Bison Accessibility Portal for Faculty

Disability Services is excited to use a new student management system called Accessible Information Management or AIM. At NDSU, this is called the Bison Accessibility Portal. Disability Services manages our student accommodations using the Bison Accessibility Portal. Faculty have the ability to log into the Bison Accessibility Portal using their NDSU credentials and view all students who have requested academic accommodations in their course(s) as well as view all exams that students have scheduled.

When a student or students have requested academic accommodations for your course(s), you will receive a Faculty Notification Letter stating that a student has enrolled in your course who is registered through Disability Services and is requesting academic accommodations in your course.

Logging into the Bison Accessibility Portal

To log into the Bison Accessibility Faculty Portal, go to www.ndsu.edu/disabilityservices and click on the "Bison Accessibility Portal (Faculty)" link located in the left side menu.

Once in the Bison Accessibility Portal for faculty, sign in using your NDSU username and passphrase. You can also follow this direct link to login - https://sierra.accessiblelearning.com/NDSU/Instructor/

1. Each time you login, you will have to agree to the confidentiality agreement statement. Then click the "Continue to View Student Accommodations" button.

2. On your faculty homepage you will see an overview of students requesting accommodations in your classes and an overview of the accommodations they receive. Please note that the "Class Instructions Tool" has not been activated at this time.

3. If you click the "View" link on the left side of the student's name, you will be able to review the student's accommodation letter. This is the same letter you received in your email that lists the accommodations and a description of the accommodations the student is approved for through Disability Services.

4. Under the "Views and Tools" navigation header, you will find access to further capabilities. At the bottom of each page for each specific accommodation type, you will see a list of students who are receiving that specific accommodation.

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Alternative Testing

Completing the Alternative Testing Agreement
Please note
You only need to fill this out once per semester for you class(es).
You will need to fill this out for each class you are teaching this semester.
If this agreement is not completed, students will not be able to have tests proctored in Disability Services.
There are additional note fields that are available if you have additional instructions.

1. Click on the "Alternative Testing" Link from the menu on the left side of the webpage.
2. The first thing you will need to do is fill out an Alternative Testing Agreement for each class.
3. Select your class from the "List Alternative Testing Agreement" dialog box.
4. Click on View.
5. Next in section 1, select the Test Location.
6. In Section 2, "Please identify all resources allowed on test for ALL students", click on all the checkboxes for accommodations allowed for your class.
7. In Section 3, you will click on whether a scantron will be required or not.
8. In Section 4, select on whether a student can keep a hard copy of the exam.
9. In Section 5, select the method of exam delivery if the test is administered in Disability Services.
10. In Section 6, select how you would like the exam returned if the test is administered in Disability Services.
11. In the Exam Type(s) field, fill in the regular exam length for quizzes, exams, and the final exam.
12. In the Additional Information field, fill in the Instructor phone number.

Uploading Exams
1. Click on the Alternative Testing Link from the menu on the left side of the webpage.

2. Within the "Alternative Testing" page, you will be able to see which students have scheduled an exam and the date and time of that exam.

3. Here, you are able to upload your exams and quizzes. To do that, click on Step 1 and select "Upload File to Exam(s)".

4. In Step 2, click the checkbox next to the student name(s) taking the exam.

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5. In "Step 3", you will click on the "Confirm your Selections" button. On this screen you will be able to select a file and upload the exam. In the "Exam File Note" note field you can add any additional notes you feel necessary.

6. When you have selected the file, click on upload exam.

7. Next, click on "Back to List of Upcoming Exams".

Alternative Format

Within the Alternative Format page, you'll be able to see what books Disability Services is working on for students with requested alternative format. If you see any errors in the book title, year, version, or other details, please contact Beth Fiechtner at Disability Services.

Notetaking Services

Within the notetaking services page you'll be able to see a list of notetakers for your class and are also able to view the notes being taken for students registered through Disability Services. To do this, click on the "Available Notes for Download" button and then click the "Download Note" link.

Support

If you have any questions about using the Bison Accessibility Faculty Portal, please contact Disability Services at (701) 231 – 8463 or email at **ndsu.disability.services@ndsu.edu**
You can also view the Bison Accessibility Portal for Faculty support video at -
https://vimeo.com/384411024

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