Faculty Reference

Using Accessible Learning Management (AIM)

Adding Instructors to a Course

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Office of Disability Resources
2nd Floor Houston Cole Library
P: 256-782-8380
E: disabilityresources@jsu.edu
O: www.jsu.edu/disabilityresources

the FRIENDLIEST CAMPUS in the SOUTH

When should I use this?

AIM syncs with Banner and pulls over the primary instructor for each course. So, there may be instances where you need to add a new or additional instructor to a course in AIM. Examples may include:

- If you co-teach a course.

- Have a TA/GTA that serves as the instructor of the lab course.

- A faculty member is out on leave and there is an alternative instructor assigned to the course.

Note: Any additions of faculty in AIM will not impact or change what is listed in Banner.

Accessing Your Portal

Website: Visit the Disability Resources website at www.jsu.edu/disabilityresources

Student AIM Portal Button: Locate the two AIM Portal buttons under the left navigation menu. Click the red button with white text that states, "Faculty AIM Portal".

JSU > Student Success > Disability Resources

Disability Resources

Student Success

Disability Resources

Request an Interpreter/Captionist

Current Students

Future Students & Family

Faculty-Staff

Military Connected Students

Student Groups through Disability Resources

Meet Your Team

Report a Barrier

Request a Presentation

STUDENT AIM PORTAL ❯

FACULTY AIM PORTAL ❯

Office of Disability Resources

The Office of Disability Resources

The Office of Disability Resources is committed to providing services that facilitate the academic and personal goals of the students we serve. Students with documented disabilities are entitled to reasonable and appropriate academic accommodation in accordance with federal laws including Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act. We are committed to equal opportunity for persons with disabilities without regard to disability.

Our Mission

The mission of Disability Resources (DR) is to ensure equal learning and opportunities for students, faculty, staff, and guests with disabilities by increasing the capacity of Jacksonville State University to eliminate physical, programmatic, policy, informational, and attitudinal barriers. We work to ensure access under federal and state statutes to university courses, programs, facilities, services, and activities by providing or arranging reasonable accommodations, academic adjustments, auxiliary aids and services, training, consultation, and technical assistance.

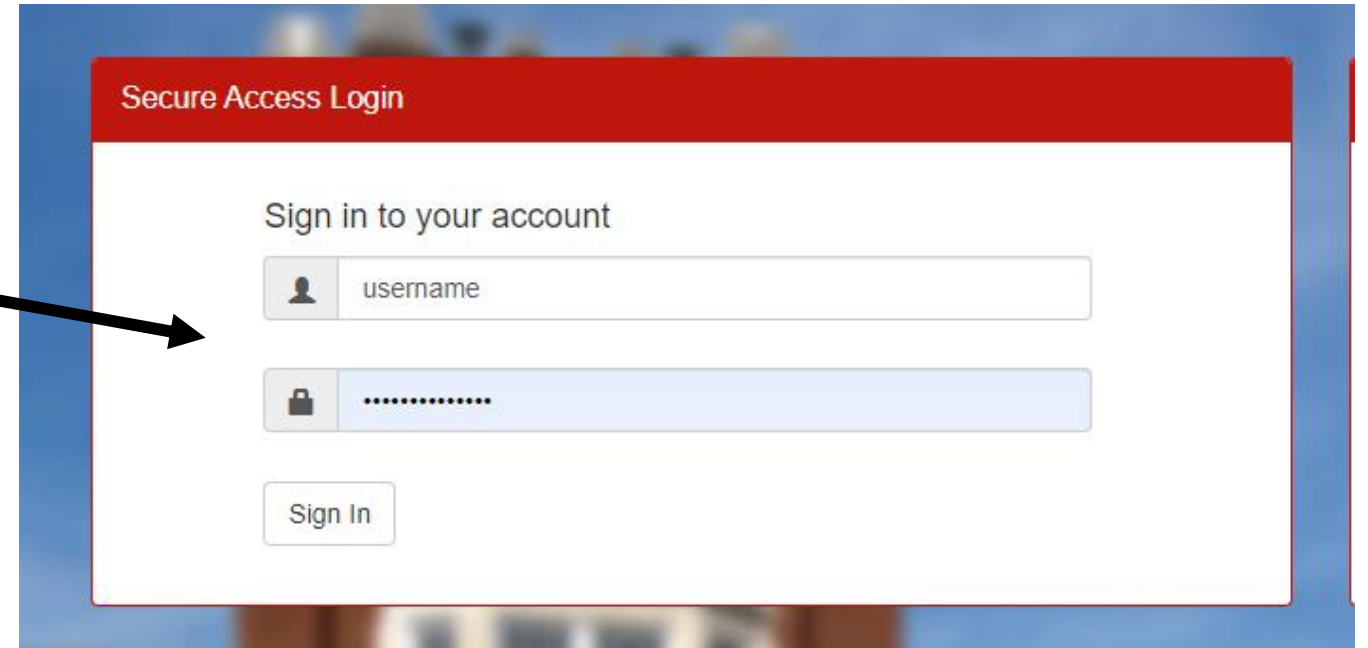**REQUEST ACADEMIC ACCOMMODATIONS** ❯

REQUEST HOUSING/MEAL ACCOMMODATIONS ❯

Current Students

Future Students and Family

Faculty and Staff

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Logging Into Your Portal

Login to MyJaxState: You will then be directed to a login screen requesting you to login using your MyJaxState login credentials.

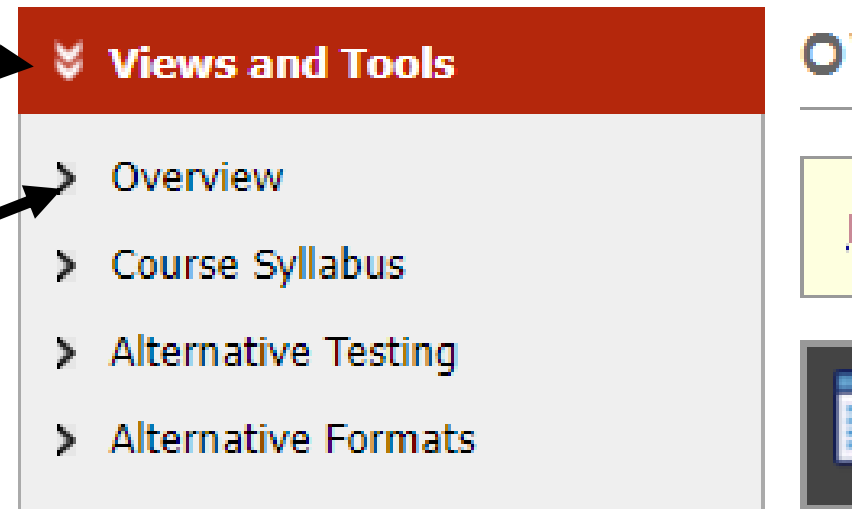

Secure Access Login

Sign in to your account

username

••••••••••••

Sign In

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Accessing the Add Instructor Feature

Once you log in and acknowledge the reminders, locate the "Views and Tools" menu on the left side of the screen.

There are two areas where faculty can access the 'Add Instructor' Link.
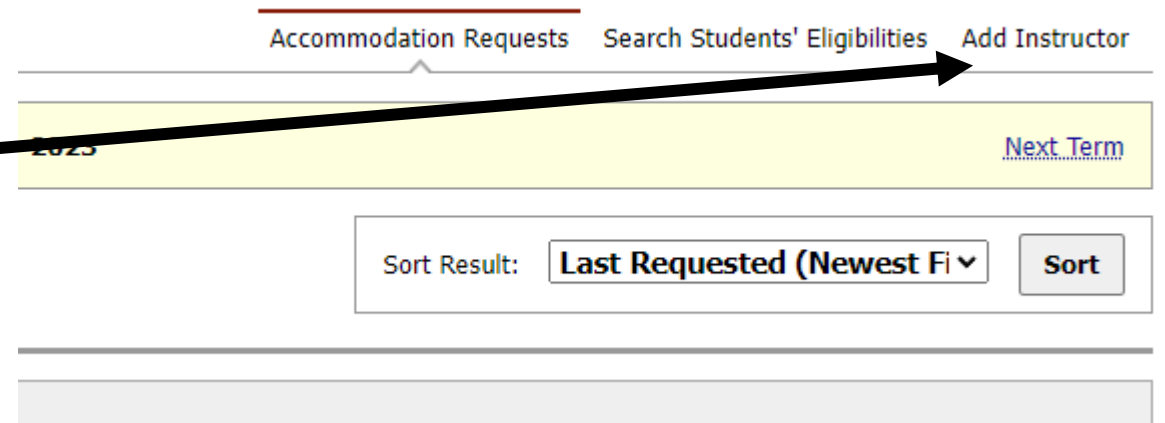- "Overview" – Top right corner of the overview page.
- When Viewing an Accommodation Plan, the link is in the top right corner of that view.

Views and Tools

> Overview
> Course Syllabus
> Alternative Testing
> Alternative Formats

Note: If you need assistance, your team at Disability Resources can also add instructors to the courses listed in AIM.

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Add Instructor Links

Regardless of the location you are accessing the link, the link will be in the top corner and listed as "Add Instructor". Click this link to access the feature.

Accommodation Requests   Search Students' Eligibilities   Add Instructor

Next Term

Sort Result: Last Requested (Newest Fi v   Sort

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Add the Instructor

Class: Select the course from the drop-down that you are assigned as a primary instructor to that you wish to add an instructor to in AIM.

Type: Select the action type. You can add an additional instructor *OR* replace the existing instructors with a new instructor.

Instructor Name: Enter the name of the instructor as it is listed in the university record in the *First Last format.*

ADD INSTRUCTOR

Personal Information

Class *: Select One

Type *: Select One

Instructor Name *:

Email Address *:

Note: Please enter a valid school email address (not personal email address).

Add Instructor   Back to List

Submit: Click "Add Instructor"

Email: Enter the instructor's JSU-issued email. Do not use personal emails under any circumstance..

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Need assistance?

Any of your Disability Resource team members are happy to help get you going.

Office of Disability Resources

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- Call us by phone at 256-782-8380

- Email us at disabilityresources@jsu.edu

- Visit us online via www.jsu.edu/disabilityresources

We are also available for your unit meetings or provide one-on-one assistance.

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