**Accessible Information Management (AIM)**

**Basic Training Introduction and Overview**

**AIM Version 4.10.160630**

**Student Training**

**Office of Disability Services**

**Wright State University**

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**Introduction**

Welcome to the basic training of AIM, presented by the Office of Disability Services (ODS), Wright State University. The ODS is pleased to walk you through a series of training modules on the AIM portal for screen reader users. The office is transitioning to this online system to enhance service delivery and improve productivity both for students and staff. Most of what will be discussed should be applicable across the different browsers and spectrums of screen readers on the Microsoft Windows environment.

AIM is a comprehensive web-based accommodation, appointment, and case management software built by disability services professionals for disability services departments. Now that you are registered with our office and eligible for services, you can take full advantage of this unified portal to take care of business. From updating your information, requesting your accommodations, generating/sending letters of accommodations, scheduling tests, to getting general updates, it’s all keystrokes away. Please note these directions have been optimized for individuals using screen readers. Should you need additional assistance, please visit [disability services](http://www.wright.edu/disability_services).

**Getting Started with AIM**

Before you begin this training module, it is imperative to take time to understand the layout of the portal. This way you will be able to quickly navigate to a desired form control as and when needed. You will be interacting with form controls such as edit boxes, check boxes, combo boxes, and other controls similar to those used in dialog boxes.

With your virtual cursor active, you can use the following navigation keystrokes to move from one control to another. You can use the shift key in combination with the keystrokes to move to the previous control.

The control type is in column one and the keystroke is in column two.

|  |  |
| --- | --- |
| **Control** | **Keystroke** |
| Edit box | E |
| Combo box | C |
| Check box | X |
| Button | B |
| Form control (Generic) | F |

NOTE: When forms mode is active, these commands do not work. Be sure to configure your forms mode settings to your preferred configuration.

You can also pull up lists of specific types of form controls. While holding down INSERT+CTRL, press the above keystrokes (navigation quick keys) - edit box/check box/combo box. This keystroke should present a dialog with a complete list of the selected control. For instance, to view a list of all edit boxes on the page, press INSERT+CTRL+E.

To quickly jump to a specific form control, press INSERT+F5. This keystroke lists all form controls in a dialog. You can then navigate through the list with UP or DOWN arrows and press ENTER to move to the selected control. At this time, forms mode is automatically activated so you are ready to make changes to the control. If you have already entered information in a long form, you can invoke the keystroke INSERT + F5 to quickly review the information.

**How to Log into AIM**

There are two quick ways to Go to the AIM student portal.

While on your browser window, press ALT + D to go to the address bar (URL edit form control). You can either type:

<https://denali.accessiblelearning.com/Wright/> or <http://www.wright.edu/ods>

The first link takes you straight to the AIM log in page. Once here, you can use your arrow keys to locate student and staff sign in <https://cas.wright.edu/cas/login?service=https%3a%2f%2fdenali.accessiblelearning.com%2fWright%2fLogin.aspx>

To quickly locate this link, press INSERT + F7 to pull up the links list dialog. Using first-letter navigation, press letter S until you land on student and staff log in. Press the enter key to open the page. Once on this page, use your WSU credentials (w number and password) to sign in.

Note: You have two edit fields on this central authentication page—user name and password. Using the hot key e, you can navigate from one edit field to another. Depending on your forms mode settings, be sure to have it on so you can type in the edit box. Press the TAB key to move to the log-in button and then press ENTER to log in, or with forms mode off, Press the hot key B to locate the log-in button and then Press enter to log in.

The second link takes you to the AIM student access page. Here you can access tips for requesting accommodations and AIM tutorials. Press the hot key H to jump from one heading to another.

To get into the portal, pull up your links list and first-letter navigate to AIM student portal by pressing letter A and then press ENTER.

Once on this central authentication page, use your WSU credentials (w number and password) to sign in. Follow the above log-in steps to log in.

**Required Forms**

Some students will be prompted to complete required forms. All students using Test Proctoring Center will be prompted to complete the Test Proctoring Rules and Guidelines. This must be completed for you to utilize other areas of the system. This will be required once per semester.

To do this, pull up the links list by pressing INSERT + F7 and first-letter navigate to select the Test Proctoring Rules and Guidelines link. Press ENTER to open the page. read the document. To acknowledge consent, press the hot key E to cycle through edit fields until you land in the signature edit field. Depending on your forms mode settings, be sure to have it on so you can type in your signature in the edit box. Press the TAB key to move to the submit form button, or with forms mode off, Press the hot key B to locate the submit form button and then Press ENTER to submit.

Note: To turn off forms mode, press the NUMPAD + or ESCAPE (desktop keyboard layout) or ESCAPE (laptop keyboard layout).

**AIM sections**

There are two primary categories in AIM--home and my accommodations. To cycle through these items, press the hot key H and use your reading keystrokes to go over the heading contents.

Under home, the sub categories are my dashboard, my profile, calendar synchronization, two factors authentication, SMS (text messaging), equipment check out, additional accommodation request form, my mailbox (sent emails.). These items are presented as a series of links. To quickly move to your desired link, pull up your links list dialog, INSERT + F7, and first-letter navigate to select an item. Press ENTER to open the link.

Under My Accommodations, the sub categories are information release consents, my eligibility, list accommodations, alternative testing, notetaking services, my signed forms, agreements with instructors. These items are presented as a series of links. To quickly move to your desired link, pull up your links list dialog, INSERT + F7, and first-letter navigate to select an item. Press ENTER to open the link.

Below these choices is a box containing information on your primary counselor, assigned based on your last name.

**Text Messaging Reminders**

If you would like reminders texted to you:

Move to the SMS (Text Messaging) heading by pressing the hot key (letter) B. Here you will find a series of combo boxes that will allow you to adjust the settings based on your carrier. Please note texting rates may apply from your cell phone provider.

As you move down with your down arrow, you will first find the item that says “SMS (Text Messaging) Permitted.”

Right after this line comes a combo box through which you can toggle the options.

To open the drop-down list box, press ENTER to open the combo box. If your forms mode is set to “auto,” you will not need to press the ENTER key.

Once in the list, you can move up or down with your arrow keys to pick your selection. In this case, you have only two: yes and no.

After selecting either of these, press ENTER to confirm your selection.

Move to the next item “enter your cell phone number” by pressing the down arrow.

Right after this line, you should land on an edit field where you can type in your telephone number. Be sure to have forms mode on if your configuration is not set to have forms mode come automatically.

 There is a hint right below this box that shows you the required format of the number.

The next item allows you to “Choose your cell phone provider.”

Please refer to the above steps for working with combo boxes.

Before completing this process, pay attention to the list of check boxes that will allow you to choose the kind of notifications you would like to receive.

For faster navigation, press the hot key (letter)X and press the SPACE BAR to place a checkmark on the preferred item. You can uncheck these boxes by pressing the SPACE BAR again.

Once everything is set, press the hot key B to move to the “update your preference” button and then press ENTER.

You can turn notifications off at any time using the same procedure.

**Request/add Accommodations**

There are two steps under the section for requesting or adding accommodations. In the area labeled Step 1:

Use the hot key X to move through the check boxes and press ENTER to select Classes that you would like to request accommodations for.

You can then move to Step 2 that is labeled “continue to customize your accommodations.”

You will be directed to another page where you will encounter a series of check boxes. Press the hot key (letter) X to move through the check boxes while you Select your requested Accommodations by pressing SPACE BAR.

When done, press the hot key (letter)B to move to the submit button.

**Schedule your Tests**

If you are scheduling quizzes/test/exams for the first time, you will need to sign and submit a testing agreement.

To schedule your tests, pull up the links list by pressing INSERT + F7 and then select “Alternative Testing.” Pres enter to open this link.

Here you will find a combo box that allows you to select the class for which you would like to schedule a test. The drop down list contains all the classes you are registered for.

After picking a class, move to the “Schedule an Exam” button and press ENTER.

First and foremost, read the terms and conditions of scheduling exams.

In the section labeled Exam Detail, choose the request type from the drop down list. Enter the date of the exam and the time of exam using the two combo boxes.

In the Services requested box, use the check boxes to choose the accommodations you would like.

In the additional edit box, type messages for Test Proctoring about your exam, such as you would like it in Braille or in a word document and use JAWS.

When done, move to the button labeled Add Exam Request and press ENTER.

You will return to a very similar screen, but with your newly scheduled exam listed. Continue this process for all of your exams for the class. You will get an email for each exam scheduled. When you are finished with one class, repeat the process from the beginning by selecting the next class. If you need assistance, please go to test proctoring.