

# DSPS Faculty Portal (AIM) How-To

## About the DSPS Faculty Portal (AIM) for Faculty

The [DSPS Faculty Portal \(AIM\)](#) is a secure website provided by DSPS to allow Cuesta College faculty to track and manage student accommodations online, including viewing your Faculty Notification Letters in one place.

### WELCOME TO ONLINE SERVICES

PLEASE CHOOSE FROM THE FOLLOWING OPTIONS

			
<a href="#">Student or Staff Sign In</a>	<a href="#">New Student Application</a>	<a href="#">Sign Up as Notetaker</a>	<a href="#">Faculty Login</a>

### Authentication Page

Upon visiting the DSPS Faculty Portal (AIM), you are presented with important reminders along with a Confidentiality Statement. Please review this information carefully and select “Continue to View Student Accommodations”.

## INSTRUCTOR AUTHENTICATION PAGE

Username: **elmerfudd**

### REMINDERS

**Please read the following before you continue:**

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

#### FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

#### Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

[Continue to View Student Accommodations](#)

### Overview of Student Accommodations

After acknowledging the important reminders on the previous screen, you are presented with a list of all students enrolled in your course(s) that have requested accommodations for the current term, along with an overview of some common accommodation categories.

OVERVIEW

[Previous Term](#) Term: Summer 2021 [Next Term](#)

Click to Expand Advanced Search Panel

Sort Result: **Last Requested (Newest Fi**

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

- Legend:
- EXAM: Alternative Testing
  - ALT: Alternative Formats
  - COMM: Deaf and Hard of Hearing
  - NOTE: Notetaking Services

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

For Accommodation Export, Sort Column by: **Alphabetically**

View	CRN	SBJ	CRS	SEC	Student's Full Name	EXAM	NOTE	ALT	COMM	Request Date	Status
<a href="#">View</a>	00010	ANIM	010	1	<a href="#">Bugs Bunny</a>	Yes				07/02/2021	Emailed
<a href="#">View</a>	00009	ANIMATION	000	1	<a href="#">Bugs Bunny</a>	Yes	Yes	Yes		06/24/2021	Emailed

View Faculty Notification Letter

To review the Faculty Notification Letter sent by the student, select the "View" link. Selecting the student's name opens an email window populated with the student's email address.

OVERVIEW

[Previous Term](#) Term: Summer 2021 [Next Term](#)

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**Below is an excerpted sample Faculty Notification Letter with a list of all the accommodations authorized for that student.**

**Note:** If the student has requested Alternative Testing Accommodations for your course, the Faculty Notification letter will instruct you to complete an Alternative Testing Agreement with a link to this form included in a red outlined box. As with any accommodation, before you proceed please be sure to discuss testing accommodations with the student to determine whether you may be able to meet the student's accommodations in class. Keep in mind that if you ask DSPS to proctor your exams, exam dates and times may not always coincide with your class schedule.



### **Disability Support Programs & Services**

Tuesday, July 06, 2021

Dear Faculty,

This letter is to inform you that **Bugs Bunny**, a student enrolled in your Summer 2021 - ANIM 010.1 - ANIMATION IN ACTION (CRN: 00010) course, has a documented disability on file with Disability Support Programs and Services (DSPS) and has requested accommodations in your course.

#### **Testing Accommodations**

- **Extended Time 1.50x**
- **Text to speech**  
Service provided by DSPS

If the student has requested Exam Accommodations, you will need to complete the Alternative Testing Agreement. The Agreement can be accessed by logging into your [DSPS Faculty Portal \(AIM\)](#). Alternatively, you can click on the link below to complete the Alternative Testing Agreement.

<https://cascade.accessiblelearning.com/Cuesta/ContractInstructor.aspx?ID=13278&CID=87093&Key=v1E25Hi>

#### **Next Steps:**

- Communicate with the student to review each of the accommodations and discuss how they will be most effectively implemented in your course. (It is the student's responsibility to arrange a time to discuss using the accommodation(s) in your course, but you are also welcome to initiate this conversation). Please respect the student's right to confidentiality and limit your discussion of the student's disability or accommodations to private conversations with him/her.
- If applicable, work with the student to complete any agreements/forms accompanying the accommodations listed above.
- To keep in-line with recommendations of social distancing and current Cuesta College policy, DSPS will not be proctoring tests in the testing center. Please contact us if you have any questions about testing accommodations.

#### **Rights and Responsibilities**

- Faculty have a responsibility to ensure the approved accommodations are established in the course.
- Students have the right to request accommodations at any point in the semester, however they are responsible for submitting the requests in a timely manner. Faculty are not responsible for retroactive accommodations.

**Important Notice:** The information in this letter is strictly confidential!



## More Faculty Portal Options

Along the left side of the Overview page you will see a list of menu items you can use to access other tools available to help you provide the authorized accommodations as easily as possible. To learn more about managing a student's Testing Accommodations, please view our [Alternative Testing How To](#).

My Dashboard | Unified Blogs | Staff Access | Website Control | Transcriber

Home » Instructor Homepage » Overview

**OVERVIEW** Accommodation Requests Search Students' Eligibilities

[Previous Term](#) **Term: Summer 2021** [Next Term](#)

[Click to Expand Advanced Search Panel](#) Sort Result: **Last Requested (Newest F**

**LIST OF STUDENTS WHO REQUESTED ACCOMMODATION**

Legend:  
▪ EXAM: Testing Accommodations

Export Search Result To CSV (Comma-Separated Values) File  
For Accommodation Export, Sort Column by: **Alphabetically**

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**Views and Tools**

- > Overview
- > Course Syllabus
- > Alternative Testing

**Login As Feature**

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.