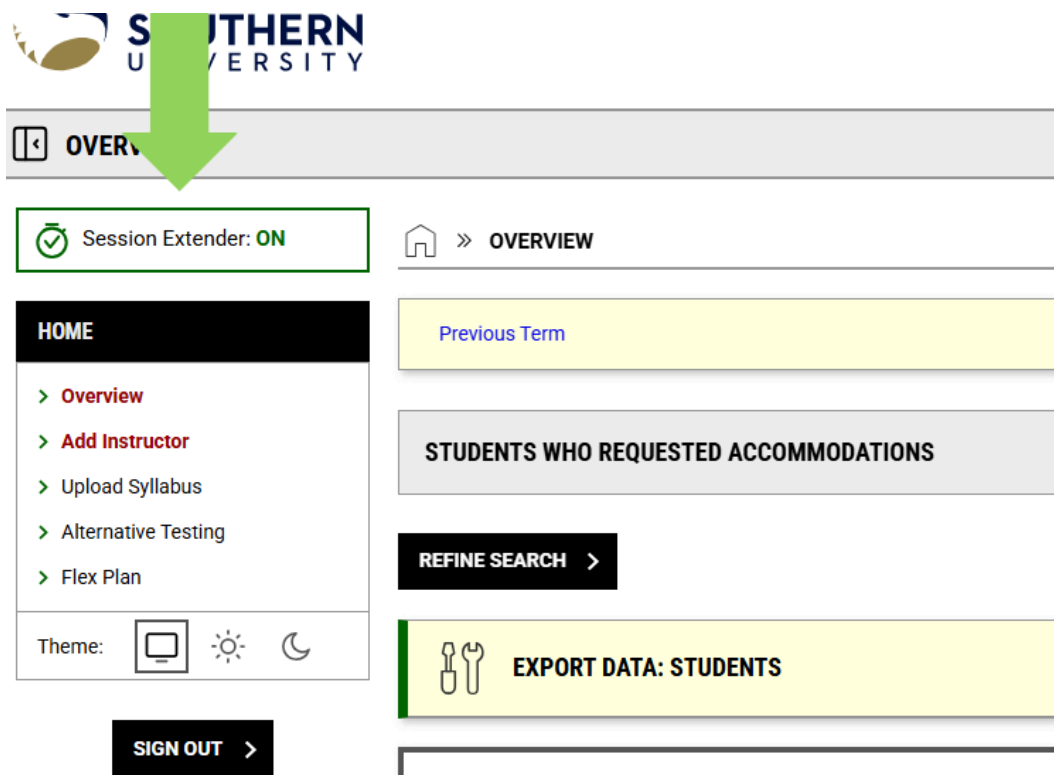


Faculty Guide: Student Accessibility Resource Center (SARC)

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.




The screenshot displays the AIM Portal interface. At the top left is the Georgia Southern University logo. Below it, a green arrow points to the 'OVERVIEW' tab in the navigation bar. The main content area shows a 'Session Extender: ON' status indicator with a checkmark icon. To the right, there is a breadcrumb trail 'HOME >> OVERVIEW'. Below this, there is a 'Previous Term' link. A section titled 'STUDENTS WHO REQUESTED ACCOMMODATIONS' is visible. At the bottom, there is a 'REFINE SEARCH >' button and an 'EXPORT DATA: STUDENTS' button with a wrench and screwdriver icon. A 'SIGN OUT >' button is located at the bottom left of the interface.

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 >"**

 **ACCESS POLICY**

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**

Important Note:

- 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 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.

The screenshot displays the Instructor Overview dashboard. At the top, there is a yellow bar with a dropdown menu labeled "EXPORT DATA: STUDENTS". Below this is a table with a header row and one data row. The header row includes columns for "View", "PDF", "CRN", "Subject", "Course", "Section", "Student's Full Name", "Status", "Request Date", "Last Updated", "Exam Multiplier", "Alternative Testing", and "Flex Plan". The data row shows a student named "GUS Eagle" with a status of "Read", a request date of "10/06/2025", and a last updated date of "04/01/2026". Below the table is another yellow bar with a dropdown menu labeled "HANDY TOOLS: ACKNOWLEDGE ALL ACCOMMODATIONS". At the bottom, there is a "QUESTION?" section with a link to the "Student Accessibility Resource Center".

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Exam Multiplier	Alternative Testing	Flex Plan
View	PDF	XXXXX	KINS	15XX	001	GUS Eagle	Read	10/06/2025	04/01/2026	2.00	Yes	Yes

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.

The screenshot displays the AIM interface for adding an instructor. On the left sidebar, under the 'HOME' section, the 'Add Instructor' option is highlighted with a green arrow. The main content area features an 'IMPORTANT MESSAGE' banner at the top, followed by a text input field for the instructor's name. Below this is a warning box stating 'Not required fields are marked with an asterisk (*).' The 'PERSONAL INFORMATION' section contains a 'Class*' dropdown menu (set to 'Select One'), a 'Type*' dropdown menu (set to 'Add Additional Instructor to the Course'), and an 'Instructor Email Address*' input field. A green arrow points to the 'Type' dropdown. At the bottom, a 'FORM SUBMISSION' banner contains a black 'ADD INSTRUCTOR >' button, which is also pointed to by a green arrow.

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.**"

UPLOAD SYLLABUS

Session Extender: ON

» UPLOAD SYLLABUS

HOME

- > Overview
- > Add Instructor
- > Upload Syllabus
- > Alternative Testing
- > Flex Plan

Theme: [Icons]

SIGN OUT >

Previous Term

UPLOAD SYLLABUS

Note: Required fields are marked with an asterisk (*).

FILE INFORMATION

Class* :
Select One

File Title* :
[Text Input]

Select File* : ?
Choose File No file chosen

FORM SUBMISSION

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.”

The screenshot shows the 'COURSE INSTRUCTION AGREEMENT' page for the Spring 2026 term. The left sidebar contains navigation links like 'Overview', 'Add Instructor', and 'Sign Out'. The main content area has a 'Navigate To' dropdown menu with options like 'View All Courses', 'Exams Scheduled without Course Instruction Agreement', etc. Below this is a table with one row for 'Physical Education' (CRN XXXXX, Section 001). The table has columns for View, Copy, CRN, Subject, Course, Section, Course Title, Students, Exam Dates, Meeting Times, and Notes. Below the table is a 'STEP 2: SELECT AVAILABLE OPTIONS' section with a 'SPECIFY COURSE INSTRUCTION AGREEMENT IN BULK' button.

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

» COURSE INSTRUCTION AGREEMENT

Note: Required fields are marked with an asterisk (*).

PROCTORING YOUR OWN EXAM WITH ACCOMMODATIONS

If the Student Accessibility Resource Center (SARC) is proctoring your exam, please select "SARC Will Proctor Exams" from the drop down menu and continue to the next section.

AVAILABLE OPTIONS FOR PSYC 3141.B

Exam Management Method* : ⓘ

Hint: Note: If it is proctored by instructor, student will not be able to schedule exam.

Select One ▾

- Select One
- I Will Proctor My Own Exams
- My Class Has No Exams
- 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.”**

Note: Required fields are marked with an asterisk (*).

PROCTORING YOUR OWN EXAM WITH ACCOMMODATIONS

If the Student Accessibility Resource Center (SARC) is proctoring your exam, please select "SARC Will Proctor Exams" from the drop down menu and continue to the next section.

AVAILABLE OPTIONS FOR PSYC 3141.B

Exam Management Method* : ⓘ

Hint: Note: If it is proctored by instructor, student will not be able to schedule exam.

SARC Will Proctor Exams ▾

Confirm Task* :

Confirm to Proceed ▾

Select One

Confirm to Proceed

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”**

Session Extender: ON

COURSE INSTRUCTION AGREEMENT

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

COURSE INSTRUCTION AGREEMENT LIST EXAM DATES COPY COURSE INSTRUCTION AGREEMENT

Note: Required fields are marked with an asterisk (*).

INFORMATION

Please complete the Course Instruction Agreement you would like SARC to administer your exam.

Q#1

LIST OF QUESTIONS

Question 1: Because many students receive extended time, are the students allowed to take their exam at a different time from the class? *

Yes

Question 2: How would you like this test returned to you? *

Upload to AIM Instructor Portal

Select One

Instructor to pick up. Enter date and time: (Additional Comment Required)

Original mailed to Box. PO Box: (Additional Comment Required)

Scanned and emailed Email: (Additional Comment Required)

Sealed and returned by student Return Location: (Additional Comment Required)

Upload to AIM Instructor Portal

CONTACT INFORMATION

Phone Number *

United States of America (+1) 9123442744

FORM SUBMISSION

UPDATE AND VIEW EXAM DATES BACK TO LIST

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."

STEP 1: SELECT COURSES (ON EACH REVIEW)

Records Found: 1 (Showing: 1 - 1) Show Per Page: 100 Page: 1

<input type="checkbox"/>	View	Copy	CRN	Subject	Course	Section	Course Title	Students	Exam Dates	Meeting Times	Notes	Bulk Entry
<input type="checkbox"/>	View	Copy	XXXXX	KINS	15XX	001	Physical Education	1	4	MTWRF, 08:00 AM - 09:15 AM	List Exam Dates	

Select multiple courses

STEP 2: SELECT AVAILABLE OPTIONS

Please select at least one course from the table above.

SPECIFY COURSE INSTRUCTION AGREEMENT IN BULK

Then Click the Black Button

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.

EXAM DETAIL

Type *:

Select One ▾

Select One

Exam

Final

Midterm

Nursing - HESI

Quiz

to identify the approval method where exam automatically approved. Instructors will receive an exam requests not automatically approved.

3. Then select the Approval Method. This will give automatically approve exam requests that 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.

Approval Method * :

Hint: Use this field to identify the approval method where exam requests will be automatically approved. Instructors will receive an email to review exam requests not automatically approved.

Select One

Select One

Approve If Scheduled on the Specified Date and Time

Approve If Scheduled on the Specified Date

Approve If Scheduled on Any Date



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

Date * :

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).

mm/dd/yyyy



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.

Time: [?](#)

←

Standard Length Of Exam (In Minutes)* :

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

←

Skip Automated Exam Reminder:

←

Additional Note For Staff: [?](#)

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**


UPLOAD EXAM FILE

Note: Exam files can be added on a continual basis.

Title Or Exam File Note:

Select File: ?

No file chosen



FORM SUBMISSION

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

A. Uploading and Downloading Exams

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

The screenshot shows the AIM portal interface. On the left is a navigation menu with options: Overview, Add Instructor, Upload Syllabus, Alternative Testing, and Flex Plan. Below the menu are theme icons (desktop, light, dark) and a 'SIGN OUT' button. The main content area has a green success message: 'SUCCESS! YOUR ACTION HAS BEEN COMPLETED. The system has successfully saved your action.' Below this is a course header: 'KINS 15XX.001 - PHYSICAL EDUCATION (CRN: XXXXX)' with links for 'COURSE INSTRUCTION AGREEMENT', 'LIST EXAM DATES', and 'COPY COURSE INSTRUCTION AGREEMENT'. A yellow banner contains the heading 'AUTHENTICATE TO DOWNLOAD EXAMS' and a message: 'For additional security during your session, we require additional authentication before you have access to download exams. It may take up to 1 minute to get your code before trying again.' A black button labeled 'SEND CODE TO YOUR EMAIL' is highlighted with a green arrow labeled '#1'.

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

This screenshot shows the 'AUTHENTICATE TO DOWNLOAD EXAMS' page. At the top left, a green box indicates 'Session Extender: ON'. The navigation menu is visible on the left. A note states: 'Note: Required fields are marked with an asterisk (*).' The 'CONFIRMATION' section contains a '6-Digit Code*' field with a text input box, highlighted by a green arrow labeled 'Enter 6-digit code here'. Below this is a yellow 'FORM SUBMISSION' banner. At the bottom, there are two black buttons: 'CONFIRM' and 'START OVER'. A green arrow labeled '#2' points to the 'CONFIRM' button. A 'SIGN OUT' button is also visible on the left side of the page.

HOME

- > Overview
- > Add Instructor
- > Upload Syllabus
- > Alternative Testing
- > Flex Plan

Theme:

SIGN OUT >

TWO FACTOR SUCCESSFULLY AUTHENTICATED

Reminder:

- We **do not recommend** the use of public shared computer to access the system.
- We **do not recommend** accessing the system from public network (i.e. coffee shop, mall, or airport) or adding any public network IP Address.
- When you are done with your session, please logout and close the browser entirely.

COURSE INSTRUCTION AGREEMENT

0

Courses without Course Instruction Agreement

Total Courses with Course Instruction Agreement: 1

EXAM REQUESTS REQUIRING APPROVAL

1

Number of Exams Requiring Approval

EXAMS WITHOUT FILES UPLOADED

2

Number of Exams without Files Uploaded

[Upload To Exam Date](#)

[Upload To Individual Student](#)

11. Then check the box for the exam you want to download.

12. 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.

COURSE INSTRUCTION AGREEMENT - LIST EXAM DATES #4

Session Extender: ON

HOME

- > Overview
- > Add Instructor
- > Upload Syllabus
- > Alternative Testing
- > Flex Plan

Theme:

SIGN OUT >

Scheduled Exams

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

[COURSE INSTRUCTION AGREEMENT](#) [LIST EXAM DATES](#) [COPY COURSE INSTRUCTION AGREEMENT](#)

LIST EXAM DATES

Modify	Duplicate	Delete	Type	Date	Time	Length	Exams Uploaded	Exam Instruction	No Reminder	Approval Method
Modify	Duplicate	Delete	Exam	Friday, March 13, 2026	09:00 AM	60		Yes		Approve If Scheduled on the Specified Date and Time
Modify	Duplicate	Delete	Exam	Friday, March 20, 2026	09:00 AM	60		Yes		Approve If Scheduled on the Specified Date and Time
Modify	Duplicate	Delete	Exam	Friday, April 03, 2026	N/A	120		Yes		Approve If Scheduled on Any Date
Modify	Duplicate	Delete	Exam	Friday, April 10, 2026	10:00 AM	60		Yes		Approve If Scheduled on the Specified Date (+1 Day)

Creating a Flex Plan (Flexible Attendance/Deadlines)

Some students are approved for "Flexibility with Attendance and Related Deadlines or other Flexibility related accommodations" This requires a specific agreement between you and the student.

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.

HOME

- > Overview
- > Add Instructor
- > Upload Syllabus
- > Alternative Testing
- > Flex Plan **#1**

Theme: [Icons]

SIGN OUT >

IMPORTANT MESSAGE

Welcome to the Flex Plan. Please complete the questionnaire and submit it so it can be reviewed by the next reviewer (SARC).

Previous Term Term: Spring 2026 Next Term

OVERVIEW OF FLEX PLAN

0

Number of Plans Not Initiated

Total Request: 1

SUBMITTED FLEX PLAN

1

Number of Plans Initiated

Total Completed Request: 0

Records Found: 1 (Showing: 1 - 1) Show Per Page: 100 Page: 1

View	Status	Initiated On	CRN	Subject	Course	Section	Full Name	Campus	Lecture	Accommodation	Request Date	Completed Date
View	Waiting for Staff Review	04/03/2026	XXXXX	KINS	15XX	001	GUS Eagle	10		Flexibility With Attendance	03/18/2026	

#2 →

3. Review the details of the Student Request. This will include which type of Flexibility Accommodation it is, a brief description of the accommodation, when the form was submitted, who initiated it, and on what date it was initiated. It was 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
<p><i>Question 1: What are the course practices and policies regarding attendance? *</i></p> <p>N</p>
<p><i>Question 2: Are attendance and/or participation factored in as part of the course grade? If so, how? *</i></p> <p>d</p>
<p><i>Question 3: Is there any flexibility regarding attendance already built into the course? *</i></p> <p>d</p>
<p><i>Question 4: What is the primary format of instruction?</i></p> <p>Is there student/instructor interaction? Is there student/student interaction? *</p> <p>d</p>
<p><i>Question 5: Do student contributions constitute a significant component of the learning process? *</i></p> <p>v</p>
<p><i>Question 6: What is the impact on the educational experience of other students in the class if a student is not in attendance? *</i></p> <p>v</p>
<p><i>Question 7: Is there content that is only offered in class? *</i></p> <p>v</p>
<p><i>Question 8: How and when should the student contact you if they will be or are absent? Email? Phone? Office hours? *</i></p> <p>v</p>

Question 9: What would be the best way for the student to get any missed course materials? *

v

Question 10: Is there another section of the course taught at a different time/day that the student can attend? When and where? *

v

Question 11: Do you have any additional information that might be helpful as we develop this agreement? *

v

Question 12: Based on your responses to these questions, how much flexibility can you provide for this course? *


v

5. Next, you will be asked to upload a copy of your syllabus for the course for SARC review.

UPLOAD SYLLABI

Please upload the syllabus for your class so that SARC can review it during the flex plan process.

File Title:

Select File: 

No file chosen

6. Then, 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.**"

OPTIONS

Available Options:

- **Copy to Other Requests in the Same Course:** This option will copy responses to other students in the same course with the same accommodation where the status of the Flex Plan is "**Not Initiated**".
- **Copy to Other Requests in My Courses:** This option will copy responses to other students in **any course** with the same accommodation where the status of the Flex Plan is "**Not Initiated**".

Action:

Select One



I will adhere to what has been agreed upon in the flexibility plan agreement.

COPY FLEX PLAN >

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

FORM SUBMISSION

VIEW HISTORY >

BACK TO LIST >

