



How to complete Instructor Agreement- DRA *Quick Guide*

1. Click the link [AIM Portal](#)

You might be asked to sign in. Use your MavZone username and password.

Read and Sign Confidentiality Agreements if prompted.



	Username
	Password

2. After sending accommodations, navigate to the left menu under My Accommodations and select Agreement with Instructors at the bottom of the menu.

The screenshot shows the AIM Portal dashboard. On the left is a navigation menu with sections: "Home" (containing My Dashboard, My Profile, Request for Appointment, SMS, Upload Documentation, Mailbox), "My Accommodations" (containing Information Release Consents, My Eligibility, List Accommodations, Accommodated Testing, Alternative Book Formats, My E-Form Agreements, My Signup List, and **Agreements with Instructors**), and "My Dashboard". A red arrow points to the "Agreements with Instructors" option, which is also highlighted with a red box. The main content area is titled "OVERVIEW" and features an "IMPORTANT MESSAGE(S)" section with a "Your To Do List" containing three items related to instructor agreements for classes ENVS 374.001, GIST 305.001, and GIST 332.001. Below this is a "PRINTING FACULTY NOTIFICATION LETTER IN PDF" section with a "Generate PDF" button. At the bottom, there is a "SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)" section.

3. Select the course you want to make an agreement for and select Create Agreement with Instructor.

The screenshot shows the 'AGREEMENTS WITH INSTRUCTORS' page. On the left is a navigation menu with 'Home' expanded to show 'My Dashboard', 'My Profile', 'Request for Appointment', 'SMS (Text Messaging)', 'Upload Additional Documentation', and 'My Mailbox (Sent E-Mails)'. The main content area has a breadcrumb trail 'Home > My Dashboard > Agreements with Instructors'. Below this is a 'Login as User Feature' section with a 'Back to My Profile' button. The 'SMS (Text Messaging)' section shows 'Status: OFF' and an 'Update Preference' button. A navigation bar indicates 'Previous Term', 'Term: Summer 2022', and 'Next Term'. The main section is titled 'STEP 1: SELECT YOUR COURSE' and contains the text: 'Please select from the following list of classes to create an agreement with your instructor. If you are unable to find your classes below, please make sure your accommodation request has been approved and faculty or instructor has been notified.' Below this text is a 'Select Class:' dropdown menu currently showing 'Select One'. A red arrow points to the 'Create Agreement with Instructor' button, which is highlighted with a red box.

4. Read the information and answer the 5 questions according to your communication with your instructor.

The screenshot shows the 'AGREEMENT FOR EAT 100.101 - EAS ACCOMMODATION TESTING' page. The left navigation menu is the same as in the previous screenshot. The main content area has a breadcrumb trail 'Home > My Dashboard > Agreements with Instructors'. Below this is a 'Login as User Feature' section with a 'Back to My Profile' button. The 'SMS (Text Messaging)' section shows 'Status: OFF' and an 'Update Preference' button. A navigation bar indicates 'Previous Term', 'Term: Summer 2022', and 'Next Term'. The main section is titled 'AGREEMENT FOR EAT 100.101 - EAS ACCOMMODATION TESTING'. It contains an 'IMPORTANT NOTE - READ FIRST' section with a warning icon and the text: 'This agreement should be completed between the student and the professor to ensure clear communication regarding the student's accommodation.' Below this is a 'Select One Instructor' dropdown menu currently showing 'Samantha Huddleston'. The text below the dropdown reads: 'Please select the instructor who will be receiving this agreement, if it is not listed below, please contact our office:'. Below this is a 'Disability Related Absences' section with a 'Disability-Related Absence Agreement Form - CONFIDENTIAL' link.

Logout

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

Log Out

- Is there classroom interaction between the instructor and students and among students?
 - Do student contributions constitute a significant component of the learning process?
 - Does the fundamental nature of the course rely on student participation as an essential method for learning?
 - To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?
 - What do the course description and syllabus say?
 - Which method is used to calculate the final grade?
 - What are the classroom practices and policies regarding attendance?
- The accommodation should be provided unless the accommodation threatens the integrity of the course as offered.

1. **Is attendance factored into the student's final grade for this course?** *

- Yes
- No

Additional Note or Comment

2. **How many absences are currently allowed for the course per the syllabus?** *

3. **How many additional absences can be provided without impacting the integrity of the course?** *

4. **Extension Dates due to DRA: What is an acceptable TIME FRAME for turning in any missed work (assignments/exams/quizzes)?** *

5. **Extension Dates due to DRA: For turning in missed work, what is the preferred METHOD of DELIVERY (D2L, email, office, etc.)?** *

5. Check the Terms and Conditions and Submit Agreement with Instructor. A copy will be sent to you, the instructor, and EAS and will be available to reference in your AIM portal under the Agreements with Instructors tab.

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

- I understand the responsibilities outlined above.
- I will abide by the student code of conduct, specifically in regard to the academic dishonesty policy.
- I affirm that I have had a conversation with my professor and we have come to an agreement on how to implement my accommodation(s).

Submit Agreement with Instructor