

AIM Student FAQ Sheet

Center for Accessibility Resources & Disability Services

2019-2020

How to Access AIM

- Log into AIM at <https://hood.accessiblelearning.com/Barnard/> using your CU UNI and password.

How to Receive Faculty Notification Letters

- Once you have been registered with CARDS for a full semester you can check-in online.
- If you need to discuss any potential updates to your plan, please don't check-in online. Instead, please schedule an appointment with before getting your faculty notification letters.
- Log into AIM: <https://hood.accessiblelearning.com/Barnard/>
- You will submit your accommodation requests to CARDS staff by checking the checkbox next to each class you'd like to request accommodations for each semester. These classes should now show up automatically. Please allow up to 48 hours if you have recently added a class to your schedule.
- Select which of your accommodations you are requesting for each course.
- CARDS staff will review your accommodation requests and send your faculty notification letters to your instructors via email.
- **Please refer [here](#) for further Accommodation Agreement Form instructions if you are requesting accommodations while CARDS is operating remotely Spring 2020.**
- CARDS staff will email you when your Accommodation Agreement Form is ready for pick-up. You are required to pick-up your Accommodation Agreement Form in person, and communicate with your faculty member to notify them of your accommodation plan. They will sign your Accommodation Agreement Form indicating that they are aware of your accommodations and will be implementing them in class. You are expected to submit this signed form back to the office within one week of meeting with each professor.

Before Scheduling an Exam

- In order to schedule exams with CARDS online through AIM you must submit the signed Accommodation Agreement Form back to CARDS, and make sure that your faculty member has filled out the online alternative testing contract link that we sent to them in the emailed faculty notification letter. Please note: You are not able to submit your own alternative testing contracts, so if you have any difficulty getting your professor to fill out the online contract, please call us at 212-854-4634 so we can assist you in the interim. If your professor still has not completed the contract at least 3 business days before your test you must either come into the office OR email us no less than 3 business days ahead of time with all your test details so we can make interim arrangements for you while continuing to remind your professor to complete the contract.
- **Please call us as soon as possible if you have a test coming up and you have returned your Accommodation Agreement Form, but you still cannot sign up online through AIM for your class exam/quiz as we can help you while your professor is taking time to do the contract if you let us know a test is coming up soon.**
- Once your professor has completed the online contract, you may view it by first logging into AIM at <https://hood.accessiblelearning.com/Barnard/>

- On the left-hand side of your AIM profile under “My Accommodations”, click on “Alternative Testing”

Figure 3. Viewing Alternative Testing Contract (1 of 2)

- Once your professor has submitted the contract, you will be able to choose that course from the “Select Class” dropdown
- After choosing the course, select the button “View Alternative Testing Detail”

Figure 4. Viewing Alternative Testing Contract (2 of 2)

- There you will be able to see any special instructions your professor has for you
- If you believe there is a mistake in the instructions (for example, the instructions may not have indicated that you may use your notes during an exam when you believe you should be able to) please email your professor asking for clarification and CC cards@barnard.edu so we may update your instructions accordingly once your professor has responded

How to Schedule an Exam

- After you have returned the signed Accommodation Agreement Form back to CARDS, and your professor has approved the online contract, you may schedule exams using AIM.
- Please note: Make sure to schedule your exam 7-10 business days ahead of the scheduled exam date and ensure that you are scheduling within our 9am-5pm office hours. You should schedule your exam to begin at the same time as your class exam UNLESS you have a conflict due to your accommodations (such as extended time) that would make you miss your next

class or if you need to take the exam earlier in the business day due to the class exam taking place in the evening.

- **We recommend that you schedule all of your exams at the beginning of the semester once your contracts have been approved.**
- Log into AIM at <https://hood.accessiblelearning.com/Barnard/>
- On the left-hand side of your AIM profile under "My Accommodations", click on "Alternative Testing"
- Choose your course from the "Select Class" dropdown menu
- Select the button "Schedule an Exam"

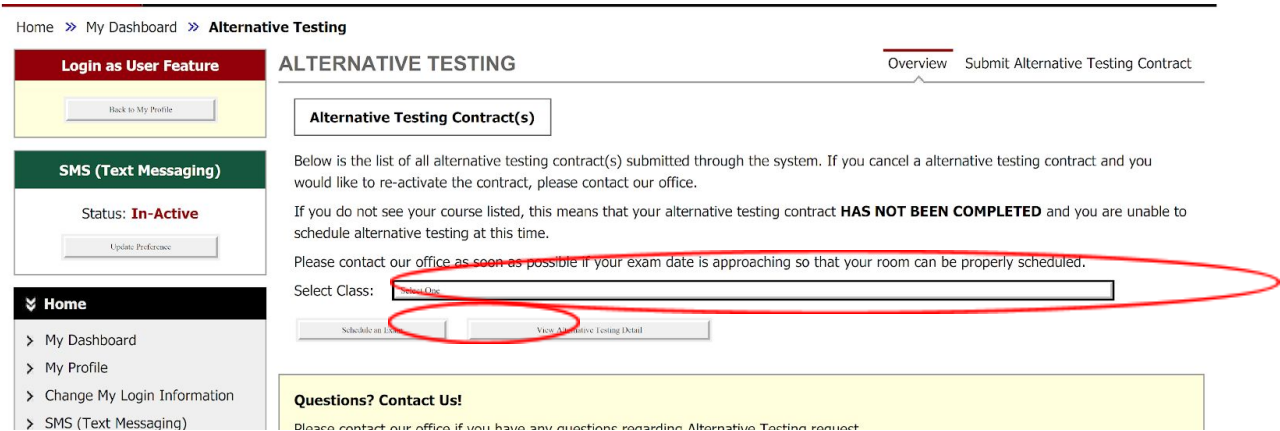


Figure 5. Scheduling an Exam

- Complete the required information in order to schedule your exam.
- You will receive a confirmation email when you have added an exam
- You will also receive a confirmation email once CARDS has reviewed your exam and approves it or makes modifications to it
- To receive text message reminders about your exam, click on the "SMS (Text Messaging)" link on the left and then complete the necessary fields

How to Schedule a Final Exam

- Log into AIM at <https://hood.accessiblelearning.com/Barnard/>
- On the left-hand side of your AIM profile under "My Accommodations", click on "Alternative Testing"
- Choose your course from the "Select Course" dropdown menu
- Select the button "Schedule an Exam"
- Complete the required information in order to schedule your exam.
- Under "Request Type" choose the final exam option

Exam Detail

Alternative Testing Contract Type: **Updated Alternative Testing Contract Spring 2018-Fall 2018**

Request Type*: **Select One** ▼

[View: Exam Schedule Availability](#)

Date*:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time*: **Select** ▼ **Select** ▼

Services Requested*

Figure 6. Scheduling a Final Exam

- You may only schedule a final exam time for 9:00 am, 11:30am, 1:00 pm (If you have an afternoon exam and have double time accommodations, please select the 11:30 am time. If your scheduled final exam time is after 1:00 pm, please select the 1:00 pm time). We will work with you if any times are necessary outside of these ranges if your professors are giving shorter final exams.

Reviewing Important Correspondence/Messages

- You may view messages we have sent to you, your professor, email reminders, and other important messages by logging into AIM at <https://hood.accessiblelearning.com/Barnard/>
- Select the "My Inbox (Sent E-Mails) tab on the left

How to drop or add a class to my schedule after I've already done my check-in

- **ADDING NEW COURSES FOR NEW STUDENTS:** Please allow up to 48 hours for your newly registered class to show up in AIM. Please note that we will create an updated Accommodation Agreement Form for you that includes your updated class. We will let you know when it is ready for pick-up!

Questions, Comments, or Concerns?

Feel free to contact us Monday through Friday, 9:00 am to 5:00 pm:

Center for Accessibility Resources & Disability Services

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