acknowledge All Accommodations Requests," at the bottom.

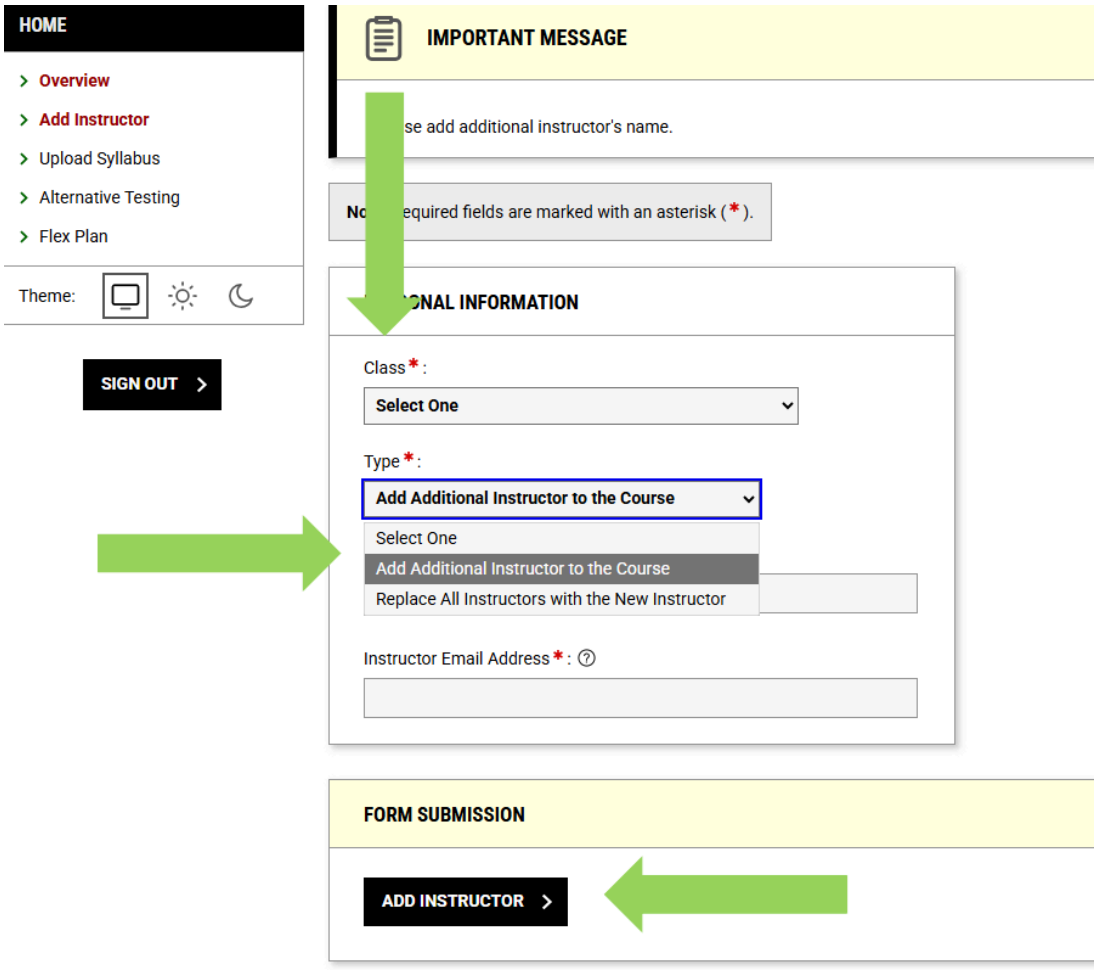


Tip: Keep an eye on the "Status" column. If it says "Read," you have already opened their letter. If it says "Unread," there is a new request waiting for your review.

Adding Additional Instructors

If your course has additional instructors who need to view accommodation letters or upload exams, you must manually add them to the course within AIM.

1. On the left-hand sidebar under **"Home,"** click on **"Add Instructor."**
2. **Select Class:** Use the dropdown menu to choose the specific CRN/Course.
3. **Select Type:** Define the role
    a. **Add Additional Instructor to the Course**
    b. **Replace all Instructors with the New Instructor**
4. **Enter Details:** Provide the instructor's full name and their @georgiasouthern.edu email address.
5. **Submit:** Click the black **"ADD INSTRUCTOR"** button at the bottom.

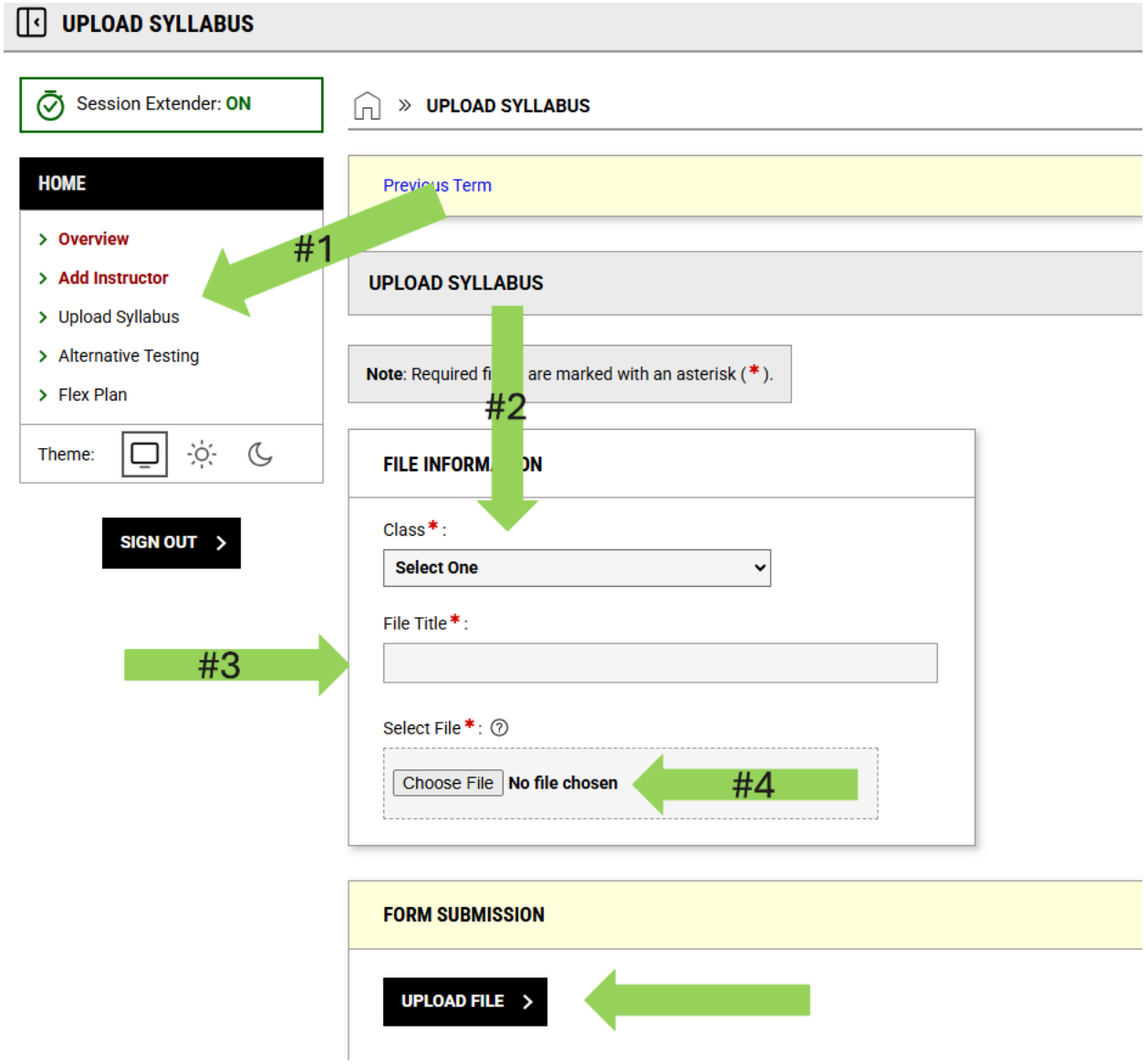


Note: Adding an instructor here grants them access to confidential student disability information. Only add individuals with a legitimate educational "need to know."

Uploading a Syllabus

Uploading your syllabus early helps SARC and the student prepare for required materials (like Braille or audio formatting). However, this is completely optional.

1. On the **Instructor Overview** page, click on the **Upload Syllabus** button in the menu on the left under **HOME**
2. Locate the "**Class**" section, then select the specific course from the list.
3. Enter the Title for your file in the box labeled, “**File Title**”
4. Choose your file (PDF or Word) and click **"Upload File."**



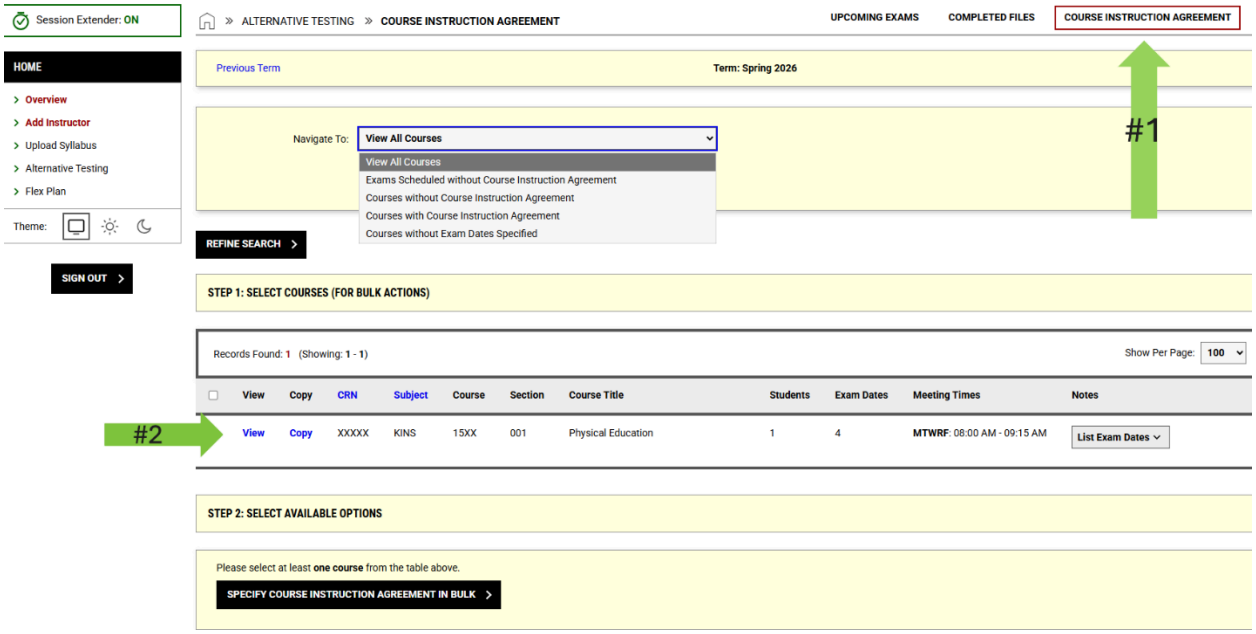
Alternative Testing (Proctoring Requests)

A. Complete the Course Instruction Agreement (CIA)

SARC cannot proctor an exam until you define the "rules" for your course.

1. Look to the sidebar on the left-hand side of the screen, click **Alternative Testing**
2. Click the **"Course Instruction Agreement"** tab (top right).
3. Click **“View”** next to the course to view the Course Instruction Agreement for that course

a. If the Course Instruction Agreement has not been completed, you will click on **“Specify.”**



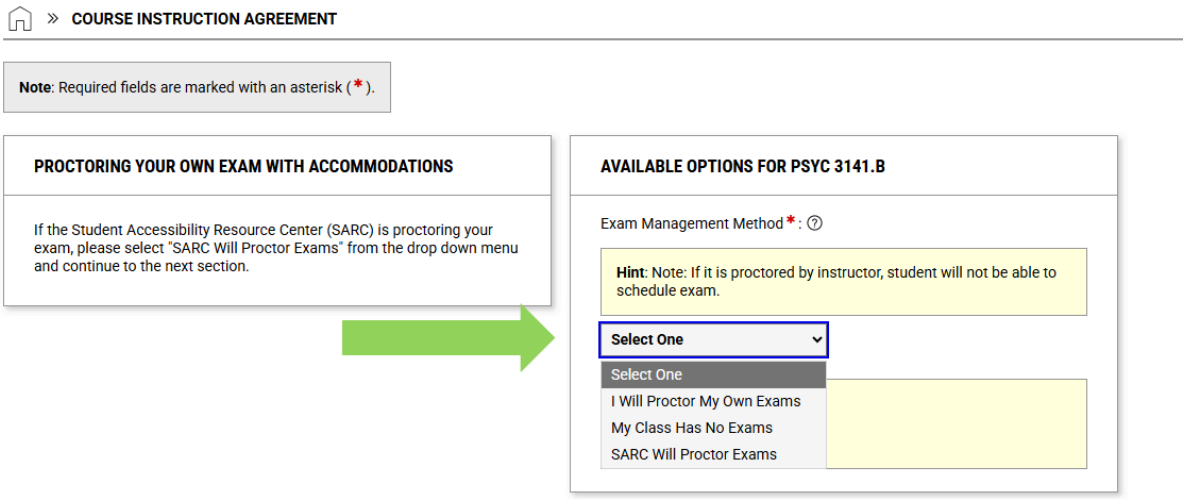
4. Select an **Exam Management Method**

   a. I will proctor my own exams

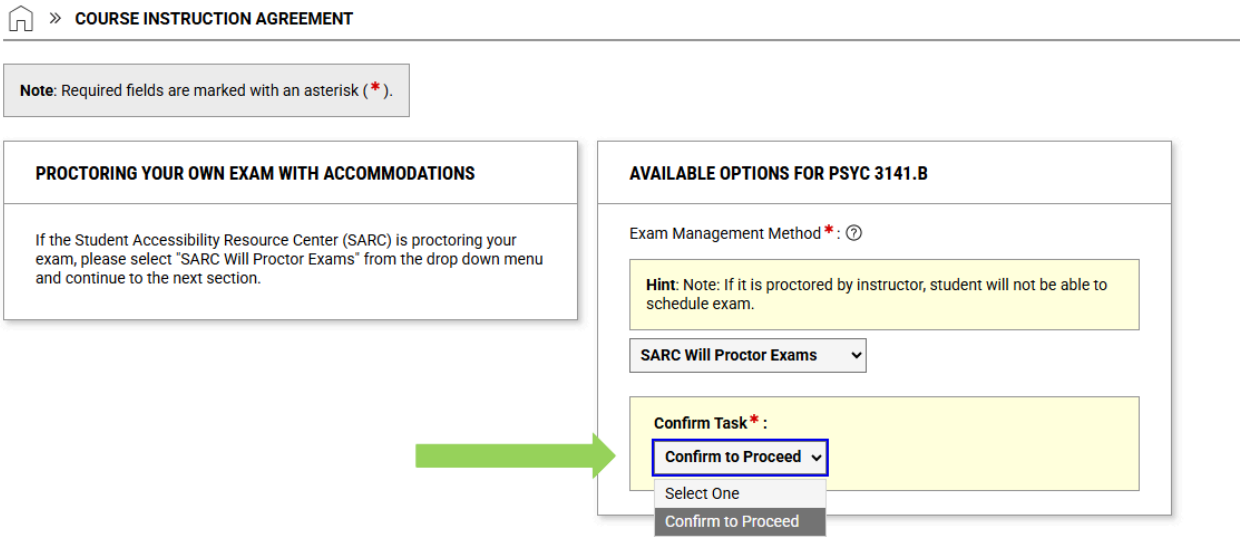
      i. **Note:** If selected, students will not be able to schedule exams with SARC through AIM

   b. My class has no exams

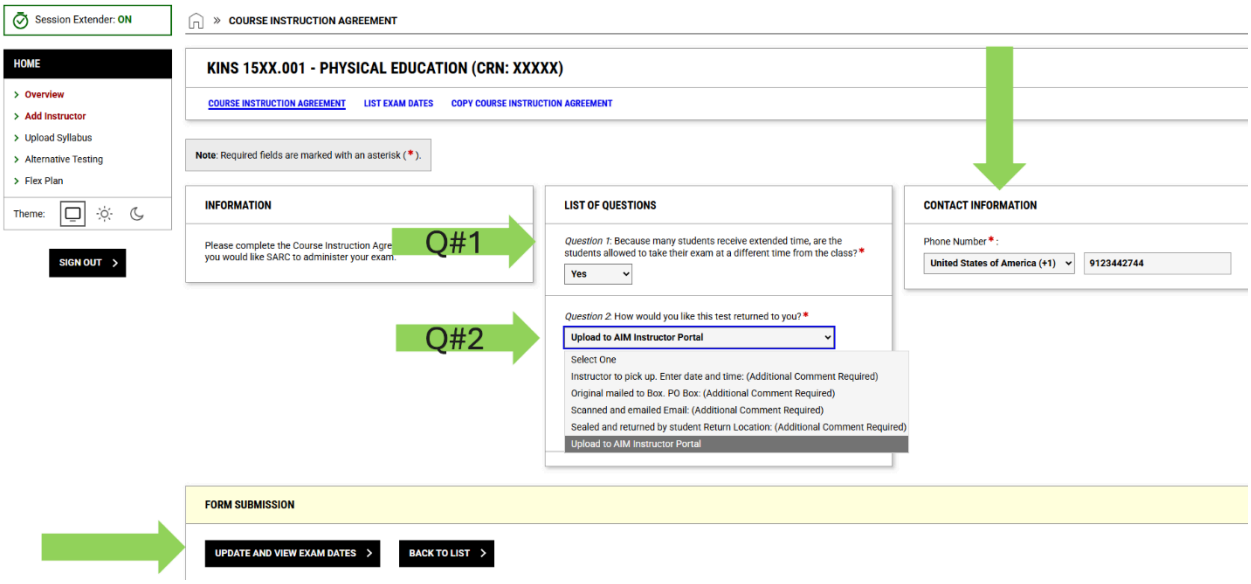
   c. SARC will Proctor Exams



5. Once,you have selected an **Exam Management Method,** Choose **Confirm to Proceed,** then click the black button, **"Submit Your Selection."**

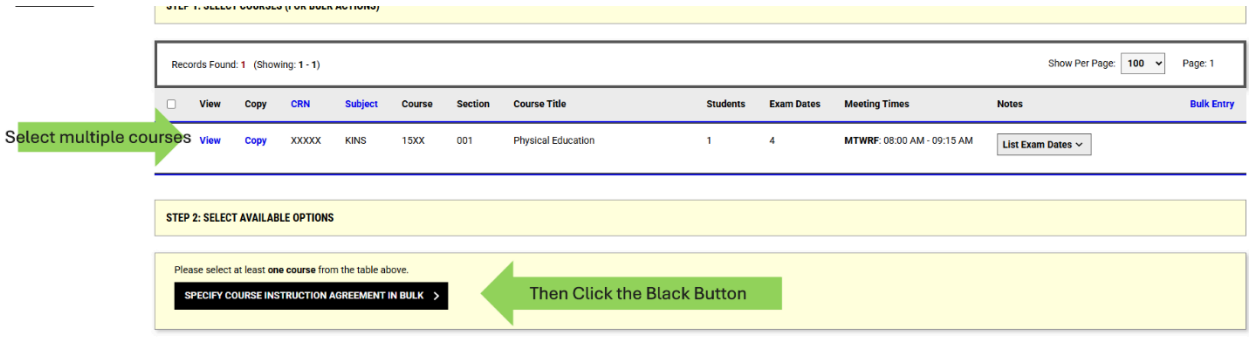


6. **Answer both Question 1 and Question 2 and ensure your contact information is correct. Then click the black button "Update and View Exam Dates"**



7. **Click "UPDATE AND VIEW EXAM DATES."**

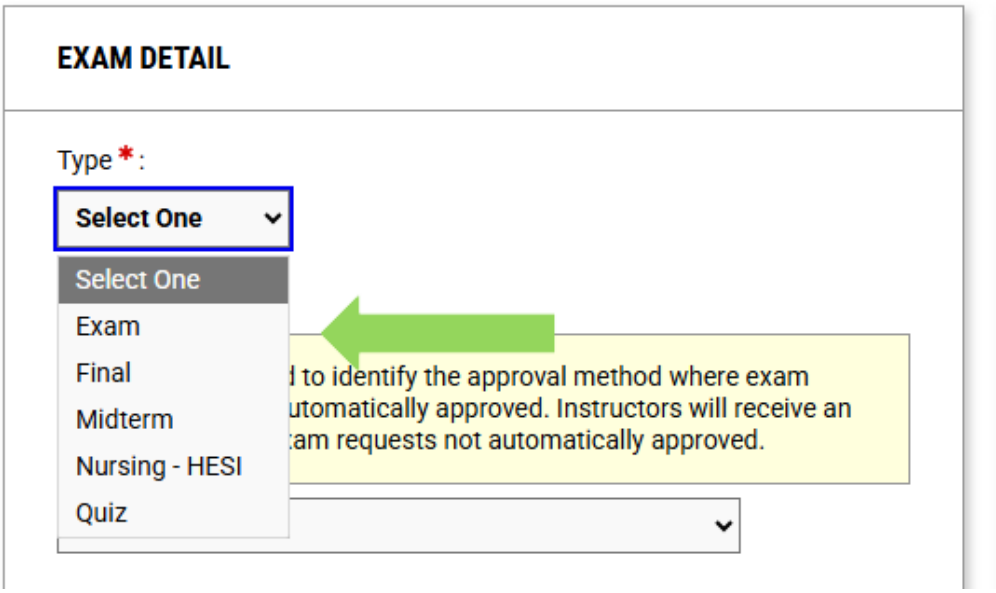
Helpful Tip: If you are scheduled to teach multiple sections of the same course in the same semester, you can check the boxes for the courses you wish to update. Then you may click the black button "Specify Course Instruction Agreement in Bulk."



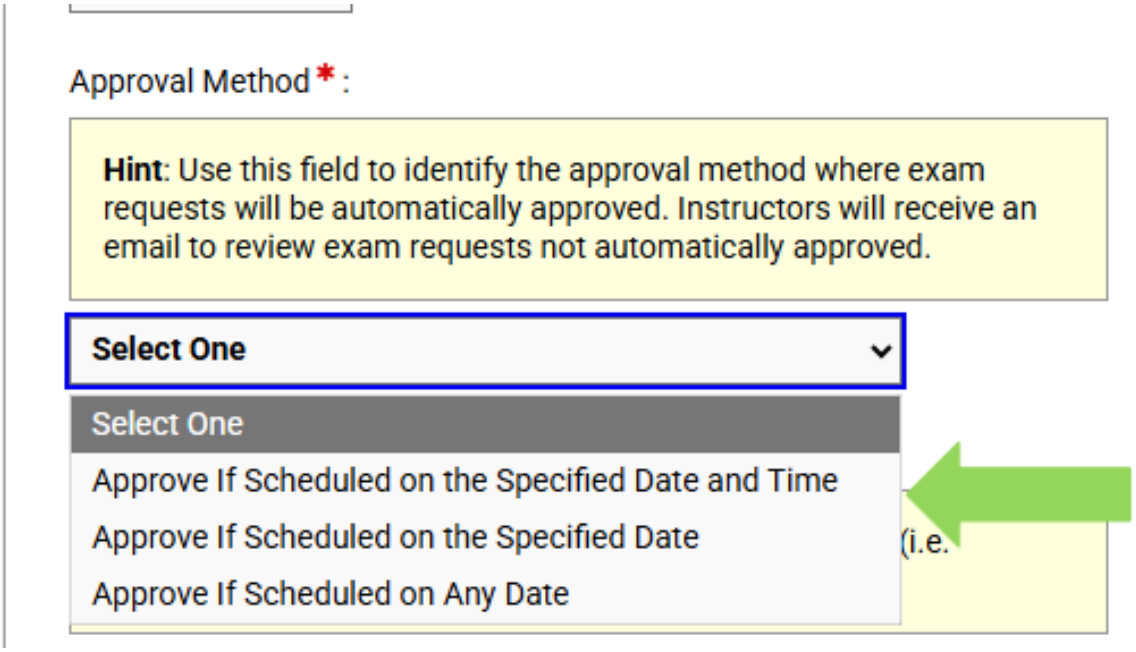
B. Adding A New Exam, Final, Midterm, or Quiz

- Please Note: **You could enter all planned exam dates at the beginning of the semester**
- Please Note: **You may also modify or delete any exam at anytime prior to the start date and time of the exam**

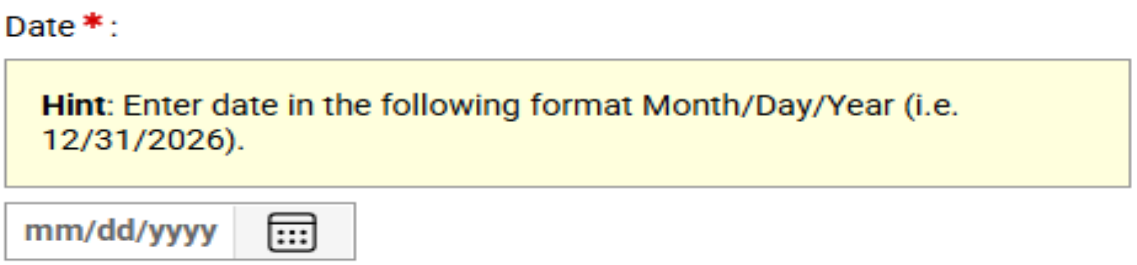
2. To add a new exam, final, midterm, quiz, etc. First select the exam type.



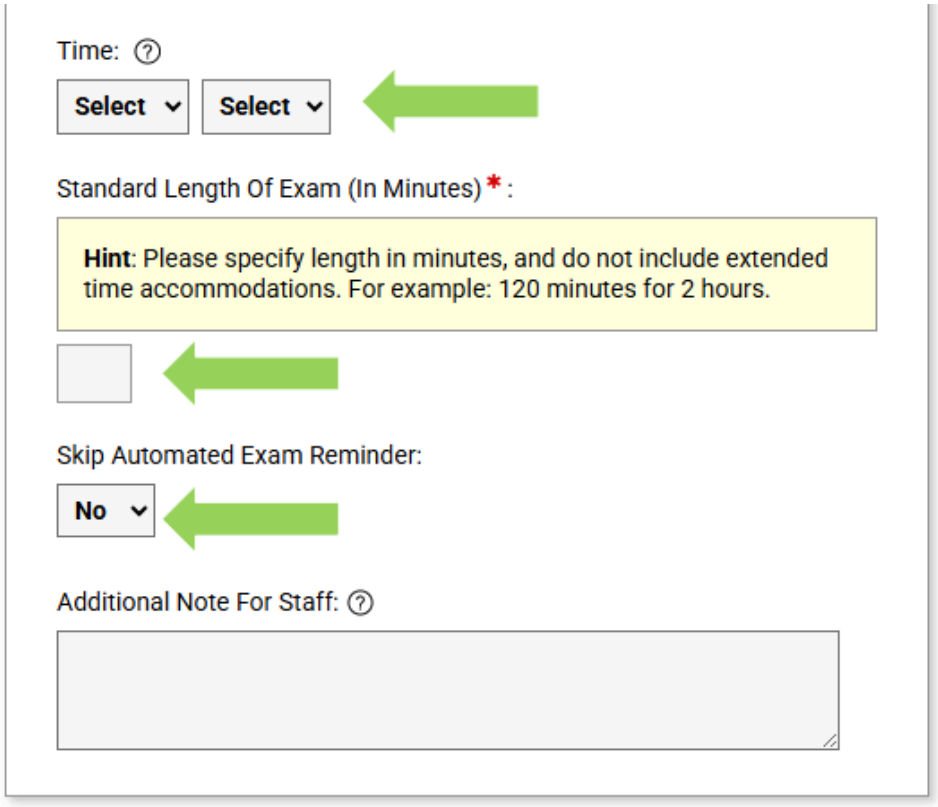
3. Then select the Approval Method. This will automatically approve exam requests for the selected instruction.
   - If you choose, "**Approve if Scheduled on the Specified Date and Time**," then exam requests must match the exact date and time that you specified in order to be approved automatically.
   - If you choose, "**Approve if Scheduled on the Specified Date,"** then exam requests that match the date you specified will be automatically approved no matter what time the student is trying to schedule it for, as long as the date matches.
   - If you choose, **"Approve if Scheduled on Any Date,"** then an exam request will be automatically approved no matter what date or time the request is for.



4. Next, select the **Date** the exam will be scheduled for.



5. Next, you will want to specify what time the exam will be facilitated and the standard length of the exam in minutes. Also, the default is to send an automated exam reminder, so if you do not want to receive these, you will choose "**Yes.**" Then you may enter any additional notes you would like the SARC testing staff to be aware of.



6. Lastly, before uploading the exam file, you will need to complete the Exam Proctoring Notice by answering three questions under Exam Date Instructions to give the SARC testing staff information about the Exam Instructions, that is, what will you allow the student to use or not use during the exam.

EXAM DATE INSTRUCTIONS

Question 1: Please list all instructions and/or items permitted during the exam. IF IT IS NOT LISTED, THE STUDENT WILL NOT BE ALLOWED TO HAVE THE ITEM(S) IN THE EXAM ROOM. *

- [ ] Scantron
- [ ] Blue Book
- [ ] Open Notes
- [ ] Open Book
- [ ] Scratch Paper
- [ ] Graphing Calculator
- [ ] Scientific Calculator
- [ ] Four Function Calculator
- [ ] Cheat Sheet
- [ ] Pen or Pencil
- [ ] Ruler
- [ ] Chart / Table
- [ ] Personal Laptop
- [ ] Password
- [ ] Other (**Additional Comment Required**)

Additional Comment:

Question 2: If you allow a cheat sheet, please list your cheat sheet specifications (size, double-sided, etc.): *

Select One

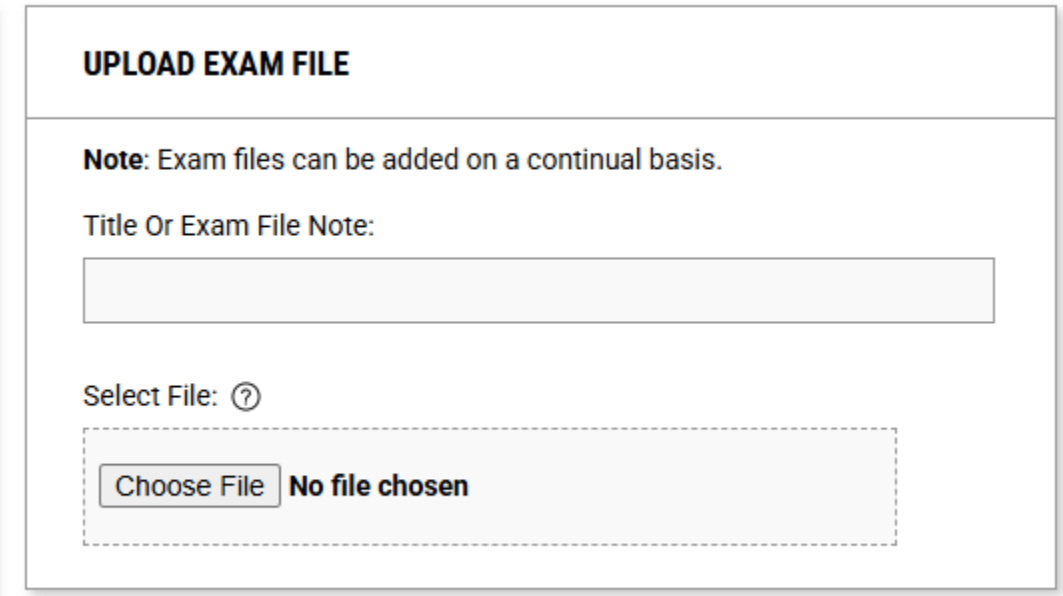
Additional Comment:

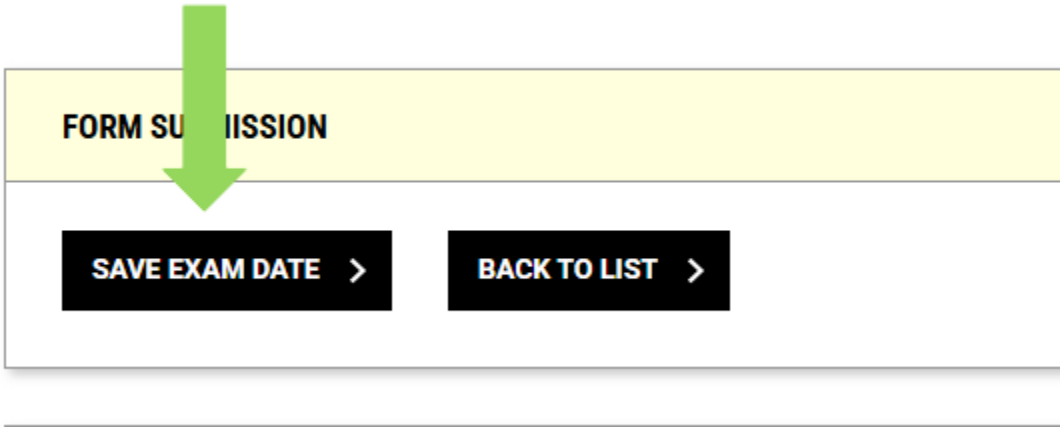
Question 3: Does your exam require a password? If yes, please state it below: *

Select One

Additional Comment:

7. Once you have provided these details, you will give the exam a name (i.e. Unit 1 Test, Chapter 6 Quiz, etc), choose the exam file to upload, then click the black button, **"Save Exam Date."**
    - **Please Note: You may upload Exam files later. Please upload your exam no later than 24 hours before scheduled test time.**
    - Please Note: **You could enter all planned exam dates at the beginning of the semester**
    - Please Note: **You may also modify or delete any exam at any time prior to the start date and time of the exam**

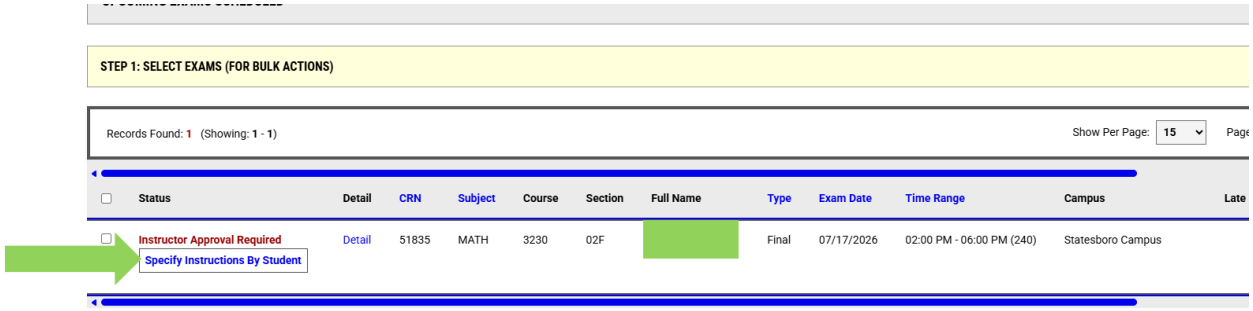


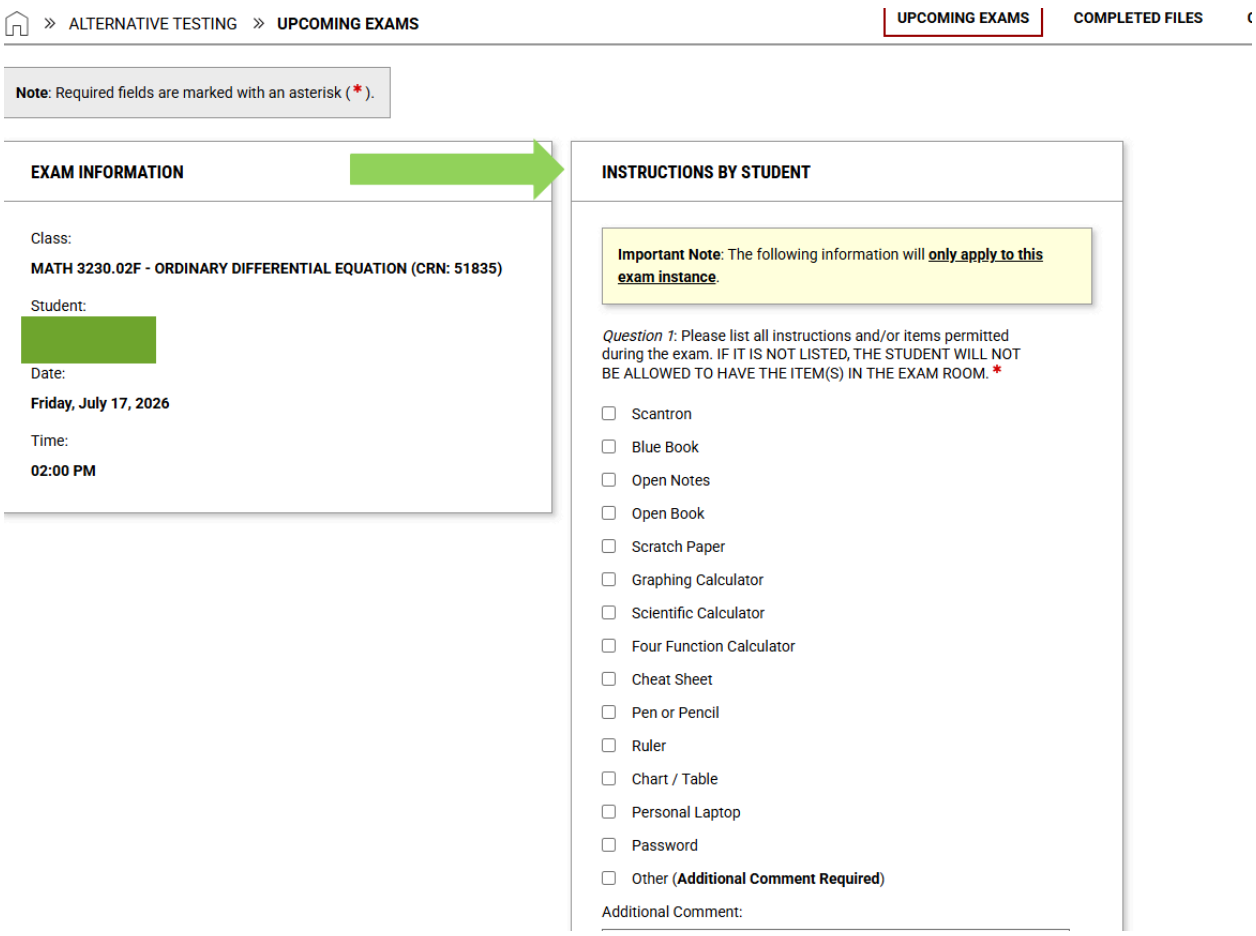


8. Once you hit the **Save Exam Date** button, you will see your exam listed at the top of the screen with the other exams. Repeat these steps for all future exams

9. If a student submits an Exam Request before you have entered the Exam Details and Completed the Exam Proctoring Notification (EPN), then you will need to manually approve the student's exam request. The system will not be able to approve the Exam Request because you have not provided any details regarding the exam. These requests will then need to be approved manually.
    - You will receive an email notification indicating your need to approve an Exam Request
    - Navigate to the **Alternative Testing module** and Select "**Upcoming Exams,"**
    - Look for the box titled, "**Exam Requests Requiring Approval." OR Scroll to the bottom**
    - This will allow you to see a list of student(s), who have submitted exam requests that the system could not approve because the Exam Details were missing
    - Click on the button that says, "**Specify Instructions By Student,"** which will bring you to the Exam Proctoring Notification for that specific student.
        i. Please Note: This will only add exam instructions for the student, not the exam for the entire course. Those exam instructions are still required or every request will need to be approved manually, at least three business days before the scheduled exam.
        ii. If a professor does not complete the approval process within this time frame, then the student will not be allowed to test in the SARC Testing center

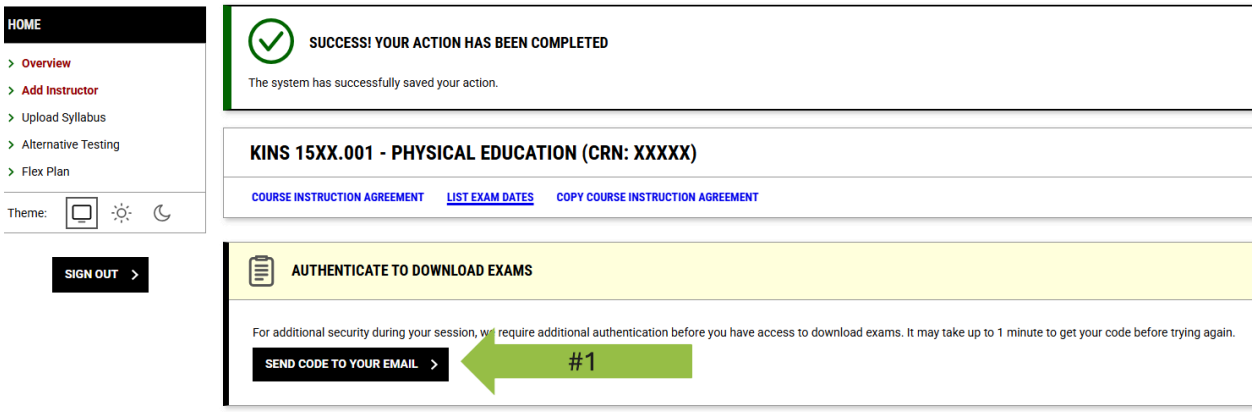



STEP 1: SELECT EXAMS (FOR BULK ACTIONS)
Records Found: 1 (Showing: 1 - 1)
Show Per Page: 15
Status
Detail
CRN
Subject
Course
Section
Full Name
Type
Exam Date
Time Range
Campus
Instructor Approval Required
Specify Instructions By Student
Detail
51835
MATH
3230
02F
Final
07/17/2026
02:00 PM - 06:00 PM (240)
Statesboro Campus

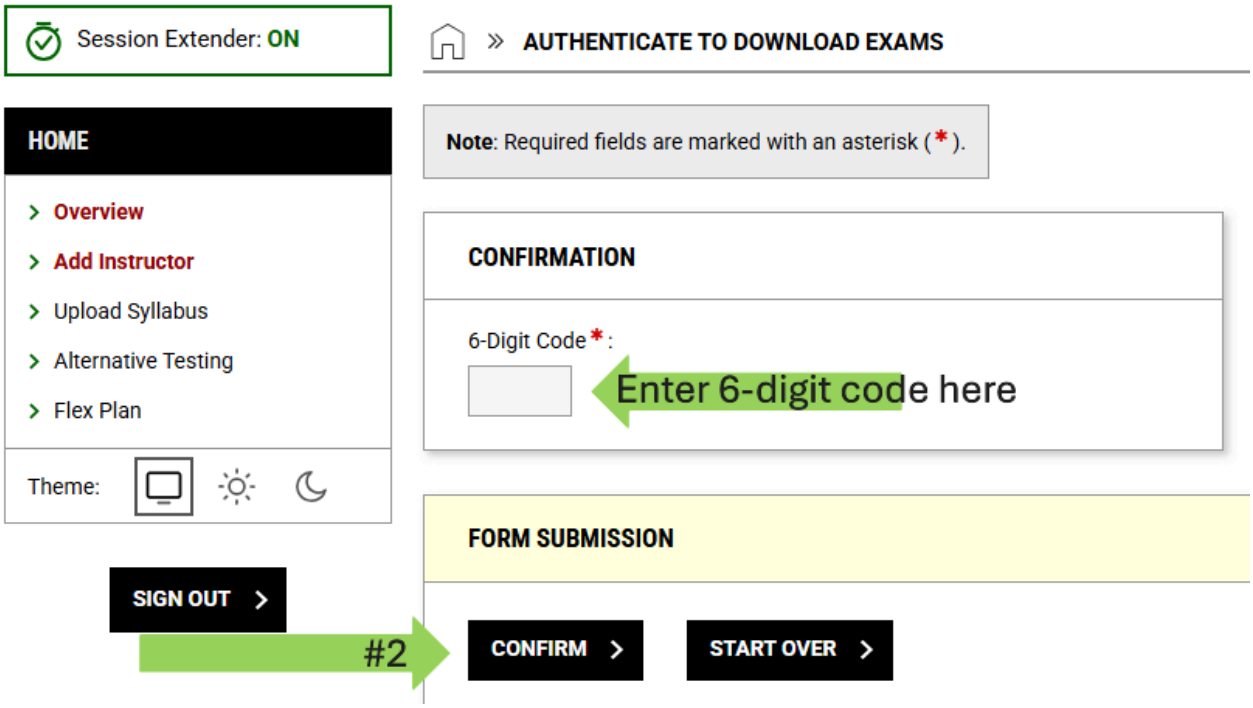

ALTERNATIVE TESTING
UPCOMING EXAMS
UPCOMING EXAMS
COMPLETED FILES
Note: Required fields are marked with an asterisk (*).
EXAM INFORMATION
Class:
MATH 3230.02F - ORDINARY DIFFERENTIAL EQUATION (CRN: 51835)
Student:
Date:
Friday, July 17, 2026
Time:
02:00 PM
INSTRUCTIONS BY STUDENT
Important Note: The following information will only apply to this exam instance.
Question 1: Please list all instructions and/or items permitted during the exam. IF IT IS NOT LISTED, THE STUDENT WILL NOT BE ALLOWED TO HAVE THE ITEM(S) IN THE EXAM ROOM. *
Scantron
Blue Book
Open Notes
Open Book
Scratch Paper
Graphing Calculator
Scientific Calculator
Four Function Calculator
Cheat Sheet
Pen or Pencil
Ruler
Chart / Table
Personal Laptop
Password
Other (Additional Comment Required)
Additional Comment:

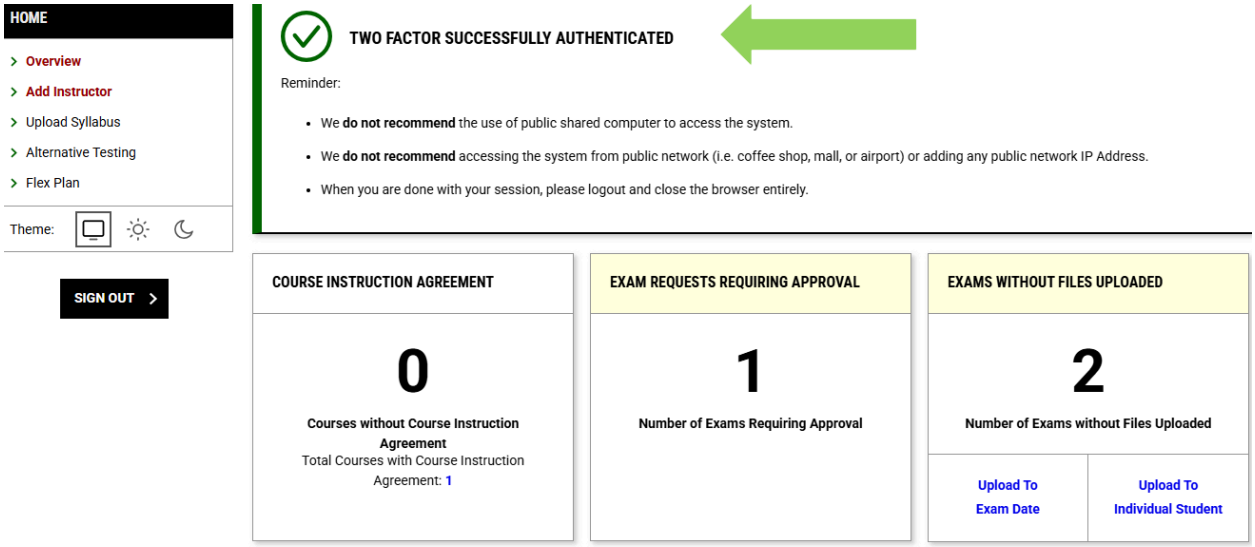
A. Uploading and Downloading Exams

10. To download an exam that was uploaded to the AIM portal, AIM requires authentication. Click the black button **"Send Code To Your Email."**



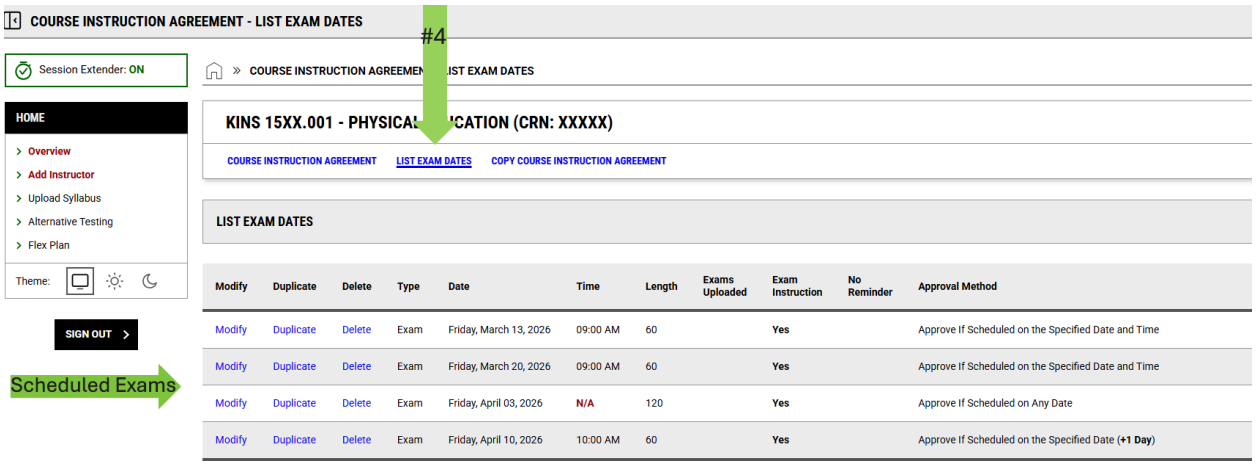
11. Check your email and enter the **6-digit code** in the box. Then click the black button **"Confirm."**





12. Then check the box for the exam you want to download**.**

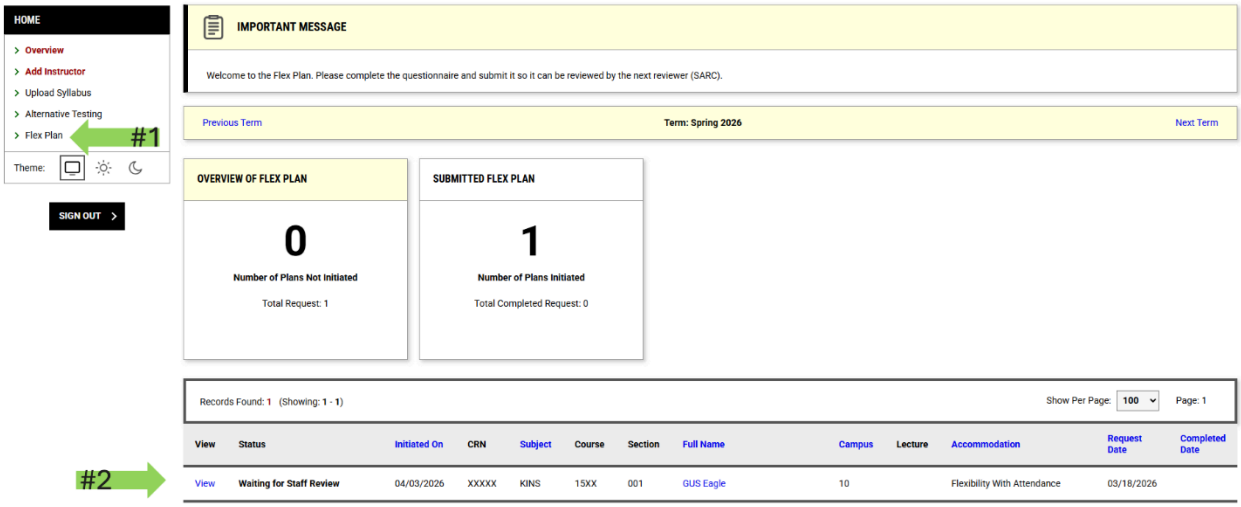
13. To Upload Exams and Add Exam Dates click on "**List Exam Dates"** under the **Course Instruction Agreement** menu at the top. Then you will find a table that lists all the exams you have uploaded and what dates they are scheduled for.



Creating a Flex Plan (Flexible Attendance and/or Deadlines)

Some students are approved for one of the following accommodations:
“Flexibility with Attendance”, “Flexibility with Assignment Deadlines” or "Flexibility with Attendance and Related Deadlines”. This requires a specific agreement between you and the student. You will only need to create a Flex Plan if there is a student enrolled in your course who receives one of these accommodations. A Flex Plan is created for the course and will apply to any students enrolled in your course that receive one of these flexibility accommodations.

1. Click on **"FlexPlan"** in the Instructor Navigation or Home Menu on the left hand side.
2. Then select **“View”** in the row containing the student’s name.



3. Review the details of the student’s request. You will see the student’s flexibility accommodation, a brief description of the accommodation, when the form was submitted, who initiated it, and on what date it was initiated. It will also provide a status update.

STUDENT REQUEST

Course Information:

KINS 15XX.001 - PHYSICAL EDUCATION (CRN: XXXXX)

Student:

GUS Eagle

Accommodation:

Flexibility With Attendance

About This Accommodation:

Flexibility with Attendance is an accommodation that is designed to provide the student with some flexibility on attendance when needed due to a disability-related reason.

Form Available On:

Wednesday, March 18, 2026

Initiated By:

By Instructor - Kelly Dolata

Initiated On:

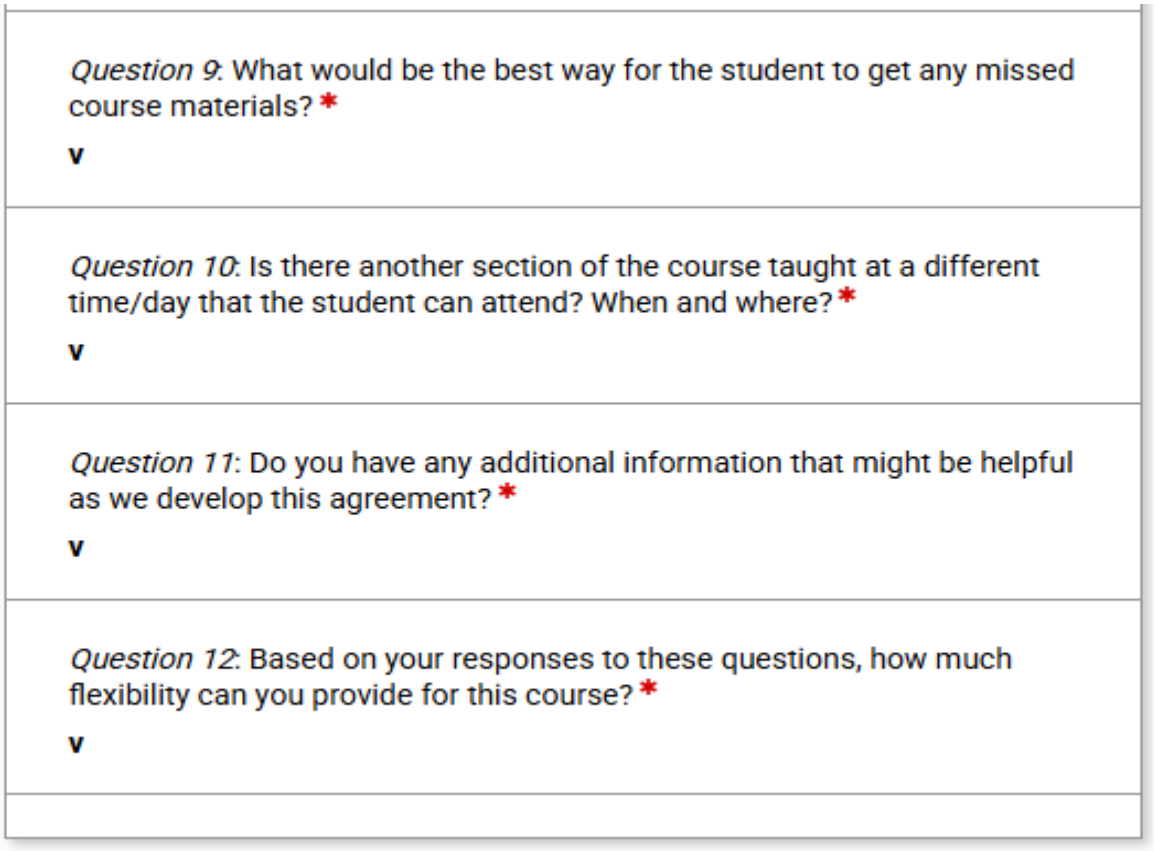
Friday, April 03, 2026 at 04:14 PM

Status:

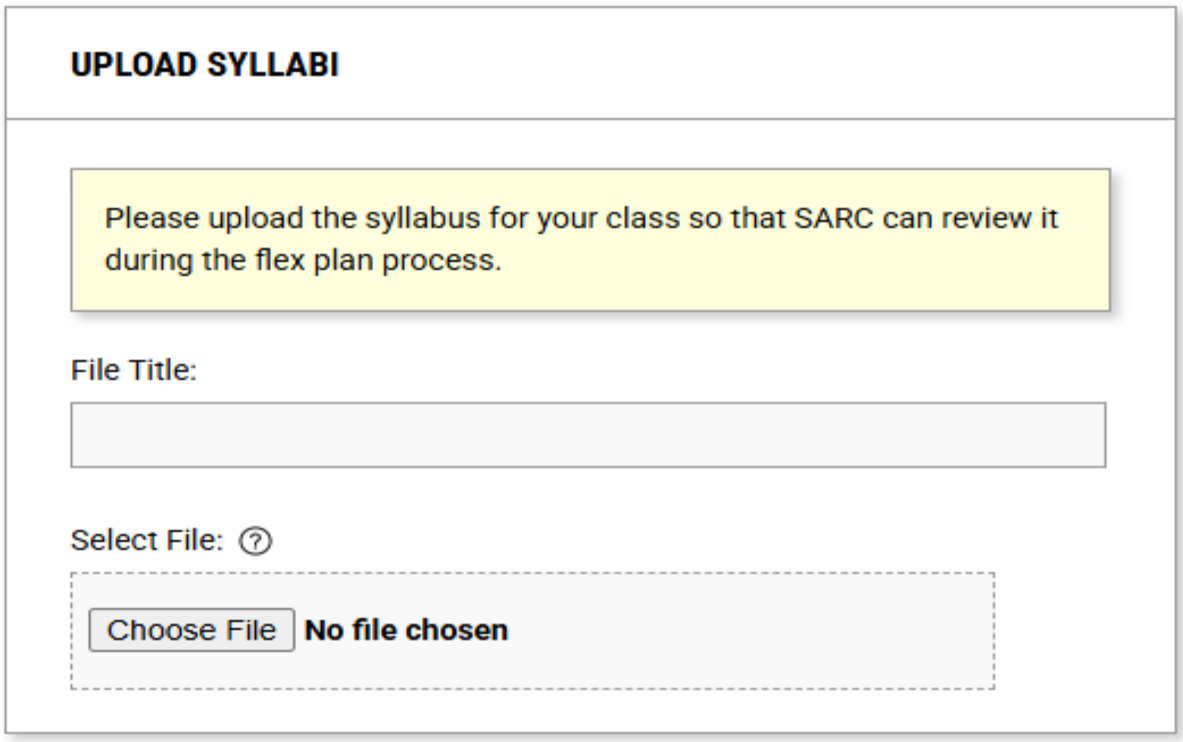
Waiting for Staff Review

4. Next, you will need to answer a series of 12 questions. These questions will provide information about your course and what flexibility may be provided without impacting integrity or rigor.

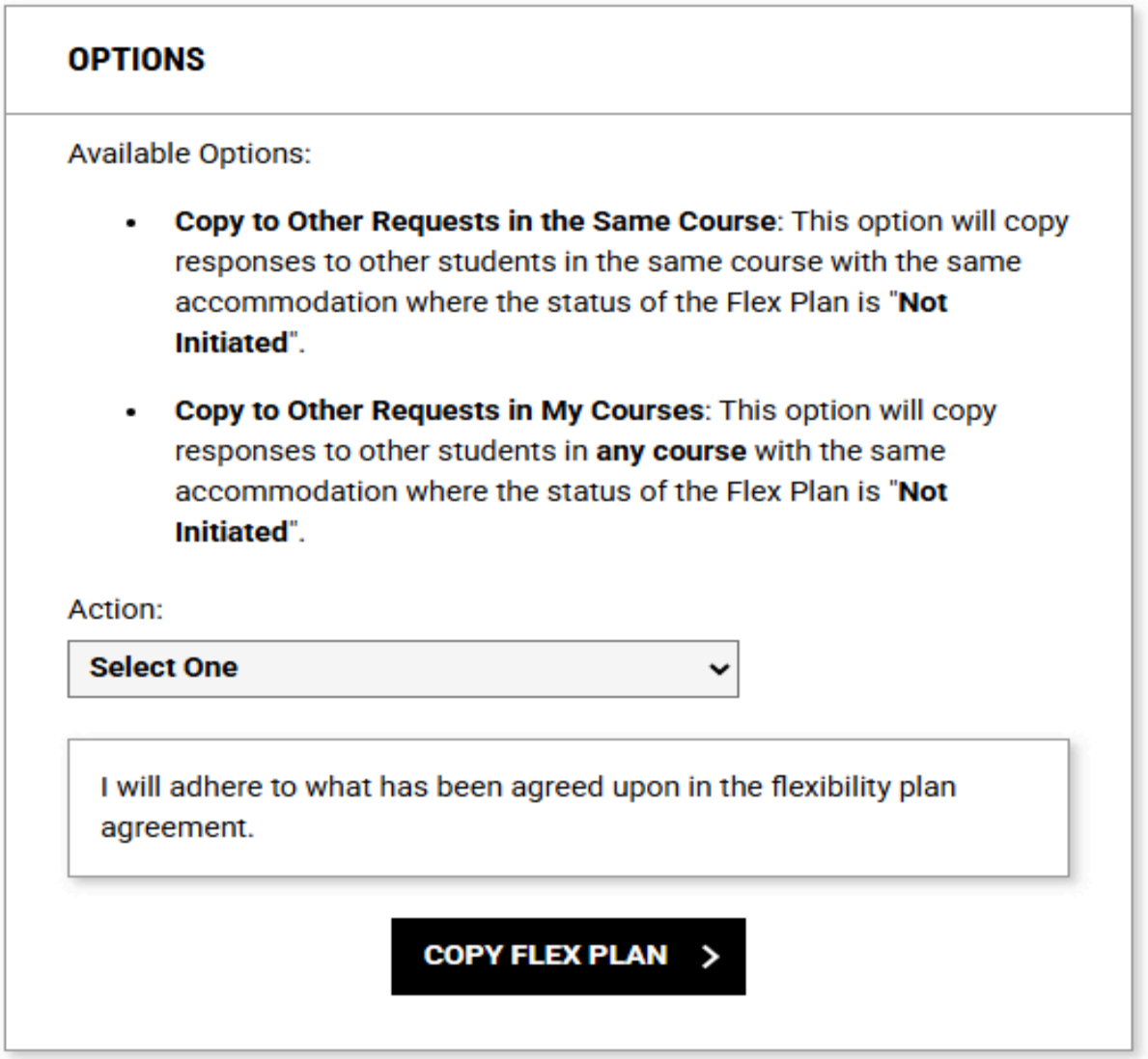
LIST OF QUESTIONS
Question 1: What are the course practices and policies regarding attendance? * **N**
Question 2: Are attendance and/or participation factored in as part of the course grade? If so, how? * **d**
Question 3: Is there any flexibility regarding attendance already built into the course? * **d**
Question 4: What is the primary format of instruction? Is there student/instructor interaction? Is there student/student interaction? * **d**
Question 5: Do student contributions constitute a significant component of the learning process? * **v**
Question 6: What is the impact on the educational experience of other students in the class if a student is not in attendance? * **v**
Question 7: Is there content that is only offered in class? * **v**
Question 8: How and when should the student contact you if they will be or are absent? Email? Phone? Office hours? * **v**



5. Next, you will be asked to upload a copy of your syllabus for the course for SARC review. We realize that your syllabus is now posted in Simple Syllabus. Uploading your syllabus is completely optional. You also have the option of uploading another document that you would like SARC staff to review.



6. If you choose to upload your syllabus, you will have the option to copy your responses to other requests in the same course (i.e. a different student in the same course with a flexibility accommodation) OR to other students in **any course** with the same accommodation where the status of the Flex Plan is "**Not Initiated**" (i.e. different student in a different course). This is optional, but you may choose to use this option for your convenience, once you have selected the option, select your action and click the black button, **"Copy Flex Plan."**



7. Lastly, once all the previous steps have been completed, click the black button, **"View History."**

