

Method 2: Bulk Flex Plan Completion in AIM

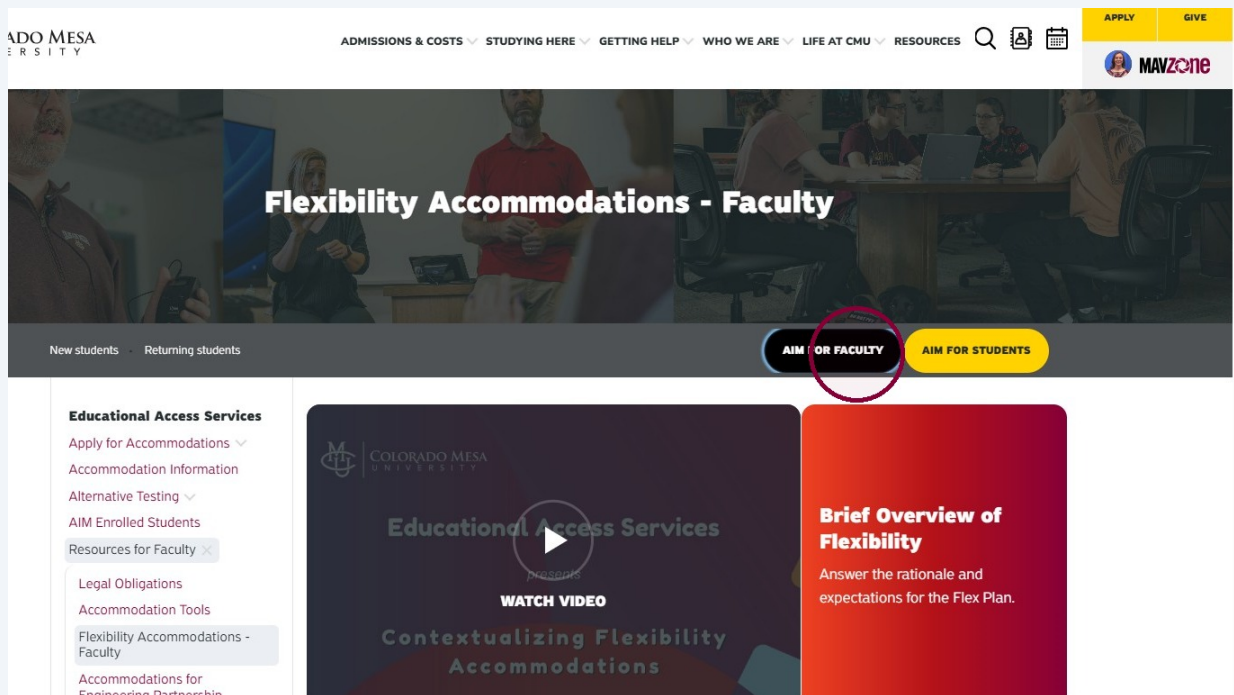
This guide provides step-by-step instructions for submitting a Flex Plan for multiple-course-per-student flexibility accommodations through the Faculty AIM portal.

Faculty AIM Portal Access

1

Navigate to the EAS webpage: <https://www.coloradomesa.edu/educational-access/eas-faculty-info/flexibility-accommodations.html>

Click "AIM FOR FACULTY"



2

Click "Continue to View Student Accommodations" to acknowledge the access policy. You will be prompted to do this every time you login to AIM.

INSTRUCTOR PORTAL

Session Extender: ON

HOME » INSTRUCTOR PORTAL

Username: shuddleston

ACCESS POLICY

Please read the following before viewing CONFIDENTIAL student information:
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. I understand I will acknowledge this EVERY time I log into this EAS portal.

FERPA (Confidentiality Statement)
Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Education 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, you do have a responsibility to maintain confidentiality.

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information

CONTINUE TO VIEW STUDENT ACCOMMODATIONS

Course Selection

3

Click "Flex Plan" from the left-side menu options.

COLORADO MESA UNIVERSITY

OVERVIEW

Session Extender: ON

HOME » OVERVIEW

Previous Term Term: Summer 2026

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH

Records Found: 3 (Showing: 1 - 3) Show Per Page: 500

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated
View	PDF	202604	EAT	201	100	Mickey Mouse	Emailed	06/11/2026	06/11/2026
View	PDF	202603	EAT	101	001	Minnie Mouse	Emailed	05/20/2026	06/11/2026
View	PDF	202603	EAT	101	001	Mickey Mouse	Emailed	05/20/2026	06/11/2026

IMPORTANT DATES
July 03
EAS Closed - Independence Day
Closed All Day.
VIEW ALL

SIGN OUT

4

If a student(s) has requested a flexibility accommodation for multiple classes, you will be able to click the checkbox next to each course with a "Not Initiated" status to complete all courses at once.

2

Number of Plans Not Initiated

Total Requests: 2

0

Number of Plans Initiated

Total Completed Request: 0

2

Number of Plans Not Initiated

Number of Plans Initiated: 0

STEP 1: SELECT COURSES (FOR BULK SPECIFY OR COPY FROM PREVIOUSLY COMPLETED)

Records Found: 2 (Showing: 1 - 2) Show Per Page: 500

☐	View	Status	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date
☒	View	Not Initiated	2	16006	BIOL	101	001	7		05/27/2026
☐	View	Not Initiated	2	16007	BIOL	101L	001	7		05/27/2026

STEP 2: SELECT AVAILABLE OPTIONS

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In the Step 2 section, make sure the dropdown is on "Start A New Plan."

☐	View	Status	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date
☒	View	Not Initiated	2	16006	BIOL	101	001	7		05/27/2026
☒	View	Not Initiated	2	16007	BIOL	101L	001	7		05/27/2026

STEP 2: SELECT AVAILABLE OPTIONS

Select from the list of courses above to specify Flex Plan in bulk.

Options:

Hint: If you would like to copy a previously completed Flex Plan, please select the course below. The list includes the last 25 completed Flex Plan within the last 4

Start A New Plan

Important Note: When specifying Flex Plan in bulk, the system will prefill questionnaire with the default template which can be edited as needed.

SPECIFY FLEX PLAN FOR MULTIPLE COURSES >

QUESTION?

Educational Access Services

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In the Step 2 section, click the button "Specify Flex Plan For Multiple Courses"

☐	View	Status	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date
☒	View	Not Initiated	2	16006	BIOL	101	001	7		05/27/2026
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Hint: If you would like to copy a previously completed Flex Plan, please select the course below. The list includes the last 25 completed Flex Plan within the last 4

[Start A New Plan](#)

Important Note: When specifying Flex Plan in bulk, the system will prefill questionnaire with the default template which can be edited as needed.

[SPECIFY FLEX PLAN FOR MULTIPLE COURSES](#)

QUESTION?

Educational Access Services

Plan Completion and Submission

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Select the responses that best fit your courses flexibility for all of the required questions under the "List of Questions" section.

STUDENT REQUEST

Course Information:

- BIOL 101L.001 - GENERAL HUMAN BIOL LAB-GTSC1 (CRN: 16007)
- BIOL 101.001 - GENERAL HUMAN BIOLOGY-GTSC1 (CRN: 16006)

LIST OF QUESTIONS

*Question 1: If class participation is part of the student's overall grade, in what way and frequency is the participation evaluated or tracked? **
Note: This question only applies to Disability-Related Absences (DRA).

Select One 

Additional Comment:

*Question 2: What is your excused absence make-up policy for this class? **
Note: This question only applies to Disability-Related Absences (DRA).

Select One 

Additional Comment:

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Optional: Default answers can be viewed by scrolling to the bottom of the page and clicking "View Default Answers". The answers can still be changed, and some fields may still need to be completed.

FORM SUBMISSION

INITIATE AND REQUEST REVIEW > **VIEW DEFAULT ANSWERS >** BACK TO LIST >

QUESTION?

Educational Access Services

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Click "Initiate and Request Review" to submit the Flex Plans to EAS for final approval.

*Question 7: Flexible Turn In Dates for assignments is intended for acute needs. Excessive or chronic use of flexibility should be reported and discussed with EAS to determine if other accommodations or interventions are necessary. *Excessive/Chronic = more than 5 extensions **

Note: This question only applies to Flexible Turn In Dates.

Select One

Additional Comment:

FORM SUBMISSION

INITIATE AND REQUEST REVIEW >

VIEW DEFAULT ANSWERS >

BACK TO LIST >

QUESTION?

Educational Access Services

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[COLORADOMESA.EDU/EAS](https://coloradomesa.edu/eas)

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