



Justin Dart, Jr.
Student Accessibility Center

Division of Student Affairs

Faculty Manual

Managing your Students'
Accommodations Using the
Accessible Information
Management (**AIM**) System

Justin Dart Jr. Student
Accessibility Center

 uh.edu/accessibility  JDcenter@central.uh.edu

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2023/2024

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Login Instructions

Login to your Access UH account at access.uh.edu

CougarNet Login MyUH Login

CougarNet Username

Don't know your CougarNet ID?

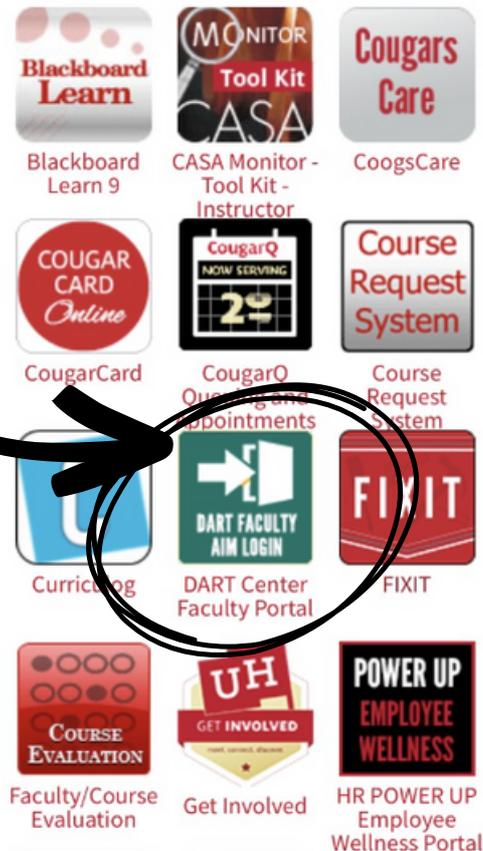
CougarNet Password

Change/Reset your CougarNet Password.

Login using your CougarNet

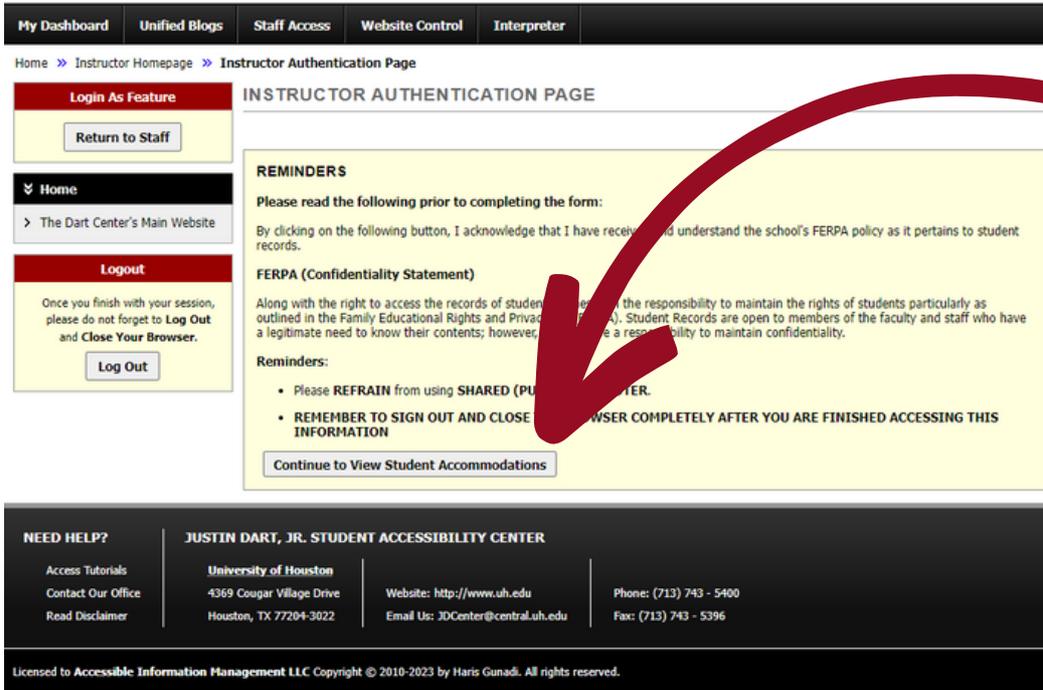


After you log in, the **DART Center Faculty Portal** icon should appear under the University Services icons.



*If the DART Center Faculty Portal does not populate in your Access UH icons, the student has not yet been approved for accommodations for your course.

Login Instructions



My Dashboard | **Unified Blogs** | **Staff Access** | **Website Control** | **Interpreter**

Home >> Instructor Homepage >> **Instructor Authentication Page**

Login As Feature
Return to Staff

Home
The Dart Center's Main Website

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

INSTRUCTOR AUTHENTICATION PAGE

REMINDERS
Please read the following prior to completing the form:
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, we have 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, we have a responsibility to maintain confidentiality.
Reminders:

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

[Continue to View Student Accommodations](#)

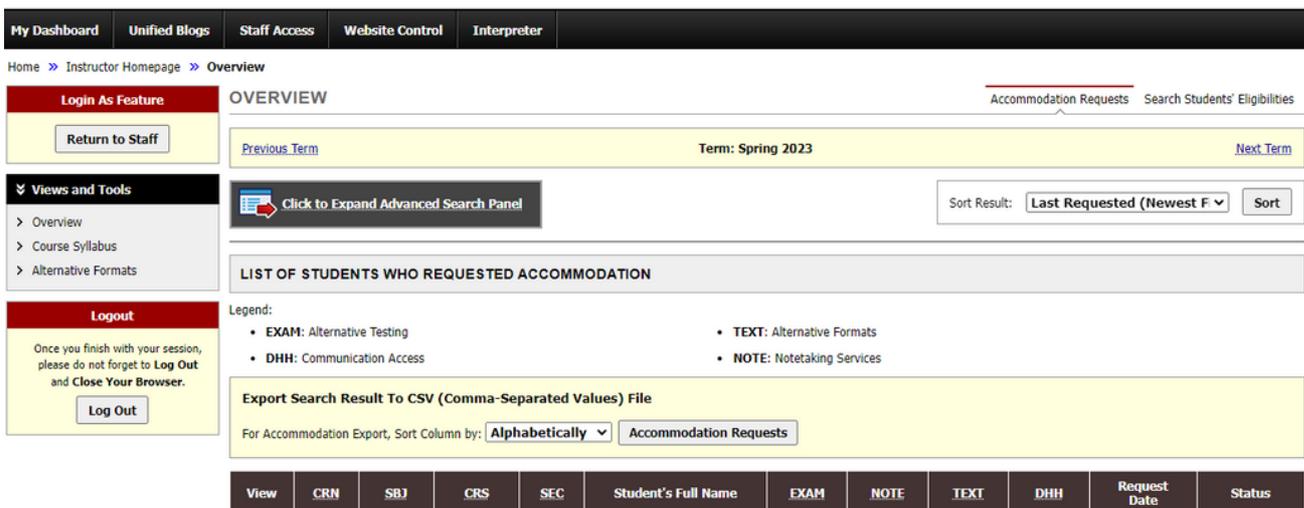
NEED HELP?
Access Tutorials | Contact Our Office | Read Disclaimer

JUSTIN DART, JR. STUDENT ACCESSIBILITY CENTER
University of Houston
4369 Cougar Village Drive
Houston, TX 77204-3022
Website: <http://www.uh.edu>
Email Us: JDCenter@central.uh.edu
Phone: (713) 743 - 5400
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Click the button that says, **"Continue to View Student Accommodations"**

You are now logged into your **Instructor Homepage**, also called the **Overview Page**.



My Dashboard | **Unified Blogs** | **Staff Access** | **Website Control** | **Interpreter**

Home >> Instructor Homepage >> **Overview**

Login As Feature
Return to Staff

Views and Tools
Overview | Course Syllabus | Alternative Formats

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

OVERVIEW Accommodation Requests Search Students' Eligibilities

[Previous Term](#) **Term: Spring 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:** Communication Access
- TEXT:** Alternative Formats
- NOTE:** Notetaking Services

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 |
|------|-----|-----|-----|-----|---------------------|------|------|------|-----|--------------|--------|
|------|-----|-----|-----|-----|---------------------|------|------|------|-----|--------------|--------|

Homepage

The Instructor Homepage gives an overview of all students who have requested to use accommodations in your course sections. This list will change as students submit requests to use accommodations. A student will either decide that they need accommodations in your class or they have completed the registration process with the Dart Center and the accommodations are now available.

The screenshot shows the Instructor Homepage interface. At the top, there is a navigation bar with links: My Dashboard, Unified Blogs, Staff Access, Website Control, and Interpreter. Below this is a breadcrumb trail: Home >> Instructor Homepage >> Overview. The main content area is titled 'OVERVIEW' and includes a 'Login As Feature' section with a 'Return to Staff' button. A 'Views and Tools' sidebar on the left lists 'Overview', 'Course Syllabus', and 'Alternative Formats'. The 'Logout' section contains a message: 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.' and a 'Log Out' button. The 'OVERVIEW' section features a 'Term: Spring 2023' indicator, a 'Click to Expand Advanced Search Panel' button, and a 'Sort Result' dropdown set to 'Last Requested (Newest F)' with a 'Sort' button. Below this is a 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION' section. A legend defines the symbols: EXAM (Alternative Testing), DHH (Communication Access), TEXT (Alternative Formats), and NOTE (Notetaking Services). An 'Export Search Result To CSV (Comma-Separated Values) File' section allows sorting by 'Alphabetically' and 'Accommodation Requests'. The table header includes columns: View, CRN, SBJ, CRS, SEC, Student's Full Name, EXAM, NOTE, TEXT, DHH, Request Date, and Status.

If you are teaching multiple sections or multiple courses, all sections of all of your courses will be listed below.

An overview of the accommodations are listed to the right of the students' names.

Status indicates that the faculty notification letter has been emailed to you or if a student has cancelled their request to use accommodations.

Due to FERPA concerns, the Dart Center will not provide instructors with a list of students in individual courses who have requested accommodations as each instructor has access to that same student list on their Homepage in the AIM Instructor Portal.

Homepage

If you would like to see students listed for only one course/section, click on the button labeled "**Click to Expand Advanced Search Panel**".

OVERVIEW

[Previous Term](#)

 [Click to Expand Advanced Search Panel](#)



LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

To narrow your list of students for specific purposes such as by class or section, you can query by: Course Subject, Course Number, Section Number or any combination of these fields.

OVERVIEW

[Previous Term](#)

 [Click to Hide Advanced Search Panel](#)

Accommodation Term: ▾

Course Subject:

Course Number:

Section Number:

Sort By: ▾



Homepage

Using the "**Sort By**" drop-down list, you can also sort the information by: Course Information, Student's Name, and Last Requested(Newest First).

OVERVIEW

[Previous Term](#)

 Click to Hide Advanced Search Panel

Accommodation Term:

Course Subject:

Course Number:

Section Number:

Sort By: **Last Requested (Newest First)** ▾
Last Requested (Newest First)
Course Information
Student's Name



To search for students with a specific accommodation, click "**Search Students' Eligibilities**" in the upper right corner.



[Accommodation Requests](#) [Search Students' Eligibilities](#)

[Next Term](#)

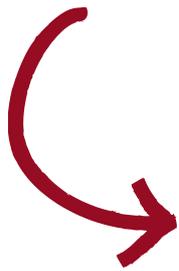


Homepage

Upon clicking, a new page is displayed.

From this page, you may be able to either export the student list to view all students who have requested accommodations and what accommodations have been requested, or search for students with a specific accommodation.

Select "**Click to Expand Advanced Search Panel**".



OVERVIEW

[Previous Term](#)

Term: Spring 2023

LIST STUDENTS' ELIGIBILITIES

 [Click to Expand Advanced Search Panel](#)

Number of Records Found: 25

Show Limit: per Page

Showing Records: 1 - 25

Full Name

Email

You can now search by semester, part of a student's last name, and/or part of a student's first name

You can also scroll down the list of accommodations and select specific ones which you wish to query. Once all the accommodations you wish to search have been selected, click the "**Search**" button at the bottom of the page.

LIST STUDENTS' ELIGIBILITIES

 [Click to Hide Advanced Search Panel](#)

Accommodation Term:

Part of Last Name:

Part of First Name:

STUDENT'S ELIGIBILITY

Alternative Formats

Braille

CCTV/Screen magnification software/enlarged

Enlarged written materials

Talking Calculator

Alternative Testing

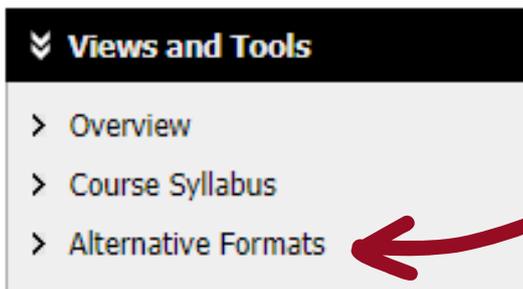
1.5x Extended Time Exams/Quizzes Online/On-Campus Courses

1.75x Extended Time Exams/Quizzes Online/On-campus

Alternative Testing

In the Alternative Testing section, you can:

- Complete and review your Testing Agreements
- View what students have testing appointments with the Dart Center, including the date/time of the students' appointments
- Upload exams to student exam requests



One Testing Agreement must be completed per course section. The agreement is a way for you to confirm if you will or will not be using the Dart Center's testing services for your courses each semester. It also ensures that the Dart Center Testing staff administers your exams correctly.

Below is the agreement that you will need to complete.

Home > Instructor Homepage > Alternative Formats

Login As Feature

Return to Staff

Views and Tools

- > Overview
- > Course Syllabus
- > Alternative Formats

Logout

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

Log Out

ALTERNATIVE TESTING

List Exams Students' Courses

SPECIFY ALTERNATIVE TESTING AGREEMENT

Select Class: ENGL 1310.032 (SLN: ENGL13100321) - COL WRIT I

If you need ODA to proctor your exams, [Continue to Specify Alternative Testing Agreement](#)

PROCTORING YOUR OWN EXAM

If you will be proctoring your own exams for this course: choose one to the options below in the yellow box and CONFIRM your response, and you do not have to complete the Testing Agreement. Please refer to the student's Letter of Accommodation to ensure the student's approved accommodations are being met. If you have any questions regarding the student's testing accommodations, please contact us at JDexam@cougar.net.uh.edu

If you need ODA to proctor your exams for this course: Please complete the **ALTERNATIVE TESTING AGREEMENT** below. Because students can view what is entered in responses 1 - 8, please DO NOT ENTER STUDENTS' NAMES, ID#S, OR CELL PHONE NUMBERS. This information should be entered into the ADDITIONAL INFORMATION section of the Testing Agreement.

Select Class: ENGL 1310.032 (SLN: ENGL13100321) - COL WRIT I Type: Select One [Confirm](#)



Alternative Testing

Alternative Testing Agreements are designed to explain to the Dart Center how you want your exam to be administered

Do not complete the Testing Agreement if...

- There are no exams
- The instructor is proctoring the accommodated exam

If you are planning on proctoring your own exam for the student with accommodations, please select the appropriate option in the section titled "Proctoring Your Own Exam" and select "Confirm". Do not complete the Testing Agreement.

PROCTORING YOUR OWN EXAM

If you will be proctoring your own exams for this course: choose one to the options below in the yellow box and CONFIRM your response, and you do not have to complete the Testing Agreement. Please refer to the student's Letter of Accommodation to ensure the student's approved accommodations are being met. If you have any questions regarding the student's testing accommodations, please contact us at JDexam@cougarnet.uh.edu

If you need ODA to proctor your exams for this course: Please complete the **ALTERNATIVE TESTING AGREEMENT** below. Because students can view what is entered in responses 1 - 8, please DO NOT ENTER STUDENTS' NAMES, ID#S, OR CELL PHONE NUMBERS. This information should be entered into the ADDITIONAL INFORMATION section of the Testing Agreement.

Select Class: Type:

Complete the Testing Agreement (as soon as possible) if...

- You are unable to accommodate the student and will need the student to take the test in the Dart Center

If the student is taking the test at the Dart Center, you will need to complete the section titled "Specify Testing Agreement". This will require you to answer questions related to your tests and how they are to be proctored.

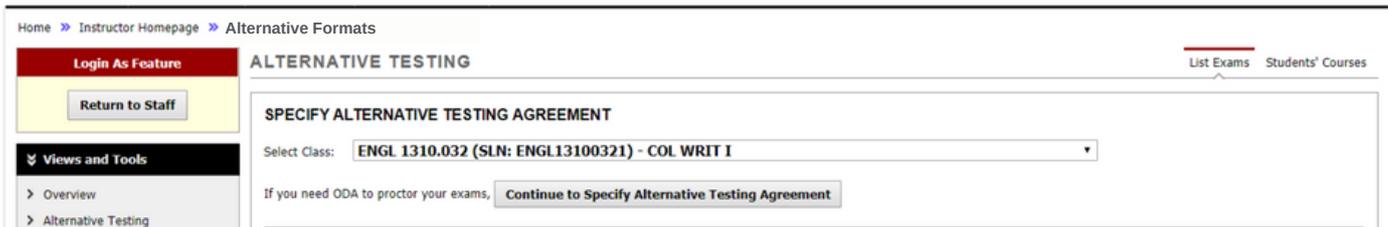
Completing the Testing Agreement will provide the Dart Center with the necessary information to proctor your tests appropriately and return completed tests to you correctly.

Alternative Testing

How to complete the Testing Agreement:

From the drop down menu, select the class that the accommodated exam will take place in.

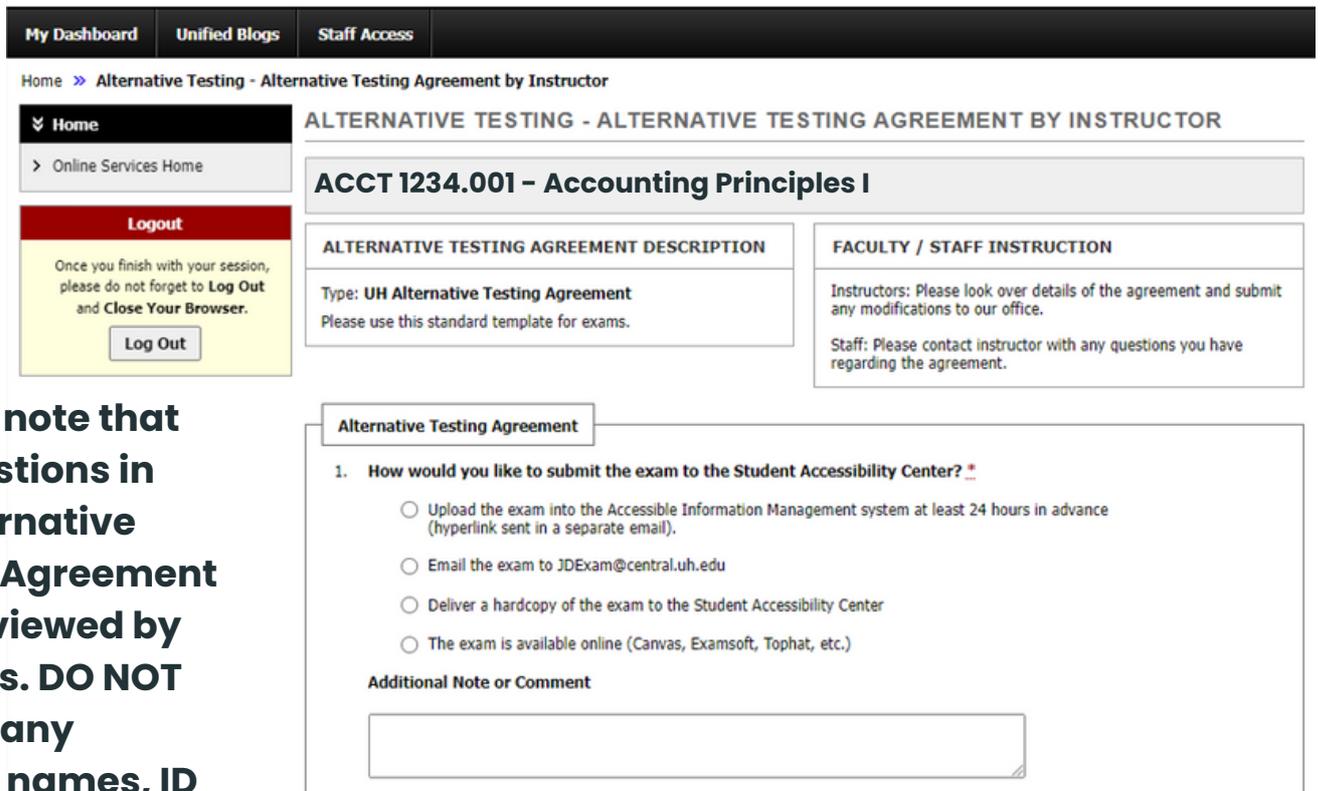
Then, select the button below labeled "Continue to Specify Testing Agreement".



The screenshot shows a web interface for 'ALTERNATIVE TESTING'. At the top, there is a breadcrumb trail: 'Home > Instructor Homepage > Alternative Formats'. Below this, there is a 'Login As Feature' section with a 'Return to Staff' button. A 'Views and Tools' sidebar on the left contains 'Overview' and 'Alternative Testing'. The main content area is titled 'SPECIFY ALTERNATIVE TESTING AGREEMENT' and features a dropdown menu for 'Select Class' with the value 'ENGL 1310.032 (SLN: ENGL13100321) - COL WRIT I'. Below the dropdown, there is a button labeled 'Continue to Specify Alternative Testing Agreement'.

Begin answering the questions listed within the Alternative Testing Agreement. There are usually 8 to 10 questions in this section.

Do not leave any fields blank. If the question does not apply, input "N/A".



The screenshot shows a web interface for 'ALTERNATIVE TESTING - ALTERNATIVE TESTING AGREEMENT BY INSTRUCTOR'. At the top, there is a breadcrumb trail: 'Home > Alternative Testing - Alternative Testing Agreement by Instructor'. Below this, there is a 'Home' sidebar with 'Online Services Home' and a 'Logout' button. The main content area is titled 'ACCT 1234.001 - Accounting Principles I' and contains two columns: 'ALTERNATIVE TESTING AGREEMENT DESCRIPTION' and 'FACULTY / STAFF INSTRUCTION'. The description column includes a 'Type: UH Alternative Testing Agreement' and a note: 'Please use this standard template for exams.' The instruction column includes instructions for instructors and staff. Below these columns, there is a section titled 'Alternative Testing Agreement' with a question: '1. How would you like to submit the exam to the Student Accessibility Center? *'. The question has four radio button options: 'Upload the exam into the Accessible Information Management system at least 24 hours in advance (hyperlink sent in a separate email)', 'Email the exam to JDEExam@central.uh.edu', 'Deliver a hardcopy of the exam to the Student Accessibility Center', and 'The exam is available online (Canvas, Examsoft, Tophat, etc.)'. Below the question, there is a text input field for 'Additional Note or Comment'.

***Please note that the questions in the Alternative Testing Agreement can be viewed by students. DO NOT include any student names, ID numbers, or your personal contact information.**

Alternative Testing

At the bottom of the Testing Agreement, you will find two boxes:

- **Exam Type**
 - Enter in the length of the exam if it applies to your course section (exam, midterm, final, quiz)
- **Additional Information**
 - Info entered into this box CAN NOT be viewed by students. This is where instructors can enter personal contact information and any additional private/confidential information that the Dart Center needs to know about administering the exam

The screenshot shows two form sections. The first section is titled "Exam Type(s)" and contains the instruction "Please list REGULAR CLASS EXAM LENGTH without extended time accommodations". It lists five exam types with input fields for minutes: Diagnostic Exam, Final, Midterm, Quiz, and Standard Exam. The second section is titled "Additional Information" and contains a field for "Instructor Phone Number" with a note: "Note: Please provide us with a phone number to contact during exam." Below this is a field for "Additional Note".

Click the button labeled "Submit Testing Agreement"

- If the submission is **successful**, a green circle with a white checkmark will appear in the top left corner of the screen
- If the submission is **not successful**, a red and white caution symbol with an error message will appear in the top left corner of the screen. The error message will specify why the submission was not successful. The error will need to be corrected

Submit Alternative Testing Agreement

***Once an instructor submits a Testing Agreement, the student in that section will be able to schedule their exams in the Dart Center. The student's exam request can not be approved until the Testing Agreement is completed by the instructor.**

Alternative Testing

To change specific test criteria you have entered into the Testing Agreement, please email JDexam@cougarnet.uh.edu to update your agreement.

If students have submitted a request to the Dart Center for proctoring, then the information will be displayed as below.

LIST ALTERNATIVE TESTING AGREEMENT

Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select:

Copy to:

STEP 1 - SELECT ACTION

Available Tools:

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

| | SBJ | CRS | SEC | Student Name | Type | Date | Time | Status |
|--------------------------|-----|-----|-----|--------------|--------------|------------|----------|------------------------------------------|
| <input type="checkbox"/> | TST | 101 | 001 | Barbie Lopez | Exam/Midterm | 10/18/2023 | 02:00 PM | Processing - View Detail |
| <input type="checkbox"/> | TST | 101 | 001 | Barbie Lopez | Final | 12/5/2023 | 11:00 AM | Processing - View Detail |

The sections at the top will provide important information about the student's request

- Type: shows if it is a quiz, test, midterm, or final
- Date: shows the day the student has requested to take the exam
- Time: shows the time the student has requested to take the exam
- Status: shows the current status of the student's testing appointment
 - **Approved:** the student's exam appointment is officially scheduled
 - **Processing:** the student's request is pending approval from the Dart Center
 - **Canceled:** the student's appointment is canceled
 - **Completed:** the student's exam was completed at the Dart Center
- To view the list of exams by course, select "Students' Courses" in the upper-right hand corner

List Exams Students' Courses

Alternative Testing

How to Upload an Exam

Before uploading an exam, please note the status of the student request for the exam date.

- If it says "**Approved**", the test request has been approved by the Dart Center and scheduled.
- If it says "**Processing**", the Dart Center has not approved the request yet. This can happen for a number of reasons, including the student's attempt to test outside of class time or Test Agreement parameters without instructor approval. The student is not scheduled to take their exam until the Dart Center approves the request. Communications are sent to the student to contact the instructor for approval and the student will need to forward approval to the Dart Center to schedule the exam.

STEP 1 - SELECT ACTION

Available Tools:

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

| | SBJ | CRS | SEC | Student Name | Type | Date | Time | Status |
|--------------------------|-----|-----|-----|--------------|--------------|------------|----------|------------------------------------------|
| <input type="checkbox"/> | TST | 101 | 001 | Barbie Lopez | Exam/Midterm | 10/18/2023 | 02:00 PM | Approved - View Detail |
| <input type="checkbox"/> | TST | 101 | 001 | Barbie Lopez | Final | 12/5/2023 | 11:00 AM | Processing - View Detail |

Instructors are responsible for sending a copy of their exam to the Dart Center at least 24 hours prior to the scheduled exam. This can be done by clicking on the link in the confirmation email to upload the exam.

This is necessary to give the Dart Center time to...

- Assign an appropriate number of staff, such as proctors, readers, or scribes
- Prepare the exam materials
- Convert the exam to an alternative accessible format

Send test instructions via the "Notes" section when uploading the exam ONLY if it differs from the Testing Agreement Instructions.

Alternative Testing

How to Upload an Exam

- Under "**Step 1 - Select Action**", click on the drop-down box next to "**Available Tools**"
- Select "**Upload File to Exam(s)**"

STEP 1 - SELECT ACTION

Available Tools: **Upload File to Exam(s)** ▾
Upload File to Exam(s)
Export All Exam Details

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

| | SBJ | CRS | SEC | Student Name | Type | Date | Time | Status |
|--------------------------|-----|-----|-----|--------------|--------------|------------|----------|------------------------------------------|
| <input type="checkbox"/> | TST | 101 | 001 | Barbie Lopez | Exam/Midterm | 10/18/2023 | 02:00 PM | Approved - View Detail |
| <input type="checkbox"/> | TST | 101 | 001 | Barbie Lopez | Final | 12/5/2023 | 11:00 AM | Processing - View Detail |

- Click the box on the line of the student and exam appointment you are uploading the exam to
 - a. If a student's name is not listed, the student has not submitted an exam request for the test administration date

STEP 1 - SELECT ACTION

Available Tools: **Upload File to Exam(s)** ▾

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

| | SBJ | CRS | SEC | Student Name | Type | Date | Time | Status |
|-------------------------------------|-----|-----|-----|--------------|--------------|------------|----------|------------------------------------------|
| <input checked="" type="checkbox"/> | TST | 101 | 001 | Barbie Lopez | Exam/Midterm | 10/18/2023 | 02:00 PM | Approved - View Detail |
| <input type="checkbox"/> | TST | 101 | 001 | Barbie Lopez | Final | 12/5/2023 | 11:00 AM | Processing - View Detail |

STEP 3 - CONFIRMATION

Confirm Your Selections

- Go to "**Step 3 - Confirmation**" and click "**Confirm Your Selection**"
- Review the upload instructions

STEP 3 - CONFIRMATION

Confirm Your Selections

Alternative Testing

How to Upload an Exam

- If you are wanting to provide information to the Dart Center regarding the exam that you would like the staff to know for this single administration, add a note to the "**Exam File Note (Optional)**"
- At "**Select File**", click "**Choose File**" which will produce a separate box to locate your exam within your files
- Once your exam is selected, the file name will appear in the box by "**Choose File**"
- Click "**Upload Exam**"

Home > Instructor Homepage > Alternative Formats

ALTERNATIVE TESTING

Login As Feature

Return to Staff

Views and Tools

- > Overview
- > Course Syllabus
- > Alternative Formats

Logout

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

Log Out

UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **5 MB** per upload.
- View: [Acceptable File Types](#).

File Information

Exam(s): • TST 101.001's Exam/Midterm for Barbie Lopez
Friday, October 25, 2019 at 02:00 PM.

Exam File Note (Optional):

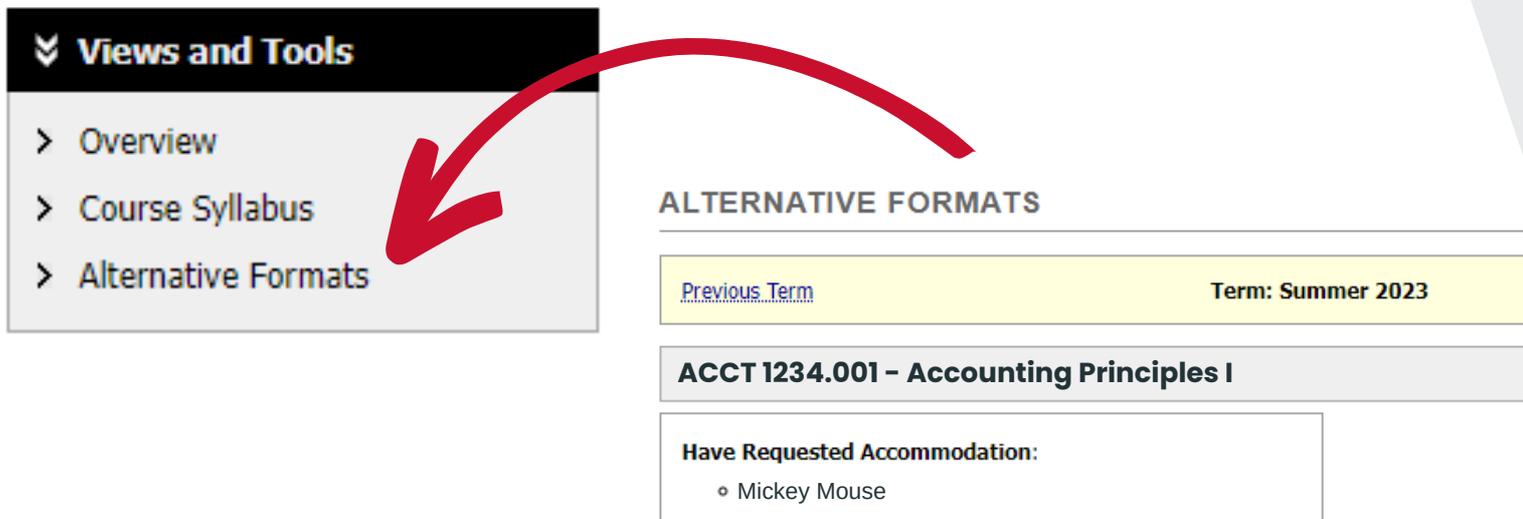
Select File:

- Instructors are responsible for uploading or emailing a copy of their exam to the Dart Center at least 24 hours prior to the scheduled exam.

Alternative Formats

For students who have a print-related disability, alternative formats provide access to course materials, whether it is a hard copy or a digital copy.

To see which students have requested the accommodation of alternative formats, select "**Alternative Formats**" in the "**Views and Tools**" menu on the left. For each course, the list of students using this accommodation will be displayed.



The screenshot shows the Canvas LMS interface. On the left, the 'Views and Tools' menu is expanded, with 'Alternative Formats' selected. A red arrow points from this menu item to the 'ALTERNATIVE FORMATS' section of a course page. The course page shows the course title 'ACCT 1234.001 - Accounting Principles I' and a list of students who have requested accommodation, including Mickey Mouse.

Views and Tools

- > Overview
- > Course Syllabus
- > Alternative Formats

ALTERNATIVE FORMATS

[Previous Term](#) Term: Summer 2023

ACCT 1234.001 - Accounting Principles I

Have Requested Accommodation:

- Mickey Mouse

It is the student's responsibility to request the textbook and other course materials be converted. This can be a lengthy process so students are encouraged to place requests as early as possible.

If your course has numerous handouts or course materials to download from Canvas or other platforms, please feel free to forward copies of all course materials or meet with the Dart Center Assistive Technology Coordinator. We are happy to return the materials directly to you or the student based on your preference.

Notetaking Services

Notetaking services are offered to some students with disabilities as an accommodation. For this service to work effectively, it requires communication between the student, the instructor, and the Dart Center.

Notetaking services may include the following:

- Technology-based assistance
- Permission to record lectures
- Receipt of instructor outlines and/or notes
- Receipt of peer notes from a class member enrolled in the same course

How to Secure Notetaking

The following steps must take place in order for students to secure a notetaker in their course:

1. The student requests a letter of accommodation with notetaking services listed. The student is responsible for discussing accommodation needs with instructors of the courses when the letter of accommodation is delivered.
2. Decide what form of notetaking support can best be provided and work for your course and the student with the note taking accommodation.
3. Instructors can secure a peer notetaker with an announcement to recruit a student in the class. The instructor may read the announcement to the class, post the announcement on Canvas, or email it to the class roster to recruit a notetaker. We ask that the announcement is made in two consecutive class meetings. **Please remember to keep the name of the student requesting notetaking confidential.**
 - a. Incentives are offered by the Dart Center to those who volunteer as a student notetaker, such as priority registration or a letter of recommendation.
4. No announcement is needed by the instructor if...
 - a. the Dart Center already has a volunteer
 - b. the student has already chosen a notetaker
 - c. the instructor may personally identify a class notetaker or a GA/TA instead of making the announcement
 - d. the instructor teaches more than one section of a course that has identical content and instruction. In this case, one notetaker can be assigned to multiple students in different sections
 - e. the instructor is already providing equivalent access to lectures by posting the lecture notes, detailed PowerPoints, asynchronous videos of the lecture, etc.
5. If a notetaker has already been chosen by the student or professor, reach out to the Dart Center and the student will be instructed to sign up through the **AIM Notetaker Portal**.
6. The Dart Center does not know the nature of each course and/or method of instruction, so we rely on responses from instructors to let us know whether a notetaker is applicable to the course so that the Dart Center can cancel the request if necessary.

Notetaking Services

To review information regarding notetaking services for students, you will see a column under the "List of Students Who Requested Accommodation" titled "NOTE". If a student is approved for notetaking services, a "Yes" will appear in the box next to the student's name.

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- EXAM: Alternative Testing
- DHH: Communication Access
- TEXT: Alternative Formats
- 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 | TEXT | DHH |
|----------------------|-------|------|------|-----|--------------------------------|------|------|------|-----|
| View | 12345 | GEOL | 1200 | 001 | Mickey Mouse | Yes | | | |
| View | 54321 | GEOL | 1200 | 005 | Minnie Mouse | Yes | | | |
| View | 54321 | GEOL | 1200 | 002 | Donald Duck | Yes | Yes | | |
| View | 12345 | GEOL | 1200 | 001 | Daisy Duck | Yes | | | |
| View | 12345 | GEOL | 1200 | 001 | Goofy Goof | Yes | Yes | | |
| View | 54321 | GEOL | 1200 | 001 | Pluto Dog | Yes | Yes | | |
| View | 12345 | GEOL | 1200 | 001 | Clarabelle Cow | Yes | | Yes | |
| View | 12345 | GEOL | 1200 | 001 | Huey Duck | Yes | Yes | | |
| View | 12345 | GEOL | 1200 | 001 | Louie Duck | Yes | | | |
| View | 12345 | GEOL | 1200 | 001 | Dewey Duck | Yes | Yes | | Yes |

Instructors may also log into the AIM Faculty portal or check their UH email to see if any note taking accommodation request has been received from a student in your class. Below is how the notetaking accommodation will be listed in the letter.

3. Notetaking Services

◦ Peer Notetaker

Please help the Dart Center in identifying a notetaker within your course to provide copies of their notes for the student. For additional information please contact the students Access Coordinator.

Deaf and Hard of Hearing

Instructors will be sent a letter of accommodation that will notify you of any students with accommodations specific to Communication Access. The picture below outlines how Communication Access accommodations will be listed in the letter.

2. Communication Access

Deaf and Hard of Hearing accommodations to help make communication and learning more accessible.

An interpreter/captionist will be placed in your classroom.

The interpreter/captionist will assist you in communicating with the student.

You can speak directly to the student.

An interpreter will need to sit at the front of the classroom where the student can see the board and professor at the same time.

A captionist will need a desk and chair close to a plug.

You can lecture at your normal pace. The interpreter/captionist are skilled at providing communication at your pace.

◦ **Interpreting**

ASL Interpreting Services provide by the SAC.

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- **EXAM:** Alternative Testing
- **DHH:** Communication Access
- **TEXT:** Alternative Formats
- **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 | TEXT | DHH |
|----------------------|-------|------|------|-----|--------------------------------|------|------|------|-----|
| View | 12345 | GEOL | 1200 | 001 | Mickey Mouse | Yes | | | |
| View | 54321 | GEOL | 1200 | 005 | Minnie Mouse | Yes | | | |
| View | 54321 | GEOL | 1200 | 002 | Donald Duck | Yes | Yes | | |
| View | 12345 | GEOL | 1200 | 001 | Daisy Duck | Yes | | | |
| View | 12345 | GEOL | 1200 | 001 | Goofy Goof | Yes | Yes | | |
| View | 54321 | GEOL | 1200 | 001 | Pluto Dog | Yes | Yes | | |
| View | 12345 | GEOL | 1200 | 001 | Clarabelle Cow | Yes | | Yes | |
| View | 12345 | GEOL | 1200 | 001 | Huey Duck | Yes | Yes | | |
| View | 12345 | GEOL | 1200 | 001 | Louie Duck | Yes | | | |
| View | 12345 | GEOL | 1200 | 001 | Dewey Duck | Yes | Yes | | Yes |

To review information regarding Interpreting or Captioning for students, you will see a column under the "List of Students Who Requested Accommodation" titled "DHH". If a student is approved for interpreting or captioning services, a "Yes" will appear in the box next to the student's name.



Justin Dart, Jr.
Student Accessibility Center
Division of Student Affairs

Thank you!

We appreciate your contribution and cooperation in our goal to equalize our students' learning, discovery, and engagement by fostering self-advocacy, inclusion, and success.

For any questions, please reach out to the Justin Dart Jr., Student Accessibility Center!

Justin Dart Jr. Student Accessibility Center



uh.edu/accessibility



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