

NMSU Disability Services

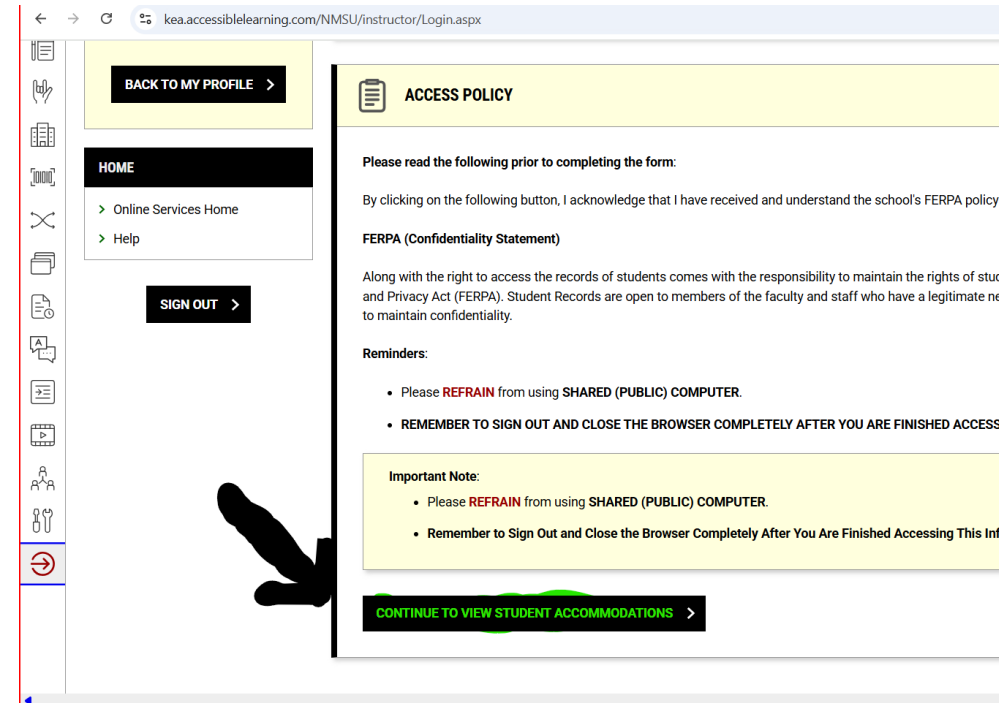
How To Complete Flex Plan Questionnaire in AIM Portal



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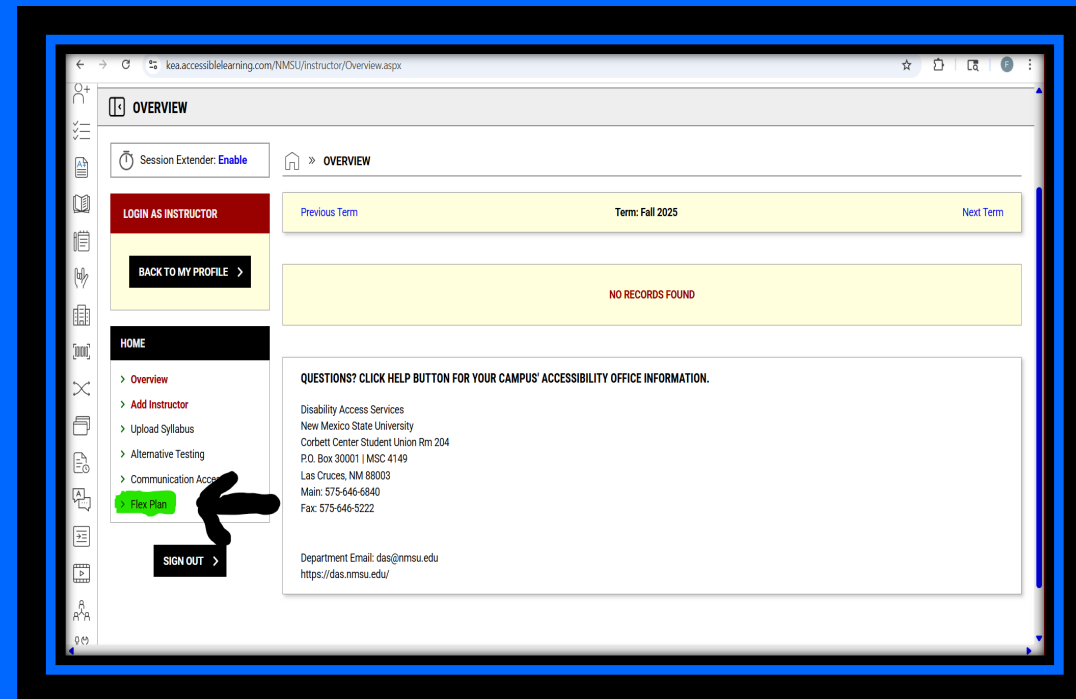
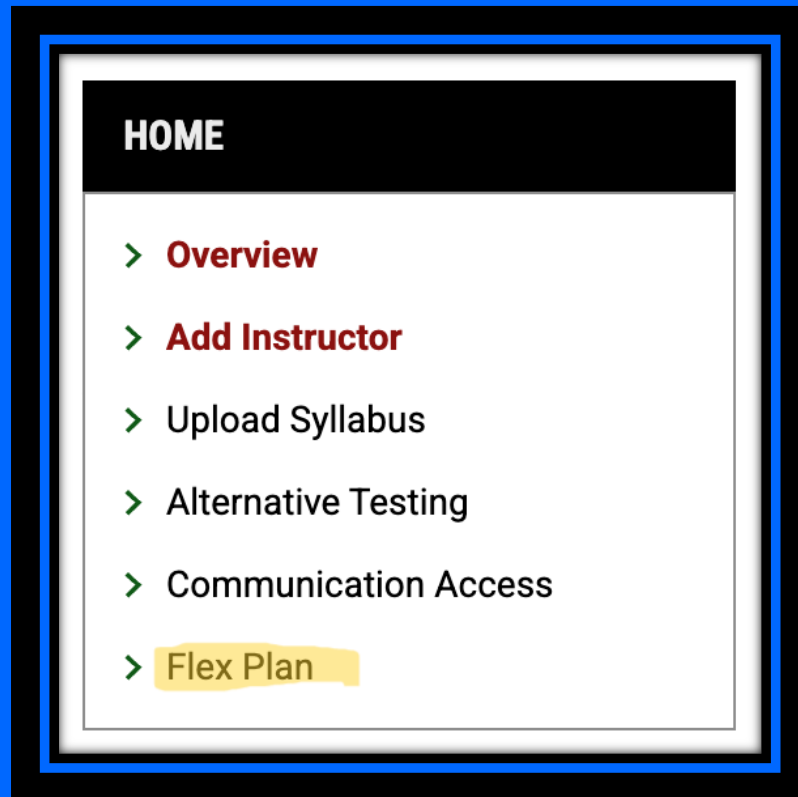
How to Access Disability Access Services Website

- Log into NMSU DAS website at das.nmsu.edu
- Access Faculty Login Button
- Sign in using NMSU credentials
- Acknowledge Access Policy
- Click Continue to View Student Accommodations



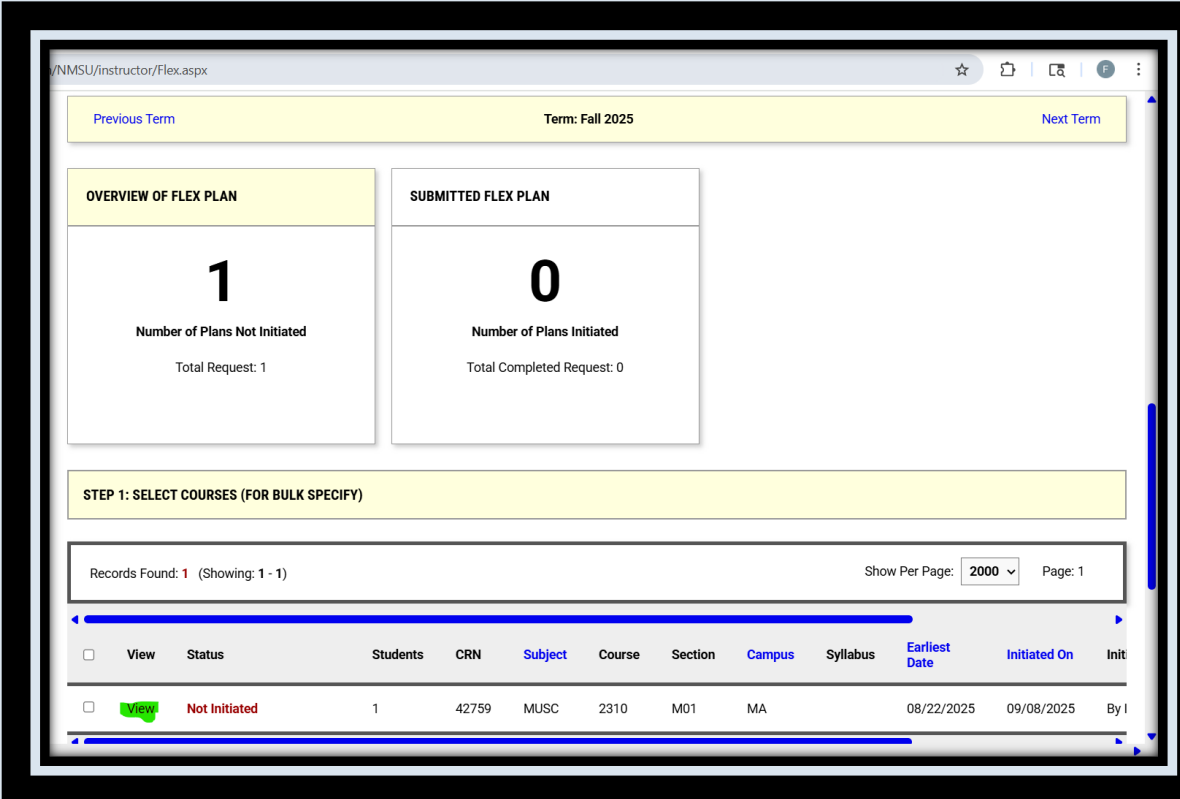
You will now be taken to the Overview Page in the AIM Portal

- Click on Flex Plan on left side of the Home Section



You can see the number of plans not initiated and the number of plans that have been initiated.

-Click “View” to see the plan that requires initiation next to the course that has a student(s) with a flex plan accommodation



The screenshot displays the NMSU instructor Flex plan interface. At the top, there are navigation links for "Previous Term", "Term: Fall 2025", and "Next Term". Below this, the interface is divided into two main sections: "OVERVIEW OF FLEX PLAN" and "SUBMITTED FLEX PLAN".



The "OVERVIEW OF FLEX PLAN" section shows a large number "1" representing the "Number of Plans Not Initiated", with a "Total Request: 1" below it. The "SUBMITTED FLEX PLAN" section shows a large number "0" representing the "Number of Plans Initiated", with a "Total Completed Request: 0" below it.

Below these sections is a yellow banner labeled "STEP 1: SELECT COURSES (FOR BULK SPECIFY)". Underneath this banner, a summary bar indicates "Records Found: 1 (Showing: 1 - 1)" and "Show Per Page: 2000" with a dropdown menu, and "Page: 1".

The main data is presented in a table with the following columns: View, Status, Students, CRN, Subject, Course, Section, Campus, Syllabus, Earliest Date, Initiated On, and Init. The table contains one row of data:

View	Status	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date	Initiated On	Init
<input type="checkbox"/> View	Not Initiated	1	42759	MUSC	2310	M01	MA		08/22/2025	09/08/2025	By I

After Accessing Flex Plan button-Click blue “View” button.

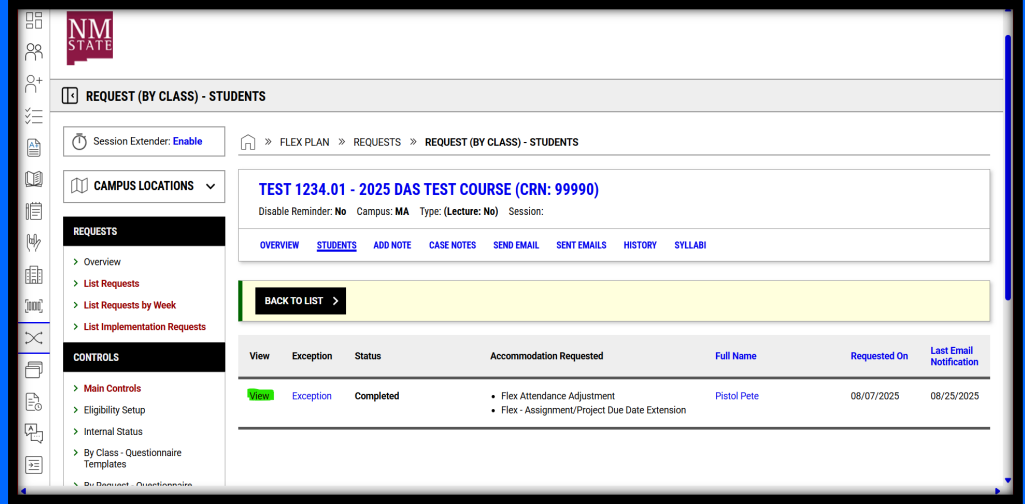
STUDENTS WHO REQUESTED ACCOMMODATIONS									
REFINE SEARCH >									
 EXPORT DATA: STUDENTS 									
Records Found: 1 (Showing: 1 - 1) Show Per Page: 60 Page: 1									
View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated
View	PDF	47618	ENGL	1110G	A21	NMSUA Test Student		01/13/2026	01/13/2026

Request by Class (Students) Page

-Click on “View” Button to Complete Flex Questionnaire

The next page portrays the following:

- Course name, section number, CRN
- Status of the flex plan
- Type of Flex Plan Accommodation
- Student Name
- Date Plan was Requested
- Date of Last Email Notification

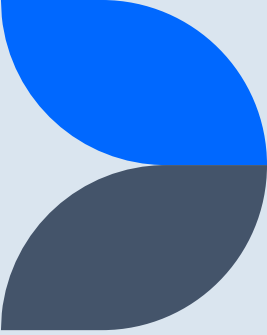


The screenshot displays the 'REQUEST (BY CLASS) - STUDENTS' page. The left sidebar contains navigation links for 'REQUESTS' (Overview, List Requests, List Requests by Week, List Implementation Requests) and 'CONTROLS' (Main Controls, Eligibility Setup, Internal Status, By Class - Questionnaire Templates, By Request - Questionnaire). The main content area shows the course details: 'TEST 1234.01 - 2025 DAS TEST COURSE (CRN: 99990)' with fields for 'Disable Reminder: No', 'Campus: MA', 'Type: (Lecture: No)', and 'Session:'. Below this is a 'BACK TO LIST' button. A table lists the request details:

View	Exception	Status	Accommodation Requested	Full Name	Requested On	Last Email Notification
View	Exception	Completed	<ul style="list-style-type: none">Flex Attendance AdjustmentFlex - Assignment/Project Due Date Extension	Pistol Pete	08/07/2025	08/25/2025

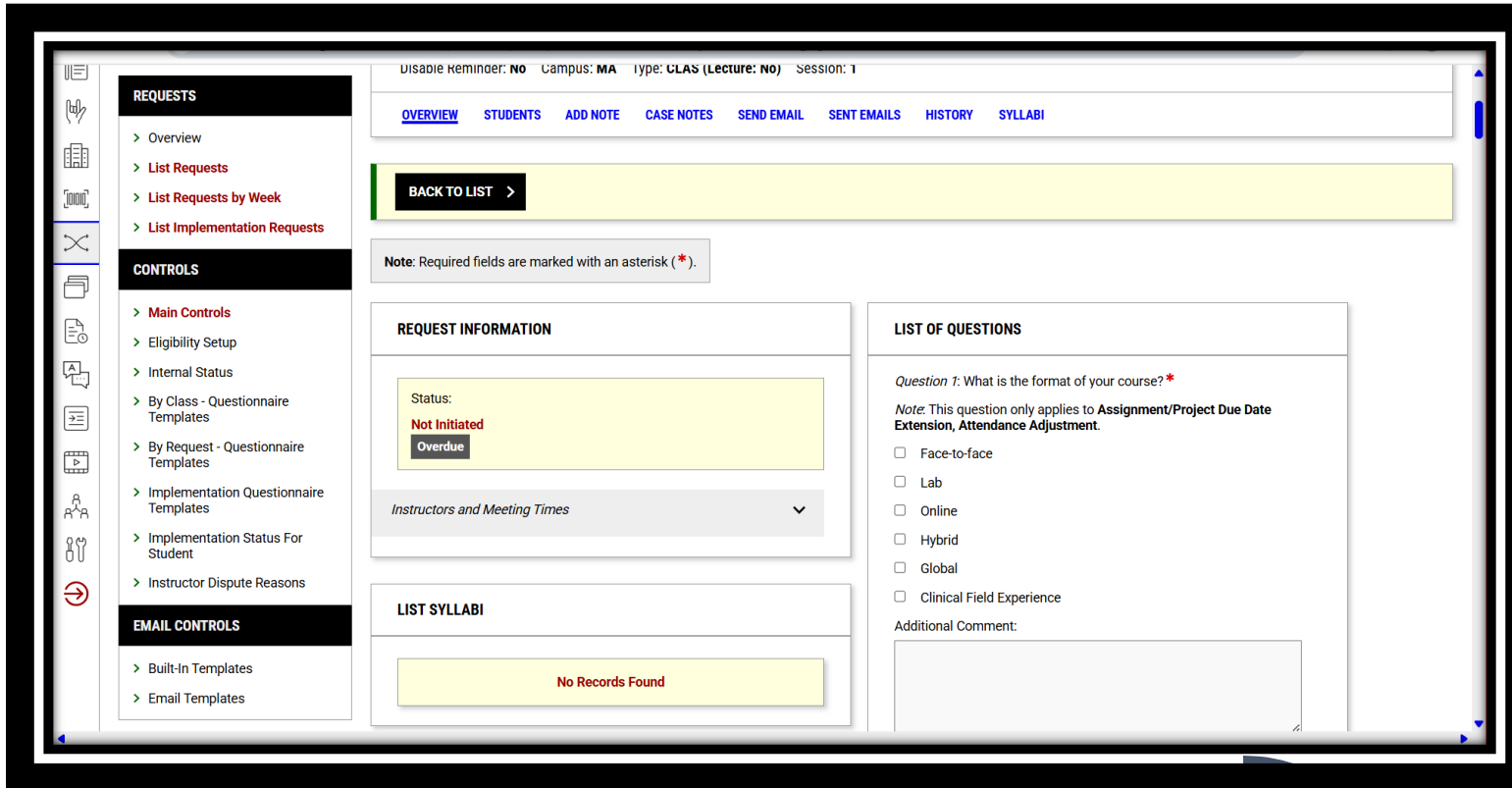
Flex Plan Questionnaire

- The questions ask you to answer each question and provide some brief clarification for some questions.
- It is not necessary to provide a written response for every question.
- We ask that you provide a specific timeframe for attendance allowance in Question #8 (if it pertains to your course) and what you will allow for due date extensions in Question #16 for students receiving this flex accommodation. If questions do not pertain to your course, click N/A or type N/A in the box.
- The primary goal is to know if and how much you will accommodate students above your current attendance and assignment due date course policy



Questions Page in AIM

The question page presents as the following before it is completed.

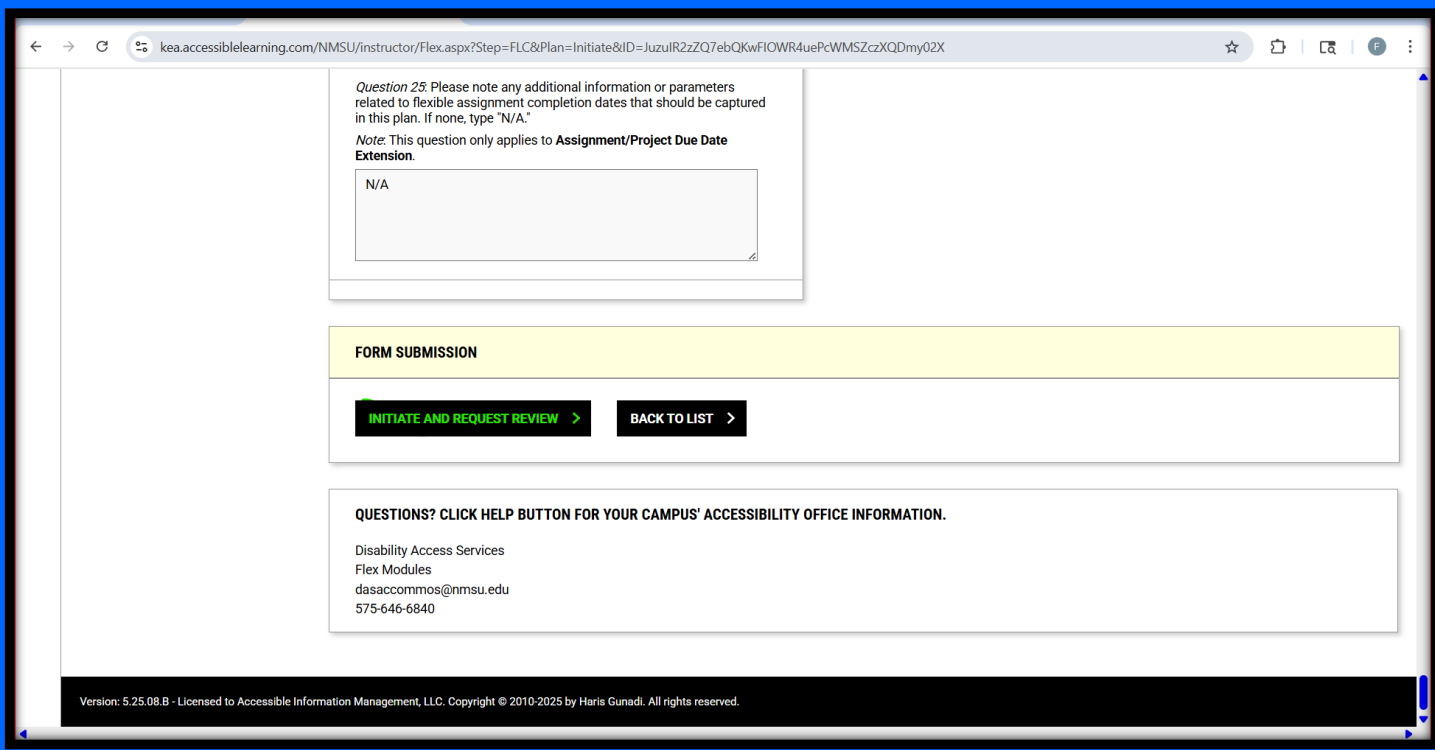


The screenshot displays the 'Questions Page' in the AIM system. The interface is divided into several sections:

- Left Sidebar:** Contains navigation icons and a list of links under three main categories: REQUESTS, CONTROLS, and EMAIL CONTROLS.
- Top Header:** Displays metadata: 'Disable Reminder: NO', 'Campus: MA', 'Type: CLAS (Lecture: NO)', and 'Session: 1'. Below this is a horizontal menu with links: OVERVIEW, STUDENTS, ADD NOTE, CASE NOTES, SEND EMAIL, SENT EMAILS, HISTORY, and SYLLABI.
- REQUESTS Section:** Includes links for Overview, List Requests, List Requests by Week, and List Implementation Requests.
- CONTROLS Section:** Includes links for Main Controls, Eligibility Setup, Internal Status, By Class - Questionnaire Templates, By Request - Questionnaire Templates, Implementation Questionnaire Templates, Implementation Status For Student, and Instructor Dispute Reasons.
- EMAIL CONTROLS Section:** Includes links for Built-In Templates and Email Templates.
- BACK TO LIST:** A prominent yellow button with a right arrow.
- Note:** A grey box stating 'Note: Required fields are marked with an asterisk (*).'.
- REQUEST INFORMATION:** A section containing a 'Status:' field with 'Not Initiated' and 'Overdue' options, and a dropdown menu for 'Instructors and Meeting Times'.
- LIST SYLLABI:** A section with a yellow box indicating 'No Records Found'.
- LIST OF QUESTIONS:** A section titled 'Question 1: What is the format of your course?*' with a note: 'Note: This question only applies to Assignment/Project Due Date Extension, Attendance Adjustment.' Below the note are several checkboxes: Face-to-face, Lab, Online, Hybrid, Global, and Clinical Field Experience. An 'Additional Comment:' field is also present.

Submit the Questionnaire for DAS Review

- Once the questionnaire is complete click on “Initiate and Request Review”
- Disability Services will review the flex plan and mark as complete for student review or send back to instructor for additional clarification or information.



The screenshot shows a web browser window with the URL `kea.accessiblelearning.com/NMSU/instructor/Flex.aspx?Step=FLC&Plan=Initiate&ID=JuzulR2zZQ7ebQKwFIOWR4uePcWMSZczXQDmy02X`. The page content includes:

Question 25: Please note any additional information or parameters related to flexible assignment completion dates that should be captured in this plan. If none, type "N/A."

Note: This question only applies to **Assignment/Project Due Date Extension**.

N/A

FORM SUBMISSION

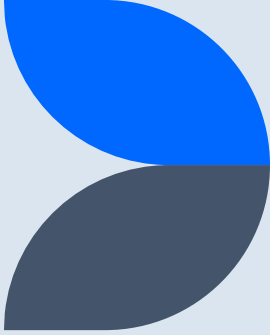
[INITIATE AND REQUEST REVIEW >](#) [BACK TO LIST >](#)

QUESTIONS? CLICK HELP BUTTON FOR YOUR CAMPUS' ACCESSIBILITY OFFICE INFORMATION.

Disability Access Services
Flex Modules
dasaccommos@nmsu.edu
575-646-6840

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How to Copy a Completed Flex Plan to Other Courses



Copy a completed Flex Plan by selecting the target courses, choosing “**Copy responses from**” a previous completed plan, review, and confirm.

In the Instructor Portal go to **Flex Plans** → on the Overview page use:

Step 1: Select Courses to check the classes you want to populate.

In Step 2 choose the source plan from the dropdown (the system shows the most recent 10 completed plans from the last two terms), review or edit the question responses, then click “**Initiate and Request Review.**”

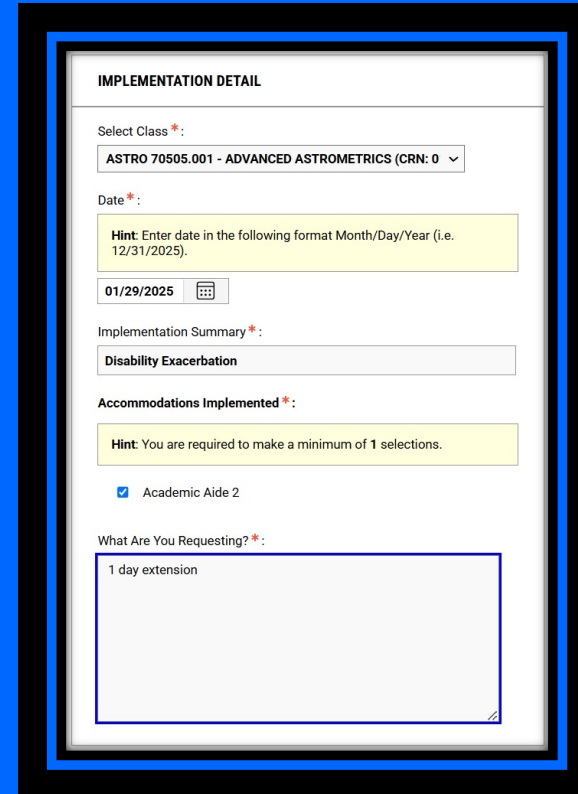
If you need bulk-copying across multiple sections, use the same Select Courses + Copy responses flow and confirm answers before initiating.

Implementation Feature in AIM to Request Flex Accommodation

Using the *Implementation Feature* in the AIM Portal

Students must answer the following questions within the Implementation Detail:

1. Purpose of the request
2. Whether the reason is disability-related
3. Dates/assignments affected
4. Plan for making up missed assignments (typically within 48 hours)
5. Assignment names + plan for submission



The screenshot shows the 'IMPLEMENTATION DETAIL' form in the AIM Portal. The form is titled 'IMPLEMENTATION DETAIL' and contains several sections:

- Select Class *:** A dropdown menu showing 'ASTRO 70505.001 - ADVANCED ASTROMETRICS (CRN: 0)'.
- Date *:** A text input field with a hint: 'Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025)'. The date '01/29/2025' is entered.
- Implementation Summary *:** A text input field with the text 'Disability Exacerbation'.
- Accommodations Implemented *:** A text input field with a hint: 'Hint: You are required to make a minimum of 1 selections.' Below the hint, there is a checkbox labeled 'Academic Aide 2' which is checked.
- What Are You Requesting? *:** A text input field with the text '1 day extension'.

How to Address Implementation Requests in (AIM) Portal

If enabled, the instructor can dispute a request via the Instructor Portal. These communications are between the DS office and instructor. DS staff can enter notes regarding the dispute and leave set as 'Yes' while still changing the status to complete or cancelled to track dispute history.

1. Student makes implementation request
2. Instructor receives the Implementation notification instructing instructor to manage request. Adding a link to the instructor portal in the Flex Plan template can be helpful.
3. Instructor log into Instructor Portal, navigate to Flex Plan.
4. View Upcoming Implementation.
5. Review the request and either a) click Acknowledge to accept or b) select a reason, enter a note, and click submit concern or feedback to dispute.
6. Items in dispute will populate in the Implementation tile and emails will be sent (see [Controls](#).)
7. Staff can review the dispute information and follow up with the instructor. Staff can leave the dispute status and information for tracking purposes after the request is approved or denied. Students cannot view dispute, internal or instructor notes, but they can see Note for Student.
8. Staff enter a note for the instructor and update the request.
9. Faculty review the reply and can accept or continue to dispute.
10. Once a determination is reached, enter a note for the student that will populate in their email and if desired, enter an internal note.

Contact Information – NMSU & Branch Campuses



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