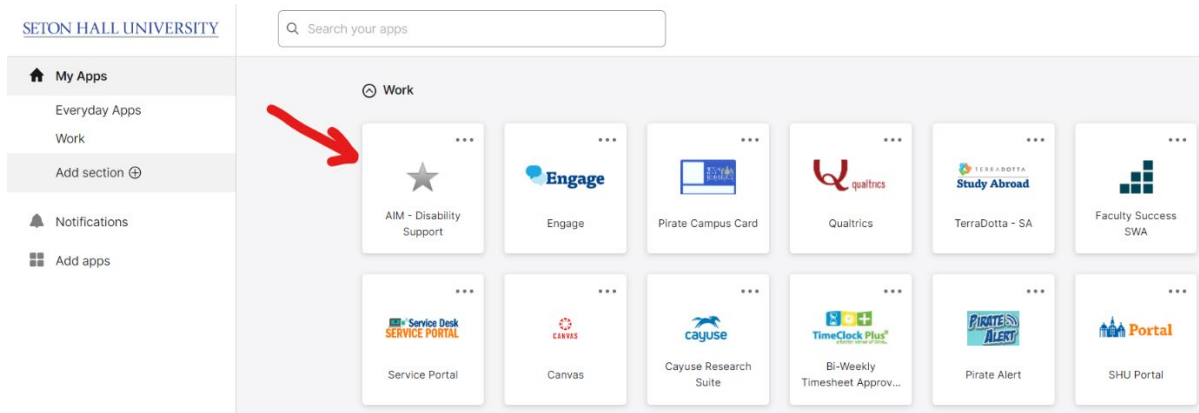


Aim Guide for Faculty

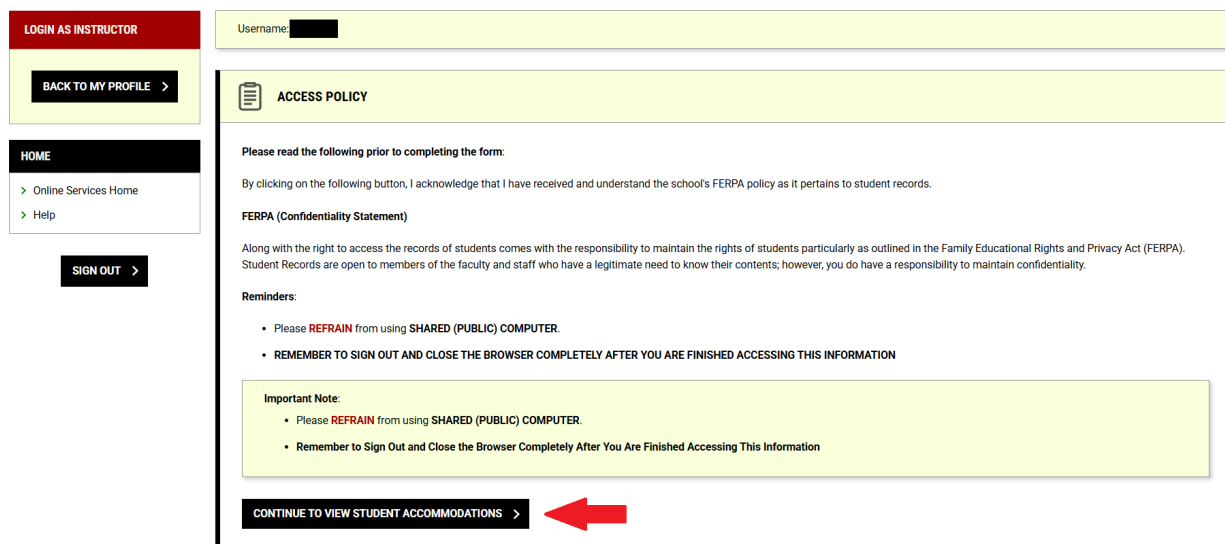
1. Logging into AIM

Login to AIM using your PirateNet credentials using this link:

<https://hayes.accessiblelearning.com/SHU/> or by clicking the “AIM – Disability Support” App on the Seton Hall My Apps Dashboard.



Once logged in, click on “Continue to View Student Accommodations” to proceed.



2. Viewing Student's Accommodations

Once you click “Continue to View Student Accommodations,” you will find a list of students that receive accommodations for all your courses. You may click “view” next to a student’s name to see

that individual's accommodations. The "PDF" option allows you to download the letter in PDF format.

Session Extender: ON

» OVERVIEW

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STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH

Records Found: 1 (Showing: 1 - 1) Show Per Page: 100 Page: 1

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Exam Multiplier	Alternative Formats	Alternative Testing	Communication Access
View	PDF	1223123	IHS	123	ABC	Ingrid TEST		08/26/2025	09/04/2025		Yes		

SIGN OUT

3. Uploading your Syllabus

To upload your syllabus, navigate to the "Upload Syllabus" screen on the left side of the page. Select your class from the drop-down menu, name and attach the correct file before clicking "Upload File" at the bottom of the page.

UPLOAD SYLLABUS

Session Extender: ON

» UPLOAD SYLLABUS

Previous Term

UPLOAD SYLLABUS

Note: Required fields are marked with an asterisk (*).

FILE INFORMATION

Class * :
Select One

File Title * :

Select File * : ?
Choose File No file chosen

FORM SUBMISSION

UPLOAD FILE

Click “Alternative Testing” on the left side of the screen to proceed

[illegible]

COURSE INSTRUCTION TEMPLATE

UPCOMING EXAMS COMPLETED FILES **COURSE INSTRUCTION TEMPLATE** EXAM DATES

Session Extender: [Enable](#)

ALTERNATIVE TESTING > COURSE INSTRUCTION TEMPLATE

LOGIN AS INSTRUCTOR

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- > Upload Syllabus
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Navigate To: View All Courses GO >

REFINE SEARCH >

Records Found: 2 (Showing: 1 - 2) Show Per Page: 15 Page: 1

View	Copy	CRN	Subject	Course	Section	Course Title	Students	Exam Dates	Meeting Times	Notes	Bulk Entry
View	Copy	1223123	IHS	123	ABC	IHS Test Lab	1	1		List Exam Dates v	
Specify		321	IHS	TEST CLASS	1	IHS Test Class 2 Fall25	1	None		Exams without Course Instruction Template v	

Answer all required questions and specify your first quiz/exam date and click “Submit and Continue to Specify Exam Dates” when finished.

SPECIFY FIRST EXAM DATE

Important Note: Additional exam dates can be specified after submitting this form.

Type *:

Select One

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).

mm/dd/yyyy

Time: ?

Select

Select

Standard Length Of Exam (In Minutes) *:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Skip Automated Exam Reminder:

No

Additional Note For Staff: ?

FORM SUBMISSION

SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >

5. Specifying Additional Exam Dates

Once you Submit your Course Instruction Template, you will be taken to the page for your course where your specified exam dates are. Underneath the exam date you just submitted, you will see the “Add Additional Exam Dates” section. Please add any known dates of quizzes and exams for your course/s in this section and click “Save Exam Date” at the bottom of the page.

Note You do not need to upload your quiz/exam for each quiz/exam, you may upload the file later or submit the file via email to DSS.

HOME

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> Upload Syllabus

> Alternative Formats

> Alternative Testing

> Communication Access

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SIGN OUT >

IHS 123.ABC - IHS TEST LAB (CRN: 1223123)

COURSE INSTRUCTION TEMPLATE
LIST EXAM DATES
COPY COURSE INSTRUCTION TEMPLATE

LIST EXAM DATES

Modify	Duplicate	Delete	Type	Date	Time	
<a>Modify	<a>Duplicate	<a>Delete	Quiz	Wednesday, July 15, 2026	10:00 AM	3

ADD ADDITIONAL EXAM DATE

Note: Required fields are marked with an asterisk (*).

EXAM DETAIL

Type*:

Select One

Date*:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).

mm/dd/yyyy

Time: ⓘ

Select

Select

Standard Length Of Exam (In Minutes)*:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

UPLOAD EXAM FILE

Note: Exam files can be added on a continual basis.

Title Or Exam File Note:

Select File: ⓘ

Choose File No file chosen

Skip Automated Exam Reminder:

No

Additional Note For Staff: ⓘ

FORM SUBMISSION

SAVE EXAM DATE >

BACK TO LIST >

6. Uploading an Exam

Once a student submits a testing request, Steps 1 and 2 in will appear under the “Upcoming Exams Scheduled” section. In step 1, select which exam/exams requests you wish to upload a file for. In step 2, under “Upcoming Exam File Upload”, Select a file and click “Upload File.”

UPCOMING EXAMS SCHEDULED

STEP 1: SELECT EXAMS (FOR BULK ACTIONS)

Records Found: 1 (Showing: 1 - 1)

Show Per Page: 100 Page: 1

☐	Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Campus	Late	Prt
☒	Processing	Detail	1223123	IHS	123	ABC	Ingrid TEST	Quiz	08/03/2026	09:00 AM - 09:45 AM (45)	Interprofessional Health Sciences/Nutley	No	

STEP 2: SELECT AVAILABLE OPTIONS

Note: Required fields are marked with an asterisk (*).

UPCOMING EXAM FILE UPLOAD

Please select at least one exam from the table above. Any exams uploaded through this method will only apply to the selected exams.
 Title Or Exam File Note:

Select File *

EXPORT SELECTED OR ALL UPCOMING EXAMS

7. Editing a Template

In the “Course Instruction Template” section, select “[View](#)” next to the course instruction template you wish to edit. Make sure to click “Update and View Exam Dates” at the bottom of the template screen to save your edits.

SETON HALL UNIVERSITY

COURSE INSTRUCTION TEMPLATE

Session Extender: ON

ALTERNATIVE TESTING

COURSE INSTRUCTION TEMPLATE

UPCOMING EXAMS

COMPLETED FILES

COURSE INSTRUCTION TEMPLATE

EXAM DATES

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Term: Fall 2025

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Navigate To:

View All Courses

GO >

REFINE SEARCH >

Records Found: 2 (Showing: 1 - 2)

Show Per Page: 15 Page: 1

View	Copy	CRN	Subject	Course	Section	Course Title	Students	Exam Dates	Meeting Times	Notes	Bulk Entry
View	Copy	1223123	IHS	123	ABC	IHS Test Lab	1	1			List Exam Dates
Specify		321	IHS	TEST CLASS	1	IHS Test Class 2 Fall25	None	None			

8. Copying a Template

If you teach multiple sections of the same course and they share similar exam dates/times, you can use the “Copy” feature in the “Course Instruction Template” section. Once a template is completed, you may click “Copy” next to the completed template.

Session Extender: **Enable**

ALTERNATIVE TESTING > COURSE INSTRUCTION TEMPLATE

UPCOMING EXAMS COMPLETED FILES **COURSE INSTRUCTION TEMPLATE** EXAM DATES

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SIGN OUT >

Navigate To: View All Courses GO >

REFINE SEARCH >

Records Found: 2 (Showing: 1 - 2) Show Per Page: 15 Page: 1

View	Copy	CRN	Subject	Course	Section	Course Title	Students	Exam Dates	Meeting Times	Notes	Bulk Entry
View	Copy	1223123	IHS	123	ABC	IHS Test Lab	1	1		List Exam Dates	
Specify		321	IHS	TEST CLASS	1	IHS Test Class 2 Fall25	1	None		Exams without Course Instruction Template	

Here you will select any/all courses along with any specified exam dates that share the same template and use either the “Copy to Selected Courses” button or the “Copy to All Courses” button.

Session Extender: **Enable**

ALTERNATIVE TESTING > UPCOMING EXAMS

UPCOMING EXAMS COMPLETED FILES COURSE INSTRUCTION TEMPLATE EXAM DATES

LOGIN AS INSTRUCTOR

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- > Alternative Formats
- > Alternative Testing
- > Communication Access
- > Video Captioning

SIGN OUT >

COPY COURSE INSTRUCTION TEMPLATE

Select Courses:

- ☒ IHS TEST CLASS 1 - IHS TEST CLASS 2 FALL25 (CRN: 321)

COPY EXAM DATES

Type	Date	Time	Length	Use Same File
☒ Quiz	07/15/2026	10 AM 00	30	☒

COPY TO SELECTED COURSES > COPY TO ALL COURSES >

For additional assistance, please reach out to DSS@shu.edu for the Main Campus(South Orange) or DSS.IHS@shu.edu for the Interprofessional Health Sciences Campus(Nutley)