

Access Ability Services

Faculty Guide: How to view student Accommodation Letters on myAIMS

The Accommodation Letters area of my*AIMS* allow faculty to view the accommodation detail for all students who have requested accommodations in their current courses. The purpose of the Accommodation Letter is to outline the in-course and test/exam accommodations for individuals and provide information about the implementation of these accommodations.

The Accommodation Letter does not state the disability/diagnosis, and instructors are requested not to ask about the nature of a student's disability. Students may register with Access*Ability* Services or choose to access accommodations at any time. As such, instructors can expect to receive Accommodation Letter notifications, and additions on my*AIMS*, at any point in the term.

<u>myAIMS</u> (my AccessAbility Services Information Management System) is used by UTSC faculty to view student Accommodation Letters, inform the Accommodated Tests and Exams Office of upcoming tests and exams, and upload copies of upcoming test and exam scripts. The myAIMS log-in can be accessed via <u>www.uoft.me/myaims</u>.

How access the Accommodation Letters in myAIMS

You can also view a step-by-step video of these steps on our website <u>Accommodation Letter</u> <u>Faculty page</u>

1. Select the *"Professors and Course Instructors"* option, on the right hand column of the table.

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AccessAbility Ser	vices				
Home / myAIMS					
myAIMS my AccessAbility Info	rmation Management System	'n			
Registered Students	Access myAIMS to review th taking accommodation req	heir accommodation plan and manage Juests. <u>More information on my<i>AIMS</i> f</u> r	their test/exam and note or registered students.	<u>Registered</u> <u>Student Log- In.</u>	
Professors and Course Instructors	Access my <i>AIM5</i> to input the refer to my <u>AIM5 for Course</u>	eir test and exam details and more. Fo <u>e Instructors</u>	r more detailed information,	<u>instructor</u> Log-In	
Volunteer Notetakers	Access myAIMS to register become a volunteer noteta	as a notetaker and upload their notes. sker.	Register on my <u>AIMS</u> to	Notetaker Log-In	

2. You will then be directed to the log-in page. Please log in with your UTORid and password.



3. Select the *"Accommodation letters"* tab on the top left hand side of the page.



4. A list of current courses and students with Accommodation Letters will be presented.



If you are unable to see your courses, make sure that the correct academic session is selected on the top right-hand side. To do so, click on the drop-down menu and select the appropriate academic session. Click refresh to update the information.

Courses Accommodation letters He	əlp			@utoronto.ca . log
ccommodation Letters	Sh	ow term: Summer Sess	ion 2021	Refr
the accommodation letter; blank entries mear surses' link above.	student	firmed receipt for that letter. Date letter available	To view a list of student Your confirmation	letters by course, click the

5. On the right hand side of each course and student, there is a column labelled *"Letter"* To view accommodations letters, click the *"View letter"* link shown in this column.

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Accommodation Letters Accommodation letters for your students that are of the accommodation letter, blank entries mean 'Courses' link above.	e currently available are that you have not yet c	Show term: Summer Sessi listed below. The 'Your confirm onfirmed receipt for that letter.	on 2021 nation' column lists the o To view a list of studen	date that you confirmed t letters by course, clic	Refresh d receipt k the
Course	Student	Date letter available	Your confirmation	Letter	
TestCourse101 ZZY A01H3 section LEC01 (20215) UTSC		Jul 16, 2021		View letter	
UTSC Tomorrow is created here.		U of T Scarborough Campus. 12	65 Military Trail, Toronto, ON. C	Canada, M1C 1A4, Ph. (416) 2	287 8872

- 6. To view only specific courses, select the *"Courses"* tab on the top menu.
- 7. Viewing the Accommodation Letter, is a two step process:

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- a. Step 1 asks you to read the letter, via a HTML link.
- b. Step 2 asks you to confirm that you have received and reviewed the letter. Check off *"I acknowledge that I have received and reviewed this Accommodation Letter"* and click *"Submit"*

UNIVERSITY OF TORONTO SCARBOROUGH MYAIMS	Blackboard Portal WebOption ROSI Webmail Library
	@utoronto.ca . log out
Courses Accommodation letters Help	
Accommodations for Lagranding Service - recorded - recorded -	TestCourse101 ZZY A01H3 section LEC01 (20215) UTSC
Step 1: Review the accommodations letter	
When you click on the button below, a copy of the student's accommodation lett Please review this letter and then proceed to step 2 below.	ter will be provided for viewing and/or saving.
Step 2: Confirm receipt of the accommodations letter Please indicate below that you have received and reviewed this letter. If you have I acknowledge that I have received and reviewed this Accommodation Letter	ve any questions or concerns please contact us.
Submit	

8. After you have confirmed receipt of an accommodation letter, you will see a date populated in the "Your Confirmation" column on the Accommodation letter landing page. This will allow you to see, at a glance, which letters are new and which have been read.

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Courses Accommodation letters	Help				log out
Accommodation Letters	S	how term: Summer Ses	sion 2021	~	Refresh
Accommodation letters for your students the of the accommodation letter; blank entries r Courses' link above.	at are currently available are nean that you have not yet co	listed below. The 'Your confi onfirmed receipt for that lette	rmation' column lists the r. To view a list of studer	date that you confirmed nt letters by course, clicl	d receipt k the
Course	Student	Date letter available	Your confirmation	Letter	
Moonlanding101 MOO A01H3 section LEC02 (20215) UTSC		Aug 10, 2021	Sep 2, 2021	View letter	

If you have any questions related to viewing student Accommodation Letters in my*AIMS*, please contact our front line team at <u>ability.utsc@utoronto.ca</u> or 416-287-7560