

AccessAbility Services

Faculty Guide: How to view student Accommodation Letters on myAIMS

The Accommodation Letters area of myAIMS 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.

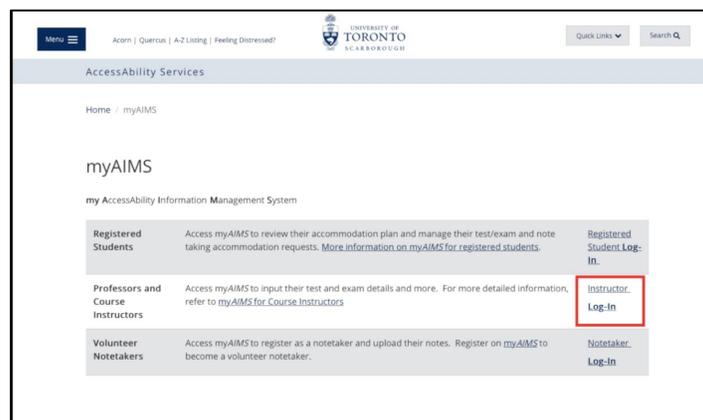
The Accommodation Letter does not state the disability/diagnosis, and instructors are requested not to ask about the nature of a student's disability. Students may register with AccessAbility Services or choose to access accommodations at any time. As such, instructors can expect to receive Accommodation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

[myAIMS](#) (*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 www.uoft.me/myaims.

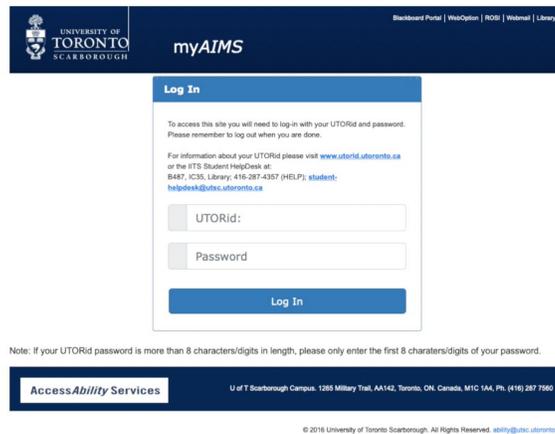
How access the Accommodation Letters in myAIMS

You can also view a step-by-step video of these steps on our website [Accommodation Letter Faculty page](#)

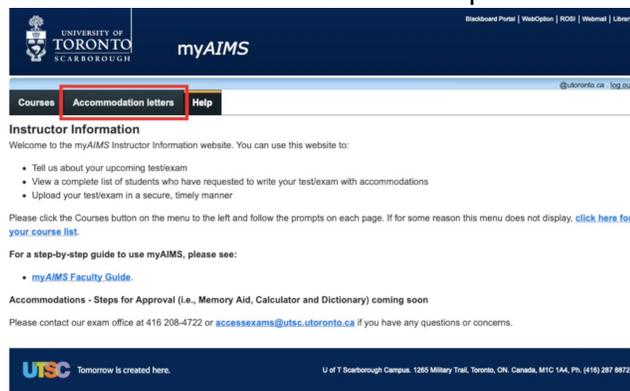
1. Select the **“Professors and Course Instructors”** option, on the right hand column of the table.



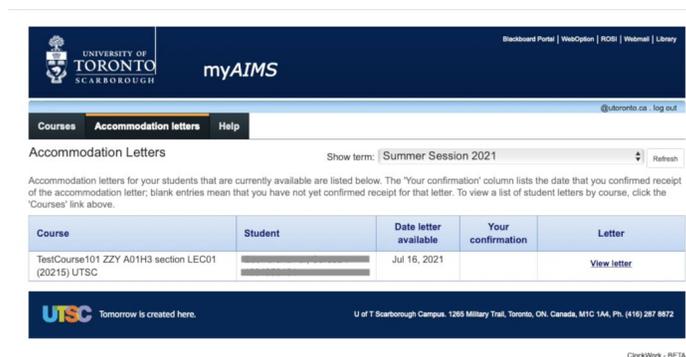
- You will then be directed to the log-in page. Please log in with your UTORid and password.



- Select the **“Accommodation letters”** tab on the top left hand side of the page.



- 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.

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Courses **Accommodation letters** Help

Accommodation Letters

Show term: Summer Session 2021 Refresh

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

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, 1265 Military Trail, Toronto, ON, Canada, M1C 1A4, Ph. (416) 287 8872

ClickWork - RFTA

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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Courses **Accommodation letters** Help

Accommodation Letters

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

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Courses | **Accommodation letters** | Help

Accommodations for [redacted] 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 letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Review Html Letter

Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

I acknowledge that I have received and reviewed this Accommodation Letter

Submit

- 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

Accommodation Letters Show term: Summer Session 2021 Refresh

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Course	Student	Date letter available	Your confirmation	Letter
Moonlanding101 MOO A01H3 section LEC02 (20215) UTSC	[redacted]	Aug 10, 2021	Sep 2, 2021	View letter

If you have any questions related to viewing student Accommodation Letters in myAIMS, please contact our front line team at ability.utscc@utoronto.ca or 416-287-7560