

How to submit a Testing Agreement for Faculty

Step 1 Log into your AIM account using your YCP Username and password
<https://york.accessiblelearning.com/YCP/Instructor/Login.aspx>

Step 2 Select Alternative Testing

Welcome Lynda Garner! My Profile My Mailbox (Sent E-Mails) Sign Out

YORK COLLEGE OF PENNSYLVANIA | STUDENT ACCESSIBILITY SERVICES

My Dashboard Unified Blogs Staff Access Website Control Testing Center Proctor

Home » Instructor Homepage » Overview

Login As Feature Overview Accommodation Requests Search Students' Eligibilities

Return to Staff Previous Term Term: Summer 2022 Next Term

Click to Expand Advanced Search Panel Sort Result: Last Requested (Newest F) Sort

Views and Tools

- Overview
- Alternative Testing
- Alternative Formats
- Notetaking Services
- Communication Access

Important Dates

- August 10 Closed for a meeting from 12:00 - 5:00
- September 05 Labor Day - Campus Closed
- October 10 Fall Break
- October 11 Fall Break

Logout

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- ALTT: Alternative Testing
- TEXT: Alternative Formats
- COMM: Communication Access
- NOTE: Notetaking Services

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

Export Student Lists For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests Courses with Eligibility

View	CRN	SBJ	CRS	SEC	Student's Full Name	ALTT	NOTE	TEXT	COMM	Request Date	Status
					CONFIDENTIAL	Yes				06/07/2022	Read
					CONFIDENTIAL	Yes				06/07/2022	Read
					CONFIDENTIAL	Yes		Yes		06/04/2022	Emailed

Step 3 Select the appropriate class from the drop down menu

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Login As Feature ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses

Return to Staff

SPECIFY TESTING DETAILS FOR STUDENT ACCESSIBILITIES SERVICES

Select: [Dropdown Menu]

Continue to Specify Testing Details for Student Accessibilities Services

LIST TESTING DETAILS FOR STUDENT ACCESSIBILITIES SERVICES

Hint: If you need to make any changes, please select the following Testing Details for Student Accessibilities Services and click View. If you would like to make a copy of your Testing Details for Student Accessibilities Services to another course, please use the following function to select your source Testing Details for Student Accessibilities Services and your other course.

Select: [Select One] View

Copy to: [Select One] Copy

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
			CONFIDENTIAL	Exam	08/08/2022	11:00 AM	Approved - View Detail Exam Uploaded: 6

Step 4 Complete the form!

How to submit a Exam and/or Exam Instructions

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My Dashboard Unified Blogs Staff Access Website Control Testing Center Proctor

Home > Instructor Homepage > Overview

OVERVIEW

Return to Staff

Previous Term Term: Summer 2022 Next Term

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Sort Result: Last Requested (Newest F) Sort

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

Export Student Lists For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests Courses with Eligibility

View	CRN	SBJ	CRS	SEC	Student's Full Name	ALTT	NOTE	TEXT	COMH	Request Date	Status
					CONFIDENTIAL	Yes				06/07/2022	Read
					CONFIDENTIAL	Yes				06/07/2022	Read
					CONFIDENTIAL	Yes		Yes		06/04/2022	Emailed

Step 3 Select action of either “Upload File” or “Specify Instructions”.

Step 4 Select the requested students and exams you would like to have the information applied.

Welcome Lynda Garner! My Profile My Mailbox (Sent E-Mails) Sign Out

Logout

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

Log Out

STEP 1 - SELECT ACTION

Available Tools: Upload File to Exam(s) Upload File to Exam(s) Specify Exam Instructions Export All Exam Details

STEP 2 - SELECT 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"/>				CONFIDENTIAL	Exam	08/08/2022	11:00 AM	Approved - View Detail Exam Uploaded: 6
<input type="checkbox"/>				CONFIDENTIAL	Exam	08/08/2022	11:00 AM	Approved - View Detail Exam Uploaded: 6
<input type="checkbox"/>				CONFIDENTIAL	Exam	08/08/2022	11:00 AM	Approved - View Detail Exam Uploaded: 2
<input type="checkbox"/>				CONFIDENTIAL	Exam	08/08/2022	12:00 PM	Approved - View Detail Exam Uploaded: 6
<input type="checkbox"/>				CONFIDENTIAL	Exam	08/09/2022	11:00 AM	Cancelled

STEP 3 - CONFIRMATION

Confirm Your Selections

Step 5 Download the form or complete the instructions as indicated.