

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.



Log into AIM and select Continue to View Student Accommodations.

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My Dashboard Testing Center	
Home » Instructor Homepage » Ir	istructor Authentication Page
	INSTRUCTOR AUTHENTICATION PAGE
> Overview	Username:
> Alternative Testing	REMINDERS
Logout	Please read the following prior to completing the form:
Once you finish with your session, please do not forget to Log Out and Close Your Browser.	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.
Log Out	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 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.

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Home » Instructor Homepage » On	verview											
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Return to Staff	Term: Spring 2023											Next Term
Views and Tools Overview Alternative Testing	Click to Expand Advanced Search Panel										uested (Newest	Fi 🖌 Sort
Logout	LIST OF STUDENTS WHO REQUESTED ACCOMMODATION											
Once you finish with your session, please do not forget to Log Out and Close Your Browser.	Legend: • ATS: • DHH	Alternative Deaf and H	Testing lard of Hearin	0		ETX: Alternative Formats NTE: Notetaking Services						
Log Out	Export Search Result To CSV (Comma-Separated Values) File Export Student Lists For Accommodation Export, Sort Column by: Alphabetically For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests											
	View	CRN	SBJ	CRS	SEC	Student's Full Name	ATS	NTE	ETX	DHH	Request Date	Status
	View	10203	MATH	111	Α	and take	Yes				01/11/2023	Emailed
	View	11598	MATH	111	с	New Million	Yes				01/11/2023	Emailed
	View	11598	MATH	111	с	No. Sales	Yes				01/11/2023	Emailed
	View	10203	MATH	111	A	Sale Aven	Yes				01/10/2023	Emailed

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Once you finish with your session,		Course Numbe	. 111									
please do not forget to Log Out and Close Your Browser.		Section Numbe	: a									
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	ATS: Alternative Testing ETX: Alternative Formats DHH: Deaf and Hard of Hearing NTE: Notetaking Services											
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	View	CRN SBJ	CRS SE	C Student's F	ull Name AT:	S NTE	EIX	DHH	Request Date	Status		
	View	10203 MATH	111 /	Res. Secul	Yes	6			01/12/2023	Emailed		
	View	10203 MATH	111 A	Income Prophetic	Yes				01/11/2023	Emailed		





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 Accommodation Term: 2023 - Spring ~ > Overview Accommodation Term: 2023 - Spring ~ > Atternative Testing Course Subject: math Course Number: 111 Cores you finish with your session, please do not forget to Log Out and Close Your Browser. Sort By: Last Requested (Newest First) ~ Log Out List OF STUDENTS WHO REQUESTED ACCOMMODATION												
Legend: ATS: Alternative Testing • ETX: Alternative Formats												
	Export Search Result To CSV (Comma-Separated Values) File Export Student Lists For Accommodation Export, Sort Column by: [Alphabetically v] Accommodation Requests Courses with Eligibility											
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	View	10203	MATH	111	A	10.000	Yes				01/10/2023	Emailed
	View	10203	MATH	111	A	The state	Yes		Tes		01/09/2023	Emailed

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If you have any questions or concerns, please contact disabilitysupportemines.edu for assistance.