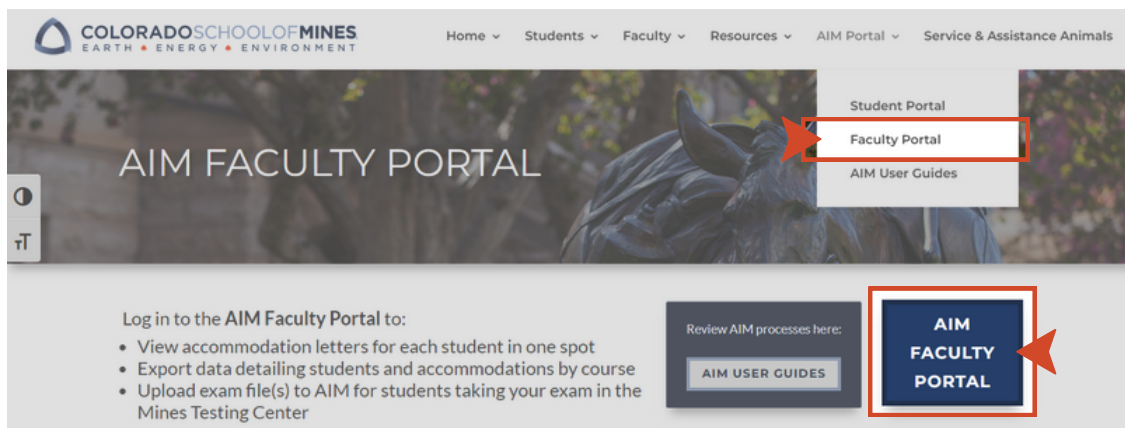


Faculty Guide

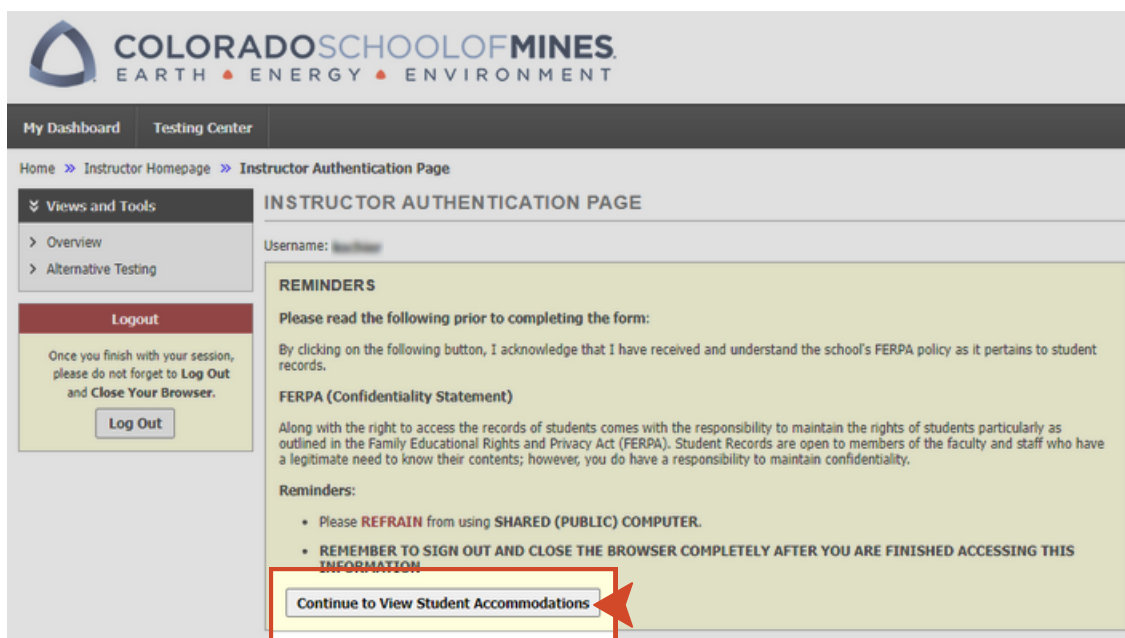
Viewing DSS-registered students in your course(s) and their accommodations

Follow this guide to download an Excel spreadsheet of every student in your course(s) with accommodations, and what those accommodations are.

1 Go to the **AIM Faculty Portal** on the DSS website.



2 Log into AIM and select **Continue to View Student Accommodations**.



3 If you teach multiple sections and/or courses, select **Expand Advanced Search Panel**. (If not, skip to Step 4). Fill in the **Course Subject**, **Course Number**, and **Section Number** fields for the specific course and section you would like to view. Click **Search**.

The screenshot shows the 'OVERVIEW' page for the 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION' for the term 'Spring 2023'. A red box highlights a button labeled 'Click to Expand Advanced Search Panel' with a red arrow pointing to it. The page includes a navigation menu, a 'Login As Feature' section, and a 'Log Out' button. Below the search panel, there is a legend for accommodation types and an 'Export Search Result To CSV' section.

View	CRN	SBJ	CRS	SEC	Student's Full Name	ATS	NTE	ETX	DHH	Request Date	Status
View	10203	MATH	111	A	View Profile	Yes				01/11/2023	Emailed
View	11598	MATH	111	C	View Profile	Yes				01/11/2023	Emailed
View	11598	MATH	111	C	View Profile	Yes				01/11/2023	Emailed
View	10203	MATH	111	A	View Profile	Yes				01/10/2023	Emailed

The screenshot shows the 'OVERVIEW' page with the 'Advanced Search Panel' expanded. The form is filled out with the following information: Course Subject: math, Course Number: 111, Section Number: a, and Sort By: Last Requested (Newest First). A red box highlights the search form with a red arrow pointing to the 'Search' button. The page also shows the 'Log Out' button and the 'Export Search Result To CSV' section.

View	CRN	SBJ	CRS	SEC	Student's Full Name	ATS	NTE	ETX	DHH	Request Date	Status
View	10203	MATH	111	A	View Profile	Yes				01/12/2023	Emailed
View	10203	MATH	111	A	View Profile	Yes				01/11/2023	Emailed

4 Select **Export Student Lists**. If helpful, you can select from the **Sort Column by** drop-down list to customize data. The list of students and their accommodations will download to an Excel file.

Return to Staff Previous Term Term: Spring 2023 Next Term

Views and Tools
> Overview
> Alternative Testing

Logout
Once you finish with your session, please do not forget to Log Out and Close Your Browser.
Log Out

Accommodation Term: 2023 - Spring
Course Subject: math
Course Number: 111
Section Number: a
Sort By: Last Requested (Newest First)
Search Start Over

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:
• ATS: Alternative Testing • ETX: Alternative Formats
• DHH: Deaf and Hard of Hearing • MTE: Mathematics Services

Export Search Result To CSV (Comma-Separated Values) File
Export Student Lists For Accommodation Export, Sort Column by: Alphabetically
Accommodation Requests Courses with Eligibility

View	CRN	SBJ	CRS	SEC	Student's Full Name	ATS	MTE	ETX	DHH	Request Date	Status
View	10203	MATH	111	A	John Smith	Yes				01/11/2023	Emailed
View	10203	MATH	111	A	John Smith	Yes				01/10/2023	Emailed
View	10203	MATH	111	A	John Smith	Yes		Yes		01/09/2023	Emailed
View	10203	MATH	111	A	John Smith	Yes				01/05/2023	Emailed