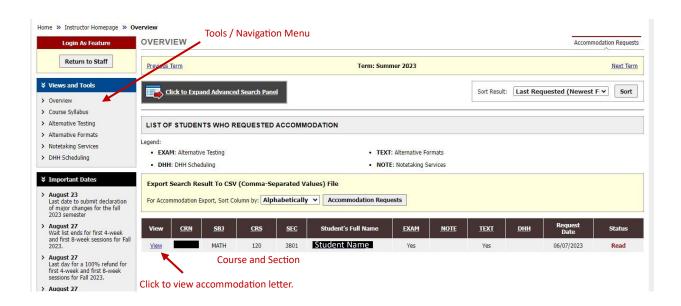Dear Instructor,

You currently have at least one registered DRC student in at least one of your courses. You may have also received a Faculty Notification Letter discussing accommodations for students in your course(s). **I am sure that many of you have questions and are feeling a little confused.**

In the Summer of 2023, the Disability Resource Center transferred systems and processes. It was our hope to have a CAPE training ready for you all, but unfortunately it is not ready just yet. Our new system is called AIM (Accessible Information Management).

AIM is accessed through your go.csn.edu account.
- You will use your regular single sign on credentials to log into go.csn.edu.
- Search for AIM DRC and click the tile.
- Once you get to the splash page, click Faculty Portal.

In your faculty portal, you can view which students in which courses have which accommodations. You can view their individual accommodation letters, complete faculty testing agreements, upload your syllabus, and upload digital copies of any exams your students will be taking (if needed).

I know this is a lot of information and I want to make sure that you have everything you need to be successful this term and in terms to come. The following is information and steps for processes you made need to complete in AIM and what you can expect from your students and the Disability Resource Center.

Accommodations the DRC provides:
- 1.5x or 2.0x extended time on exams
  - This means that where the typical student receives, for example, 60 minutes to complete an exam, the student with this accommodation would receive 90 or 120 minutes respectively. Students can be approved for 1.5x or 2.0x, but not

both. **For exams that are given through Canvas or another web platform, faculty are responsible for adjusting the time limit for the student. If you need support with making these adjustments, E-Learning (for Canvas) or the publisher of the web product you use should be contacted.**

- Absences / Breaks
  - Students may need to miss class or step out of class related to their disability. These accommodations are given sparingly, as we acknowledge the importance of class attendance. That being said, students with disabilities that need to be away from class related to their disability should not be penalized.
- ADA Adaptive Technology
  - This accommodation allows students to have access to technology in the course. This is most typically used in conjunction with notetaking software. This can be a laptop, phone, tablet, or other adaptive technology device.
- Alternate and/or preferential in-class seating
  - This accommodation could be an alternative chair or table (The DRC has a separate table suitable for use with a wheelchair, mobility device, or adaptive chair in most classrooms. We do facilities walks regularly to make sure that they are present; however, if you happen to be teaching in a classroom that is not equipped, please let us know and we will support you.) This may also mean that the student needs a preferential seat (near instruction, near the door, away from the door, etc.)
- Alternative Text
  - A student with this accommodation is provided digital copies of the textbook that allow them to access digital support resources like screen readers, digital highlighting, etc. This digital copy is produced by the Adaptive Technologist in the DRC, in conjunction with the student and the publisher. Students are required to purchase the textbook and digital copies are not provided until the student provides a copy of the receipt.
- Braille
- Calculator
- Lab Assistants & Live Notetakers
  - Students will live notetakers and/or lab assistant accommodations are rare, but this is an accommodation we provide. It is important to note that a lab assistant and/or live notetaker is not a tutor, substitute for the student, or other support person. They are simply another person who completes physical tasks or takes notes at the direction of the disabled student or for the student, where the student is not able. If you have a student with a lab assistant and/or live notetaker in your course, you will be contacted by the DRC to discuss the accommodation and placement.
- Notetaking Software (Glean)
  - This software records lectures in audio format and transcribes to text afterwards. Students are informed that if at any time an instructor tells them to stop recording, that they must do so.
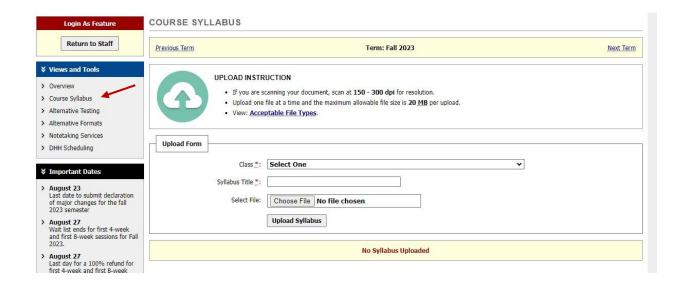
- Quiet and / or Private Testing Environment
  - This testing accommodation allows students to take exams in private exam rooms located within the DRC. Rooms are available on all three campuses and must be scheduled by the student, at least 7 days prior to the exam. Exams are proctored by trained DRC staff.
- Reader/audio
  - Screen readers and audio support by a trained DRC staff member can be provided to students to assist with reading tasks, exams, and computer-based functions.
- Scantron Assistance / Scribe
  - This testing accommodation supports students who may have difficulty or be unable to complete a scantron form or write written responses. Scribes only record what is dictated by the student and do not act in any capacity other than a hand to record information. Scribes are trained DRC staff.
- Sign Language and/or Oral Interpreter
- Real-Time Captioning (CART) & Speech-to-Text (Typewell Transcriber)

This list is not exhaustive. If you have questions about a specific accommodation, please feel free to reach out to me directly.

Upload Your Course Syllabus
While not required, it is very helpful in supporting our students. We do not have access to your syllabus otherwise and it aids us in answering questions and making sure accommodations are coordinated properly and proactively.

- Log into go.CSN.edu using your faculty credentials.
- Find the AIM DRC tile (if you can't find it, search AIM or DRC).
- Click the tile for Faculty Portal.
  - The first time you log in, you will need to complete a FERPA Acknowledgement.
- Click "Course Syllabus" on the left-hand side under the Views and Tools menu.
- Select the course from the drop down.
- Enter a title.
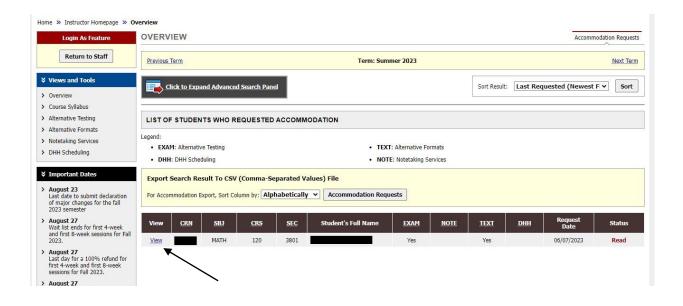- Attach the file.
- Click "Upload Syllabus".
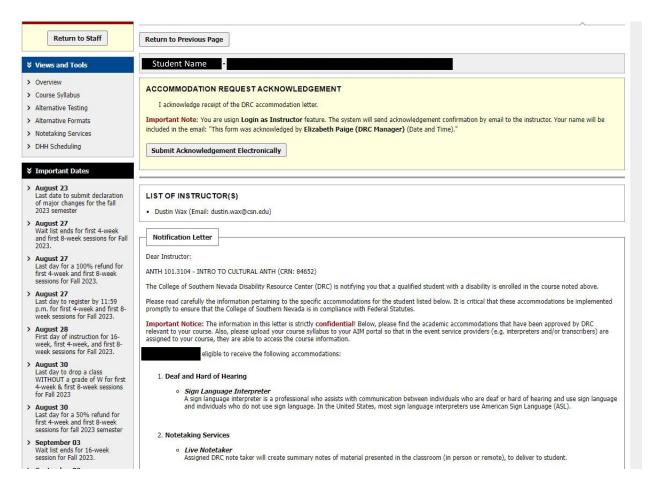
Faculty Notification Letters

Students are **REQUIRED** to send you their own Faculty Notification Letters. This can be done through an email sent to your faculty email through their AIM account, directly from their student email, directly from their Canvas account or handed to you in hard copy. While they are responsible for sending you the letter, our system sends a "Courtesy Copy" (which many of you have already received). I know that previously there were concerns about Notification letters going to the Spam Folder as AIM sends emails from an [EXTERNAL] email. *Not to worry, notifications from students will come from CSN whitelisted emails and should not be filtered out.* This courtesy copy is not a substitute for the student presenting a copy to you directly. Additionally, we also tell our students to request that instructors respond to the email and confirm receipt. Acknowledgement of receipt can also be sent in AIM. This is a safeguard for everyone. **It is important to note that accommodations are not retroactive. If a student receives approved accommodations on August 28th and does not provide you the letter until September 11th, the accommodations will not be in place for anything that occurs before you are given the letter.**

The last way instructors might view Notification Letters is through their AIM portal.

To view Faculty Notification Letters in your AIM Portal:
- Log into go.CSN.edu using your faculty credentials.
- Find the AIM DRC tile (if you can't find it, search AIM or DRC).
- Click the tile for Faculty Portal.
    - The first time you log in, you will need to complete a FERPA Acknowledgement.
    - Click "Continue to View Student Accommodations".
- Click "View" next to the student's name that you want to view.
- Click "Submit Acknowledgement Electronically". (This confirms that you have received and viewed the student's accommodations.

Login As Feature

Return to Staff

OVERVIEW

Views and Tools
- Overview
- Course Syllabus
- Alternative Testing
- Alternative Formats
- Notetaking Services
- DHH Scheduling

Previous Term   **Term: Summer 2023**   Next Term

[Click to Expand Advanced Search Panel]

Sort Result: | Last Requested (Newest F ▾ | Sort |

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:
- **EXAM:** Alternative Testing
- **DHH:** DHH Scheduling
- **TEXT:** Alternative Formats
- **NOTE:** Notetaking Services

Important Dates

- **August 23**
  Last date to submit declaration of major changes for the fall 2023 semester
- **August 27**
  Wait list ends for first 4-week and first 8-week sessions for Fall 2023.
- **August 27**
  Last day for a 100% refund for first 4-week and first 8-week sessions for Fall 2023.
- **August 27**

Export Search Result To CSV (Comma-Separated Values) File

For Accommodation Export, Sort Column by: | Alphabetically ▾ | Accommodation Requests |

View	CRN	SBJ	CRS	SEC	Student's Full Name	EXAM	NOTE	TEXT	DHH	Request Date	Status
View	▮▮▮	MATH	120	3801	▮▮▮▮▮▮▮	Yes		Yes		06/07/2023	Read

Return to Staff

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Student Name - ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

ACCOMMODATION REQUEST ACKNOWLEDGEMENT

I acknowledge receipt of the DRC accommodation letter.

Important Note: You are usign **Login as Instructor** feature. The system will send acknowledgement confirmation by email to the instructor. Your name will be included in the email: "This form was acknowledged by **Elizabeth Paige (DRC Manager)** (Date and Time)."

Submit Acknowledgement Electronically

Important Dates

- **August 23**
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- **August 27**
  Last day to register by 11:59 p.m. for first 4-week and first 8-week sessions for Fall 2023.
- **August 28**
  First day of instruction for 16-week, first 4-week, and first 8-week sessions for Fall 2023.
- **August 30**
  Last day to drop a class WITHOUT a grade of W for first 4-week & first 8-week sessions for Fall 2023
- **August 30**
  Last day for a 50% refund for first 4-week and first 8-week sessions for fall 2023 semester
- **September 03**
  Wait list ends for 16-week session for Fall 2023.

LIST OF INSTRUCTOR(S)
- Dustin Wax (Email: dustin.wax@csn.edu)

Notification Letter

Dear Instructor:

ANTH 101.3104 - INTRO TO CULTURAL ANTH (CRN: 84652)

The College of Southern Nevada Disability Resource Center (DRC) is notifying you that a qualified student with a disability is enrolled in the course noted above.

Please read carefully the information pertaining to the specific accommodations for the student listed below. It is critical that these accommodations be implemented promptly to ensure that the College of Southern Nevada is in compliance with Federal Statutes.

Important Notice: The information in this letter is strictly **confidential**! Below, please find the academic accommodations that have been approved by DRC relevant to your course. Also, please upload your course syllabus to your AIM portal so that in the event service providers (e.g. interpreters and/or transcribers) are assigned to your course, they are able to access the course information.

▮▮▮▮▮▮▮ eligible to receive the following accommodations:

1. **Deaf and Hard of Hearing**
   - *Sign Language Interpreter*
     A sign language interpreter is a professional who assists with communication between individuals who are deaf or hard of hearing and use sign language and individuals who do not use sign language. In the United States, most sign language interpreters use American Sign Language (ASL).

2. **Notetaking Services**
   - *Live Notetaker*
     Assigned DRC note taker will create summary notes of material presented in the classroom (in person or remote), to deliver to student.

Testing Accommodations & Alternative Testing Agreements

Students who have Alternative Testing accommodations must have a completed Faculty Alternative Testing Agreement completed in order for them to be able to access our

quiet/private testing rooms and schedule exams. Previously, faculty had to complete a paper form for each student per exam per course all semester long. Through AIM, we have streamlined the process. Now, faculty members complete one agreement which covers all students in a given course for all exams given in the term. This agreement asks the faculty member to give the DRC information regarding time for exams, method of completion, method of delivery back to the instructor, and any allowable items (like calculator, notes, etc.). The faculty member also includes their email and a contact number in case there are questions or concerns.

For labs, large sections, or multiple sections which use the same syllabus / quizzes and parameters, you can provide that information to me directly and I will support you with getting it entered and updated.

Students are permitted to take the exam during the regular class time only (with the extension of time if they have the approved accommodation). Taking exams in the DRC allows us to proctor the exam, give the extended time, and allows instructors to continue with their schedule.

> For example, if Instructor A gives a 30-minute quiz at the start of class and plans to lecture after the 30 minutes have elapsed, Student B who has an accommodation of double time for quizzes would not have enough time to complete the exam before the lecturing began. Additionally, it is not expected that instructors make the whole class sit silently and wait while a student with accommodations finishes. I am sure you can all see the litany of issues that would or could arise if that was the option. With the Alternative Testing Agreement completed, Student B would schedule to take the exam 30 minutes prior to the start the class. Complete the exam and return for the lecture with the rest of the students.

There are other ways we can accommodate our students with alternative testing accommodations on a case-by-case basis and always in consultation with the instructor. It is important to note that students MAY NOT reschedule an exam for another time without the instructor's permission. If a student with an approved exam attempts to reschedule, a DRC Staff Member will contact you to either approve or deny the reschedule and discuss next steps.

To complete the Faculty Alternative Testing Agreement:
- Log into go.CSN.edu using your faculty credentials.
- Find the AIM DRC tile (if you can't find it, search AIM or DRC).
- Click the tile for Faculty Portal.
    - The first time you log in, you will need to complete a FERPA Acknowledgement.
- Click "Alternative Testing" on the left-hand side under the Views and Tools menu.
- Select the course you want to complete the agreement for from the drop down.
- Click "Specify Alternate Testing Agreement".
- Enter the required information and click "Submit Alternate Testing Agreement".
    - One agreement should be completed per course per semester.

○ If your exam is untimed, enter 9999 for the number of minutes boxes.

2. **Priority Number If this is an online exam, does it require an access code?** *

    ○ Yes (Please provide access code below) (Specify Below)

    ○ No

    Additional Note or Comment

    [   ]

3. How many minutes do you allow for the exam? Do not factor in the extended time, the system will automatically update the extended time once the minutes are input. Please enter a numerical value. If anything else is entered, we will assume the student will receive the FULL class time to complete the exam. *

    [   ]

4. Select any technical components of your exam/quiz. **Please note that the DRC is unable to offer tech support. If you are concerned about a technical component of your exam, please contact the DRC prior to the exam date.

    ☐ Access to WebCampus (Canvas)

    ☐ Access to Respondus Lockdown Browser

    ☐ Access to Other Software (e.g. Desmos, Wolfram Alpha) (Specify Below)

    ☐ Visual Components (e.g. images to identify) (Specify Below)

    ☐ Personal Laptop allowed

    ☐ None

    ☐ Other (Specify Below)

    Additional Note or Comment

    [   ]

5. **Priority Number What allowances may be used on the exam/quiz?** If specific allowances are NOT noted on the exam instruction sheet or provided via email to the DRC, the student will NOT be allowed to use any materials not listed on this form. Note that the student's exam start time can be delayed if testing allowances are not specified.
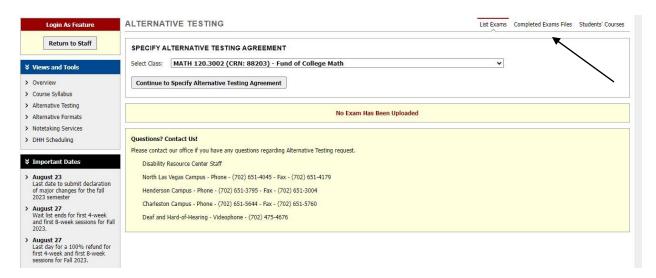
    ☐ Calculator- Basic 4 function

- [ ] Calculator- Basic 4 function
- [ ] Calculator- Specific Type (Specify Below)
- [ ] computer
- [ ] Dictionary
- [ ] Open Book (Textbook Only)
- [ ] Notes- Specify limitations regarding # of pages, page size, and single or double sided. (Specify Below)
- [ ] Scantron
- [ ] Blue book
- [ ] Scratch Paper
- [ ] Interpreted to ASL – Instructions only
- [ ] Interpreted to ASL – Entire Test
- [ ] Other (Specify Below)
- [ ] None

Additional Note or Comment

[ ]

6. **Should there be any testing/technical issues, please provide your cellphone number where we can reach you. (Please note: We will only contact you if we are unable to fix the problem).** *

[ ]

7. **How would you like to receive completed exam?** *
   - ( ) Instructor will pick up test.
   - ( ) Scan to instructor email – (Specify email below.)
   - ( ) Mail test to Sort Code – (Specify Sort Code below.)
   - ( ) Computer test (no return required).

Additional Note or Comment

Additional Note or Comment

[   ]

8. **Priority Number "I acknowledge that I have reviewed the Exam Instructions. Any changes to the scheduled date/time are not the responsibility of the DRC. I understand that it is my responsibility to communicate any changes directly to the student." (Type name below)** *

[   ]

Exam Type(s)

Please list REGULAR CLASS EXAM LENGTH without extended time accommodations

Final	[ ]	Minutes
Midterm	[ ]	Minutes
Online Exam - ATI Test	[ ]	Minutes
Online Exam - CANVAS	[ ]	Minutes
Quiz	[ ]	Minutes
Test	[ ]	Minutes

Additional Information

Instructor Phone Number * : [   ]

Hint: Enter 10-digit number only.

Additional Note: [   ]

Submit Alternative Testing Agreement

Uploading / Retrieving an Exam:
- Log into go.CSN.edu using your faculty credentials.
- Find the AIM DRC tile (if you can't find it, search AIM or DRC).
- Click the tile for Faculty Portal.
  - The first time you log in, you will need to complete a FERPA Acknowledgement.
- Click "Alternative Testing" on the left-hand side under the Views and Tools menu.
- Select the course you want to complete the agreement for from the drop down.
- Once an exam has been scheduled by the student, there will be a place for you to upload a copy of the exam. This is especially helpful if you are giving a paper-based exam.
  - The DRC will print a copy, have the student complete it, upload a copy of the completed exam, and email you a copy of the completed exam.
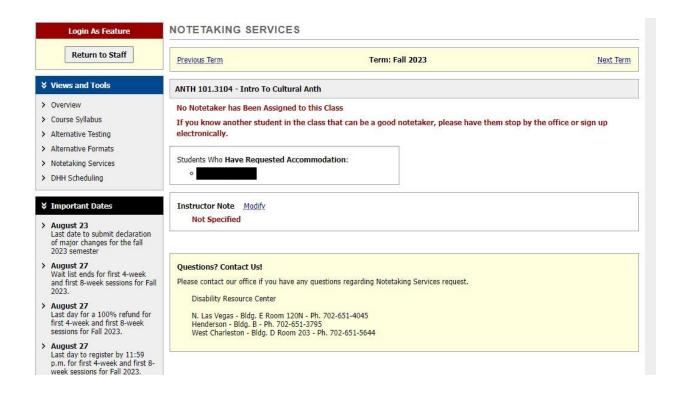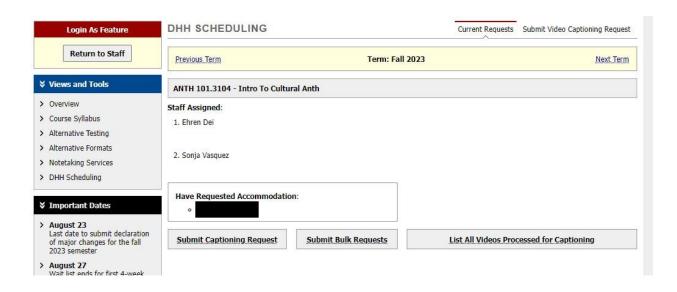 - Completed exams are available in AIM indefinitely.

Tabs for Alternative Formats, Notetaking Services, and DHH Scheduling:
There is nothing you must "do" here. These tabs show you which, if any, students have accommodations for Alternative Format Textbooks, have a notetaker, or have an interpreter / speech-to-text services.

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> **August 27**

ALTERNATIVE FORMATS

List Requests

Previous Term · Term: Fall 2023 · Next Term

MATH 120.3002 - Fund Of College Math

Have Requested Accommodation:
- ▪ ███████

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Formats request.

Disability Resource Center Staff

North Las Vegas Campus - Phone - (702) 651-4045 - Fax - (702) 651-4179

Henderson Campus - Phone - (702) 651-3795 - Fax - (702) 651-3004

Charleston Campus - Phone - (702) 651-5644 - Fax - (702) 651-5760

Deaf and Hard-of-Hearing - Videophone - (702) 475-4676

⊻ Views and Tools
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NOTETAKING SERVICES

Previous Term · Term: Summer 2023 · Next Term

MATH 120.3801 - Fund Of College Math

You Have Indicated That Notetaker Is Not Required for the Class.

Please let us know if you have any questions or concerns.

Instructor Note   Modify
   Not Specified

Questions? Contact Us!

Please contact our office if you have any questions regarding Notetaking Services request.

Disability Resource Center

N. Las Vegas - Bldg. E Room 120N - Ph. 702-651-4045
Henderson - Bldg. B - Ph. 702-651-3795
West Charleston - Bldg. D Room 203 - Ph. 702-651-5644

NOTETAKING SERVICES

Term: Fall 2023

ANTH 101.3104 - Intro To Cultural Anth

No Notetaker has Been Assigned to this Class

If you know another student in the class that can be a good notetaker, please have them stop by the office or sign up electronically.

Students Who Have Requested Accommodation:
  ○ ▇▇▇▇▇▇▇

Instructor Note   Modify
  Not Specified

Questions? Contact Us!

Please contact our office if you have any questions regarding Notetaking Services request.

Disability Resource Center

N. Las Vegas - Bldg. E Room 120N - Ph. 702-651-4045
Henderson - Bldg. B - Ph. 702-651-3795
West Charleston - Bldg. D Room 203 - Ph. 702-651-5644

DHH SCHEDULING   Current Requests   Submit Video Captioning Request

Term: Fall 2023

ANTH 101.3104 - Intro To Cultural Anth

Staff Assigned:

1. Ehren Dei

2. Sonja Vasquez

Have Requested Accommodation:
  ○ ▇▇▇▇▇▇

| **Submit Captioning Request** | **Submit Bulk Requests** | **List All Videos Processed for Captioning** |

I know that this is a lot of information, but it is our sincere hope that AIM will simplify your jobs and make opening equal access an enjoyable experience. If there is ever anything I can do to support you or your students, please do not hesitate to contact me directly.