

Accessibility Services

**Course Instructor
AIMS Help Document**

UTM's Accessibility Services, in partnership with the Accessibility offices at St. George and UTSC, launched a new online system for students and instructors working with disability-related accommodations in January 2011. This new online tool is the Accessibility Information Management System - AIMS for short. AIMS will help the university track and meet its legal obligations under the Ontario Human Rights Code when providing appropriate and reasonable academic accommodations for students with disabilities. Additionally, AIMS will provide instructors with real-time access to relevant student information and streamline communications with Accessibility Services. AIMS will give you, as a course instructor, the ability to:

- View the approved accommodations (accommodation letters) of your students through a secure website;
- Provide timely information regarding accommodations for your tests and final exams, including any changes to the original submission (e.g. changes to dates, times, and/or aids allowed);
- Upload your quizzes and tests to AIMS, ensuring content encryption and security that email attachments cannot guarantee; and
- Access the above information online, anytime and anywhere you have web access.

You may log into AIMS from the following places:

- 1) The Accessibility Services' home website www.utm.utoronto.ca/accessibility
- 2) From emails sent from accessexams.utm@utoronto.ca . These emails will be triggered from the AIMS system directly and may require your action.
- 3) Directly navigating to <https://aims.utm.utoronto.ca/user/instructor/default.aspx>

Procedure To Acknowledge Student Letter of Accommodations

UTM Instructors - To login to the Instructor's Page please go to the right column on the [Accessibility's homepage](#) titled "AIMS for Instructors". Once you click on the link you will be taken to the AIMS welcome page. You may also access AIMS for Instructors from the Office of the Registrar Faculty & Staff applications page.

Step 1



[Courses](#) [Accommodation letters](#) [Help](#)

Instructor Information

Welcome to the Instructor Information website. You can use this website to:

- View accommodations that have been assigned to your students
- Tell us about your upcoming mid-terms, tests or quizzes
- Upload copies of your tests into our secured system

Please click the [courses](#) link in the menu at the top of the page in order to get started. You will be presented with a list of the courses in which students are registered with Accessibility Services. You will also see a list of tutorials and labs for these courses to allow you to enter relevant tests and quizzes for specific sections. If you need to cancel a previously scheduled test, please contact Accessibility Services directly.

ClockWork Online Student Access

Navigating to Courses or Accommodations letters, will prompt you to enter your UTORID and Password



weblogin idpz

Log in to ClockWork3

UTORid / JOINid

Password

log in

ClockWork Service requires the following attributes

Protect Your Account

Login Problems

Forgotten Password

How to Log Out

Finding Help

Steps you should take to protect your account:

- ✓ Before you begin, make sure this page (URL) starts [https://idpz.utorauth.utoronto.ca/...](https://idpz.utorauth.utoronto.ca/)
- ✓ When using a public computer, **close all windows** and exit the browser.
- ✓ Keep your password a secret at all times.
Tip: U of T will **never** ask for your password or other personal information by e-mail.

Warning: Your password may not be sync'd. Visit our [verify password](#) page.

Step 2

Click on "Courses" on the top left menu.

If you are teaching courses in which there are **not** students registered with Accessibility, you will see the following screen.

Course	Options
No courses were found for the selected session. Please try selecting a different session from the drop-list on the top right of this page. Note that a course will only appear in the list if at least one student in your class requires accommodations for that course. Please contact us if you have any questions or concerns (contact information is listed at the very bottom of this page).	

If your courses contain students registered with Accessibility, you will see a listing of those courses you are teaching in the current academic session. You will also see any respective tutorials and labs that are associated with these courses.



[log out](#)

Courses | **Accommodation letters** | **Help**

Courses Show term: Fall Session 2022 v Refresh

Your courses and respective tutorials and labs are listed below. If you wish to view students' approved accommodations, please click on the "Accommodations letter" link.

If you need to enter upcoming test details for a class, including uploading a copy of your test, please click on the "Tests and Exams" link.

NOTE you may receive multiple emails per scheduled test as students submit requests for accommodations; however, you will only be required to enter the details of each scheduled test ONCE regardless of the number of students registered in your course.

For a step-by-step guide, please see our [Course Instructor AIMS Help Document](#).

Course	Options
ANT 102H5 SECTION: F TUT 0101 (TERM: 2022) 5	Accommodation Letters Tests and Exams

Step 3

Select "Accommodation Letters".



log out

Courses Accommodation letters Help

Courses

Show term:

Fall Session 2022

Refresh

Your courses and respective tutorials and labs are listed below. If you wish to view students' approved accommodations, please click on the "Accommodations letter" link.

If you need to enter upcoming test details for a class, including uploading a copy of your test, please click on the "Tests and Exams" link.

NOTE you may receive multiple emails per scheduled test as students submit requests for accommodations; however, you will only be required to enter the details of each scheduled test ONCE regardless of the number of students registered in your course.

For a step-by-step guide, please see our [Course Instructor AIMS Help Document](#).

Course	Options
ANT 102H5 SECTION: F LEC 0101 (TERM: 20229) 5	Accommodation Letters ★ Tests and Exams



Step 4

Select the name of the student for which you wish review and click

View letter



log out

Courses Accommodation letters Help

Accommodation Letters for ANT 102H5 F

Please select the student below:

- StudentName, One
- StudentName, Two
- StudentName, Three
- StudentName, Four
- StudentName, Five
- StudentName, Six
- StudentName, Seven

View letter

Back to courses

Step 5

Click on

Review PDF Letter



UNIVERSITY OF
TORONTO
MISSISSAUGA

log out

Courses

Accommodation letters

Help

Accommodations for StudentName, One

ANT 102H5 section F LEC 0102

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Review PDF Letter

or

Review Html Letter

Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

I acknowledge that I have received and reviewed this Accommodation Letter

Submit

Once you have reviewed the student's letter of accommodation, you are required to acknowledge receipt and click on

Submit



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MISSISSAUGA

log out

Courses

Accommodation letters

Help

Accommodations for StudentName, One

ANT 102H5 section F LEC 0102

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Review PDF Letter

or

Review Html Letter

Step 2: Confirm receipt of the accommodations letter

No action is required - you confirmed receipt of this Accommodations Letter on:

September 8, 2022 . 11:12 AM

Your acknowledgement will be recorded in the system. Click on "Courses" to return to your course list if needed. Otherwise, please Logout.

Procedure To Enter Term Test/Quiz Details

As a course instructor, you may receive an automated email message notifying you that a student in your class has submitted a request for accommodations for an upcoming test. You are required to acknowledge this request, confirm the class test date and time, as well as indicate any relevant test details, such as aids allowed and class writing location.

You may also be proactive and notify us of an upcoming test without a student request for accommodations.

This new on-line procedure will replace the manual paper process required from you in the past academic terms and allow you to enter information from any place you have access to our website.

Step 1

Log into AIMS



weblogin idpz

Log in to ClockWork3

UTORid / JOINid

Password

log in →

ClockWork Service requires the following attributes

Warning: Your password *may* not be sync'd. Visit our [verify password](#) page.

Protect Your Account

Login Problems

Forgotten Password

How to Log Out

Finding Help

Steps you should take to protect your account:

- ✔ Before you begin, make sure this page (URL) starts <https://idpz.utorauth.utoronto.ca/...>
- ✔ When using a public computer, **close all windows** and exit the browser.
- ✔ Keep your password a secret at all times.

Tip: U of T will **never** ask for your password or other personal information by e-mail.

Step 2

Click on "Courses" on the left menu.

If your courses contain students registered with Accessibility, you will see a listing of the courses you are teaching in the current academic session and their respective tutorials and labs. Click on "Tests and Exams".



[log out](#)

Courses | Accommodation letters | Help

Courses Show term: Fall Session 2022 Refresh

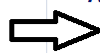
Your courses and respective tutorials and labs are listed below. If you wish to view students' approved accommodations, please click on the "Accommodations letter" link.

If you need to enter upcoming test details for a class, including uploading a copy of your test, please click on the "Tests and Exams" link.

NOTE you may receive multiple emails per scheduled test as students submit requests for accommodations; however, you will only be required to enter the details of each scheduled test ONCE regardless of the number of students registered in your course.

For a step-by-step guide, please see our [Course Instructor AIMS Help Document](#).

Course	Options
ANT 102H5 SECTION: F LEC 0101 (TERM: 20229) 5	Accommodation Letters ★ Tests and Exams



If you have entered tests for your courses in the past or if one of your students have submitted a test request, you will see the entries appear in the list.



[log out](#)

Courses | Accommodation letters | Help

Scheduled tests and examinations for:

ANT 102H5 section F LEC 0101 (2022 Sep 1 to Dec 31)

Your scheduled accommodated tests/examinations for this course are listed below. Please select the Pencil icon next to the test for which you are providing information or materials (ie - to upload an electronic copy of your test, etc.). For a listing of students registered to write these tests/exams with Accessibility, click on the Pencil icon.

Tell us about an upcoming test

Date of test:

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	December 7 Wednesday (2022)	3:00 PM (60 minutes) <small>Last modified: 2022-09-14</small>	No		Confirm/Edit

To review/validate and update test information or to upload an electronic copy of the test for an existing test entry, click on the Confirm/Edit link.

Please note that you are only required to do this ONCE per course test although you may receive notifications for each student who submits a request for accommodations.



log out

Courses Accommodation letters Help

Scheduled tests and examinations for:


ANT 102H5 section F LEC 0101 (2022 Sep 1 to Dec 31)

Your scheduled accommodated tests/examinations for this course are listed below. Please select the Pencil icon next to the test for which you are providing information or materials (ie - to upload an electronic copy of your test, etc.). For a listing of students registered to write these tests/exams with Accessibility, click on the Pencil icon.


Tell us about an upcoming test

Date of test: 

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	December 7 Wednesday (2022)	3:00 PM (60 minutes) <small>Last modified: 2022-09-14</small>	No		 Confirm/Edit

Step 3

To enter a new test, click on the calendar icon beside the "Date of test" field  and click on



log out

- 1. Test details
- 2. Students
- 3. Test Information
- 4. Submit changes

1. Test / Exam Information

Course: This is a final exam

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us at accessexams.utm@utoronto.ca.

Date of test: 

Test start time:

Test end time:

ClockWork Online Student Access

You will be required to select the course and enter the test start and end times. Proceed by clicking

Step 4

If this is a new test without any student requests, "None yet" will appear under the **Student Name & ID** column.



[log out](#)

- 1. Test details
- 2. Students
- 3. Test Information
- 4. Submit changes

2. Students scheduled to-date for ANT 102H5 sect. F LEC 0101

Below you will find a list of students who have registered to write this test/exam with us to date. Please review this list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
None yet.		

[Previous](#) [Next](#) [Cancel](#)

ClockWork Online Student Access

Otherwise, you will be able to see a list of students who have requested to write this test with approved accommodations with the Accessibility Services to date.



[log out](#)

- 1. Test details
- 2. Students
- 3. Test Information
- 4. Submit changes

2. Students scheduled to-date for ANT 102H5 sect. F LEC 0101

Below you will find a list of students who have registered to write this test/exam with us to date. Please review this list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
Studentfirstname Lastname (999999999)	December 7 Wednesda (2022)	3:00 PM to 4:00 PM

[Previous](#) [Next](#) [Cancel](#)

If student names appear, you are required to either acknowledge their request for accommodations or notify the Centre with your concerns or questions.

Click on [Next](#)

Step 5

You will be required to complete a form containing details regarding the test. Please note that this form consists of **seven questions**; remember to scroll down to view the form in its entirety. You will only need to do this **ONCE** per test.



[log out](#)

[1. Test details](#)

[2. Students](#)

[3. Test Information](#)

[4. Submit changes](#)

3. Test Information for ANT 102H5 sect. F LEC 0101

NOTICE

You are only required to complete this form ONCE per test regardless of the number of students requests you have received.

Note that there are 5 mandatory questions in this form. All others are optional.

Please submit the test question papers at least FIVE business days prior to the scheduled test.

1. TIME INSTRUCTOR PLANS TO VISIT STUDENT:

Please indicate the approximate time you will be visiting the student, keeping in mind that the student may start writing before the class and/or finish after the class.

Please provide a mobile number where you can be reached during the test/exam.

* Cell phone

Mandatory fields are marked with a red asterisk *. These fields include:

Question 1. Contact number.

Question 3. Is there an audio/visual component to the test/exam?

Question 4. Aids allowed?

Question 5. Location in which the rest of the class will be writing the test.

Question 7. Location to return completed tests.

Once you have completed the form, click on [Next](#)

Step 6

You are required to verify the test details you have entered. If you need to edit any details, click on

Previous



log out

- 1. Test details
- 2. Students
- 3. Test Information
- 4. Submit changes

4. Confirm exam details for ANT 102H5 sect. F LEC 0101

Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us.

Test details

ANT 102H5 sect. F LEC 0101
Thurs September 1, 2022 . 9:00 am - 10:00 am

Test information

Cell phone	(###) ### - ####
Audio/Visual	No
Aids allowed?	No
Location(s) of class	Room ####
Location	Accessibility Services (DV2037)

If you have an electronic copy of your test, you may upload it into our secured, encrypted database at this time by clicking on [Browse ...](#) and navigating to your saved file.

If you do not have a copy of your test to upload at this time, you may do so at a later time and click on

[Submit changes](#)

to proceed to the last step. Please note that you are required to provide the Accessibility Services with a copy of your test **at least 5 business days prior to the test date.**

Cell phone **(###) ### - ####**
Audio/Visual **No**
Aids allowed? **No**
Location(s) of class **Room ####**
Location **Accessibility Services (DV2037)**

File upload

Note: A paper or electronic copy of the tests, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the Accessibility Services office at least five business days in advance of your scheduled test. If submitting electronically, please submit a PDF file format when possible.

Select test/exam file to submit:

Select file ...

Browse ...

No records to display.

Previously uploaded tests:

Please note that you must click the ['Submit changes'](#) button at the bottom of this page to confirm your test to us.

 **Please print a copy for your records.**

Previous

Submit changes

Cancel

Click on  when finished on this page.

Step 7

You may now return to the Course List to submit additional test entries or Log out.

Procedure To Upload a Term Test or Change Test Details

Please note that you are required to provide the Accessibility Services with a copy of your test **at least 5 business days prior to the test date.**

If you wish to edit your previously submitted term quizzes/tests/midterm details or need to upload an electronic copy of your test, please use the following steps:

Step 1



weblogin idpz

Log in to ClockWork3

UTORid / JOINid

Password

log in →

ClockWork Service requires the following attributes

Protect Your Account

Login Problems

Forgotten Password

How to Log Out

Finding Help

Steps you should take to protect your account:

- ✓ Before you begin, make sure this page (URL) starts <https://idpz.utorauth.utoronto.ca/...>
- ✓ When using a public computer, **close all windows** and exit the browser.
- ✓ Keep your password a secret at all times.
Tip: U of T will **never** ask for your password or other personal information by e-mail.

Warning: Your password *may* not be sync'd. Visit our [verify_password](#) page.

Step 2

Click on "Courses" on the left menu.

Click on "Tests and Exams" for the course you wish to process.



[log out](#)

Courses | Accommodation letters | Help

Courses Show term: Fall Session 2022 Refresh

Your courses and respective tutorials and labs are listed below. If you wish to view students' approved accommodations, please click on the "Accommodations letter" link.

If you need to enter upcoming test details for a class, including uploading a copy of your test, please click on the "Tests and Exams" link.

NOTE you may receive multiple emails per scheduled test as students submit requests for accommodations; however, you will only be required to enter the details of each scheduled test ONCE regardless of the number of students registered in your course.

For a step-by-step guide, please see our [Course Instructor AIMS Help Document](#).

Course	Options
ANT 102H5 SECTION: F LEC 0101 (TERM: 20229) 5	Accommodation Letters ★ Tests and Exams



Step 3

Click on the Confirm/Edit link.



[log out](#)

Courses | Accommodation letters | Help

Scheduled tests and examinations for:

ANT 102H5 section F LEC 0101 (2022 Sep 1 to Dec 31)

Your scheduled accommodated tests/examinations for this course are listed below. Please select the Pencil icon next to the test for which you are providing information or materials (ie - to upload an electronic copy of your test, etc.). For a listing of students registered to write these tests/exams with Accessibility, click on the Pencil icon.

[Tell us about an upcoming test](#)

Date of test:

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	December 7 Wednesday (2022)	3:00 PM (60 minutes) <small>Last modified: 2022-09-14</small>	No		Confirm/Edit



Step 4

You will proceed through the Test Details screens allowing you to edit any details required.

Click on [Next](#)



[log out](#)

- 1. Test details
- 2. Students
- 3. Test Information
- 4. Submit changes

1. Test / Exam Information

Course: **ANT 102H5 sect. F LEC 0101**

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us at accessexams.utm@utoronto.ca.

Date of test:

Test start time:

Test end time:

[Previous](#) [Next](#) [Cancel](#)

Step 5

You will be able to see the list of students who have requested to write this test with approved accommodations with the Accessibility Services to date.



[log out](#)

- 1. Test details
- 2. Students
- 3. Test Information
- 4. Submit changes

2. Students scheduled to-date for ANT 102H5 sect. F LEC 0101

Below you will find a list of students who have registered to write this test/exam with us to date. Please review this list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
Studentfirstname Lastname (999999999)	December 7 Wednesday (2022)	3:00 PM to 4:00 PM

[Previous](#) [Next](#) [Cancel](#)

If this is a new test without any student requests, "None yet" will appear under the Student Name & ID column.



log out

- 1. Test details
- 2. Students
- 3. Test Information
- 4. Submit changes

2. Students scheduled to-date for ANT 102H5 sect. F LEC 0101

Below you will find a list of students who have registered to write this test/exam with us to date. Please review this list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
None yet.		

Previous

Next

Cancel

ClockWork Online Student Access

Click on [Next](#)

Step 6

Please edit fields if necessary in the Test Information form. Then click on [Next](#)



log out

- 1. Test details
- 2. Students
- 3. Test Information
- 4. Submit changes

3. Test Information for ANT 102H5 sect. F LEC 0101

NOTICE

You are only required to complete this form ONCE per test regardless of the number of students requests you have received.

Note that there are 5 mandatory questions in this form. All others are optional.

Please submit the test question papers at least FIVE business days prior to the scheduled test.

1. TIME INSTRUCTOR PLANS TO VISIT STUDENT:

Please indicate the approximate time you will be visiting the student, keeping in mind that the student may start writing before the class and/or finish after the class.

Please provide a mobile number where you can be reached during the test/exam.

* Cell phone

Step 7

On the **Confirm Exam Details** screen, you may upload it into our secured, encrypted database at this time by clicking on **Browse ...** and navigating to your saved file.



[log out](#)

- 1. Test details
- 2. Students
- 3. Test Information
- 4. Submit changes

4. Confirm exam details for ANT 102H5 sect. F LEC 0101

Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us.

Test details

ANT 102H5 sect. F LEC 0101
Thurs September 1, 2022 . 9:00 am - 10:00 am

Test information

Cell phone	(###) ### - ####
Audio/Visual	No
Aids allowed?	No
Location(s) of class	Room ####
Location	Accessibility Services (DV2037)

File upload

Note: A paper or electronic copy of the tests, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the Accessibility Services office at least five business days in advance of your scheduled test. If submitting electronically, please submit a PDF file format when possible.

Select test/exam file to submit:

Select file ...

No records to display.

Previously uploaded tests:

Please note that you must click the '[Submit changes](#)' button at the bottom of this page to confirm your test to us.

Please print a copy for your records.

Click on **Submit changes** when finished on this page.

Step 8

You may now return to the course list to submit additional tests or Log out.

Please contact the Accessibility Test & Exam Coordinator at accessexams.utm@utoronto.ca or 905-828-3847 if you have any questions or concerns.