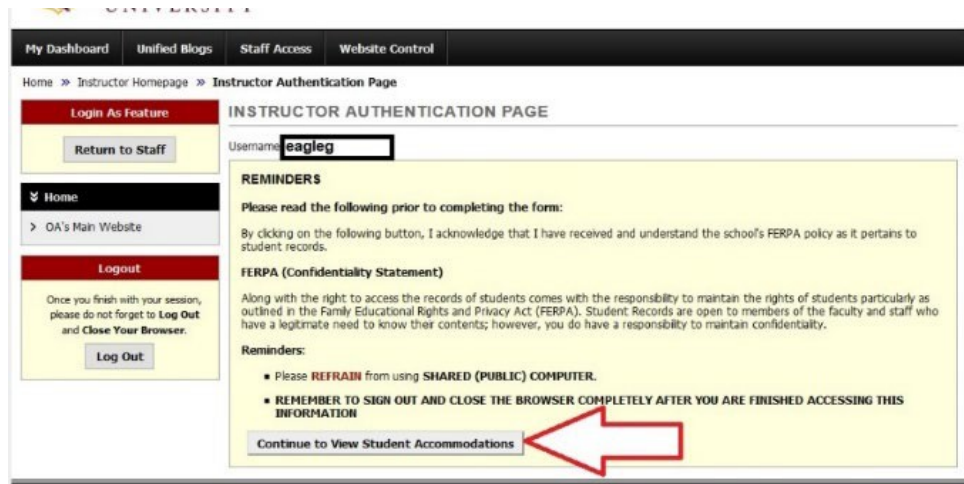


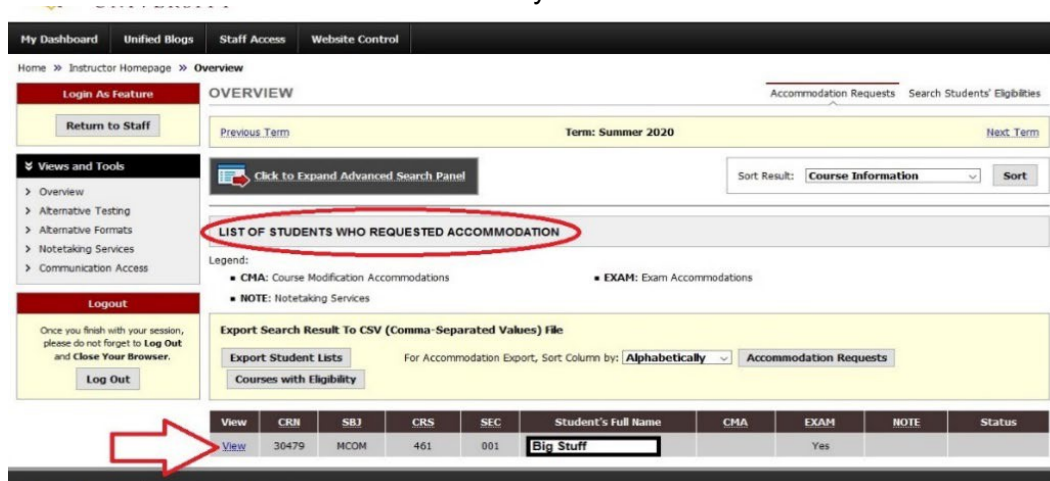
Accessing AIM & Completing the DRC Testing Agreement

The Disability Resource Center will begin using AIM to manage student accommodations, appointments, and test proctoring services. In reference to the DRC Testing Center, AIM will streamline the exam scheduling process. Please review the following instructions.

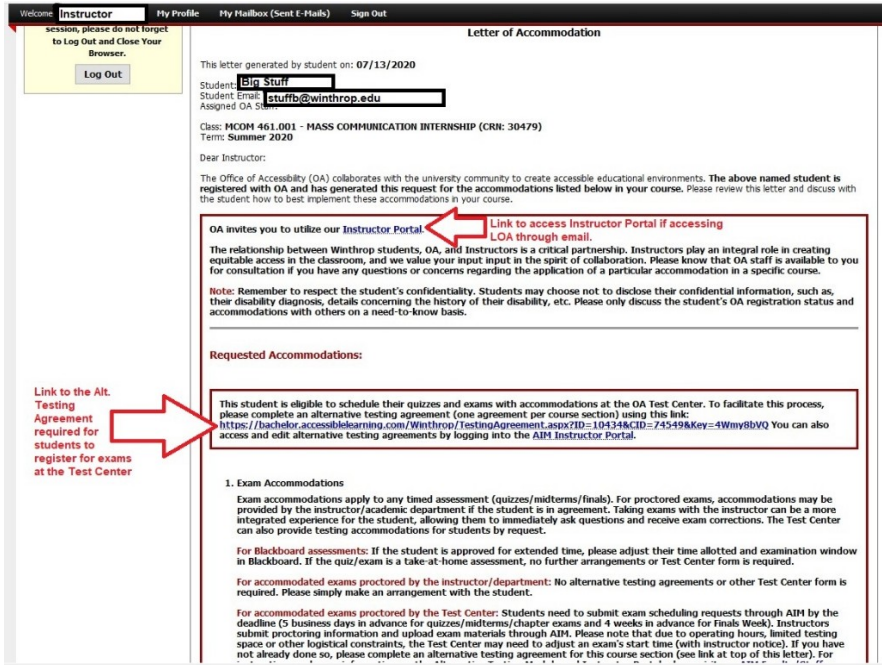
1. Go to the following link: <https://olympic.accessiblelearning.com/Salisbury/Instructor> (Enter the same login credentials as you would use for your SU email account and Gullnet-Duo Authentication is required.)
2. After logging in each time, you will be required to read over a FERPA Confidentiality Statement before viewing a student's accommodations. Once you have reviewed the statement, click "**Continue to View Student Accommodations**".



3. Now, you can see an overview of all the students in your class who have requested their Accommodation Letter (AL). Refer to the legend to identify approved accommodations for each student. Select "**View**" to see a specific student's AL. The AL will also be sent to your SU email.



4. The DRC Accommodation Letter has a link to the Instructor Portal and the Testing Agreement. Click on the agreement link found in the red box under the **“Requested Accommodations”**



5. In the **“Specify Testing Agreement”** box, choose the appropriate class from the drop-down menu then click the **“Continue to Alternative Testing Agreement”**. You will be directed to the DRC Testing Agreement.

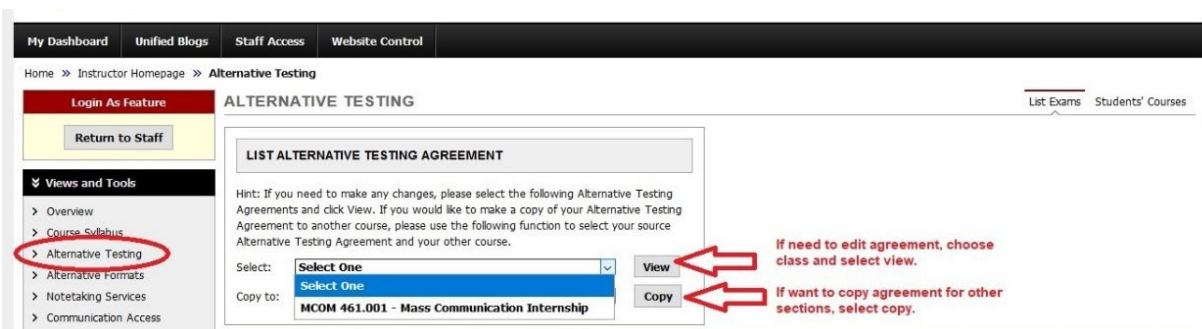


6. Answer all questions on the DRC Testing Agreement fully. It will provide the Testing Center with the parameters for different types of assessments in your course. *Note: The agreement will be applied to all of the students in that section registered for testing accommodations.* Once complete, click **“Submit Testing Agreement”**.

Editing your DRC Testing Accommodation Agreement

To edit your DRC Testing Agreement, select the **“Alternative Testing”** tab found under **“Views and Tools”**

Inside the **“List Alternative Testing Agreement”** box, select the class you wish to edit and select **“View”**. If you simply wish to copy an agreement to a different section of your class (example: History 111 section 1 & 2 have the same tests), choose the class you want to copy an agreement to and select **“Copy”**



To upload a quiz/ exam

To upload a quiz/exam/final to the secure AIM portal, go to the “**Alternative Testing**” tab found under “**Views and Tools**” from the Instructor Homepage. In the “**Step 1 – Select Action**” box, choose from one of three options:

In the “**Step 2 – Select from the Following Courses**” box, check the box next to each student who should receive the exam you are uploading.

In the “**Step 3 – Confirmation**” box, select “**Confirm your Selections**”.

***If you have any questions concerning the new AIM Instructor Portal testing features, contact the DRC at disabilitysupport@salisbury.edu or 410-543-6087. We are here to help you!**