

Faculty Reference

Using Accessible Learning Management (AIM)

Uploading a Course Syllabus



JACKSONVILLE STATE UNIVERSITY

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?

- Both faculty and students have the ability to upload course syllabi. We recommend faculty upload the syllabus as you may have the most current one.
- There are some instances in which having a syllabus for a course can assist Disability Resources resolve concerns around the implementation of approved accommodations in courses.



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

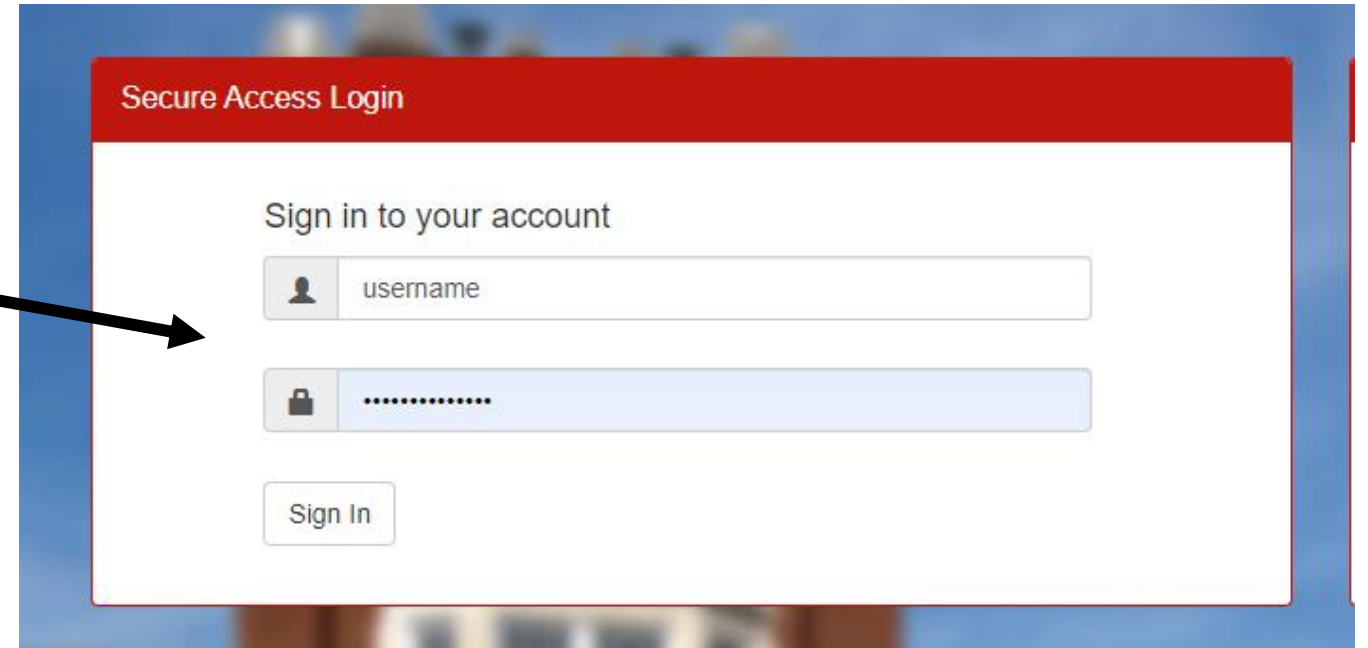
REQUEST HOUSING/MEAL ACCOMMODATIONS



Current Students **Future Students and Family** **Faculty and Staff**

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

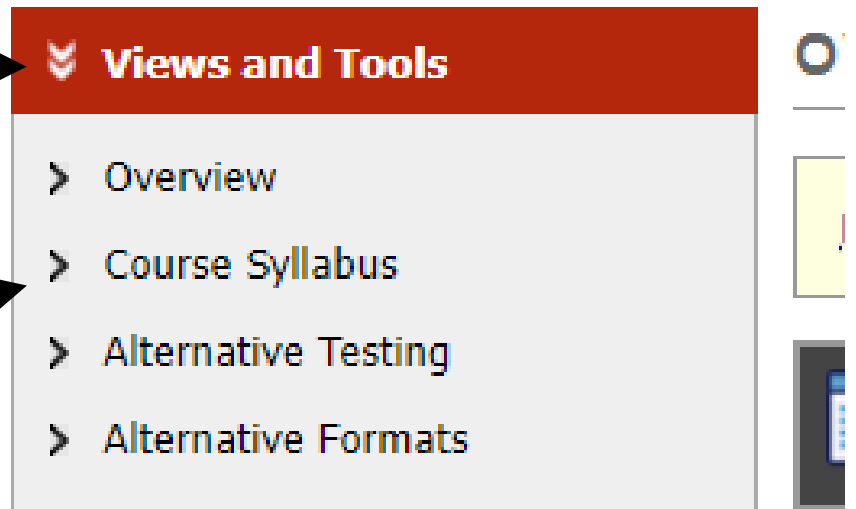
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Sign In

Accessing the Syllabus Upload

Once you log in to your portal, locate the “Views and Tools” menu on the left side of the screen.

Click the “Course Syllabus” link.



Syllabus Upload

Select the course that you want to upload the syllabus for. Next, enter a title for the file you plan to upload. Then, select the file by clicking “choose file” and selecting the file you wish to upload. Lastly, click the “Upload Syllabus” button.

Upload Instruction

- If you are scanning your document, scan at **150 - 300 dpi** for resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

Upload Form

Class *:

Syllabus Title *:

Select File: **No file chosen**

No Syllabus Uploaded

If you have uploaded any syllabi, they will be listed under the upload area.

Need assistance?

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

Office of Disability Resources

- Visit us on the 2nd Floor Houston Cole Library
- 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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