How to:
Get Started Using **aim**•va

Log into your account on:
www.portal.aimva.org

Before you can order books you must first add a student to your account.

Adding a student:

- Open the students tab and click add student
- Enter the students STI and click Create
- Fill out the student's information
- Check off the eligibility requirements and click create

Ordering a book:

- Click Search for a Book
- Fill in the ISBN or title and hit search
- Find your book and hit "Order Now"
- Fill out the order form by selecting the:
    o Student (via STI)
    o Format
    o Delivery Method
- Agree to the Terms and Conditions and hit order

DRMs will have to have their students eligibility certified before orders will be fulfilled

- Certification can be done by a CDRM or LDRM
- Once students have been certified any pending orders will be automatically fulfilled.

Downloading electronic files:

- Click Manage My Orders
- Find you the book you want to download
- Click the Download button on the right hand side (Shaped like a downward arrow)
- Read the disclaimer and click download

Need help? Please contact us at: AIMVA@gmu.edu or call 866-926-1879

aim·va eligibility quiz

IEP:
Does your student have an Individualized Education Program (IEP)?

No → Only students who have an IEP are eligible to receive accessible instructional materials from AIM-VA.

Yes

Need For Accessible Text:
Does your student's IEP indicate the need for accessible text?

No → A need for accessible text must be written into the IEP.

Yes

Chafee Amendment Criterion:

Has your student been diagnosed by a medical doctor as having:

- A visual disability that prevents the reading of standard printed materials?
  OR
- Visual acuity or 20/200 of less?
  OR
- A physical limitation that prevents the use of printed materials?
  OR
- An organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner?

No → The student must be diagnosed by a medical doctor as meeting one of the criterion set forth in the Chafee Amendment, further explained by the Library of Congress regulations (36 CFR 701.6(b)(1)).

Yes →

Medical Document:
Does your student's educational file have a medical document showing one of the Chafee criterion has been met?

No → Your student's educational file must have a medical document showing one of the Chafee Amendment criterion has been met.

Yes

Your student is eligible!
You may order for your student using the AIM-VA System.
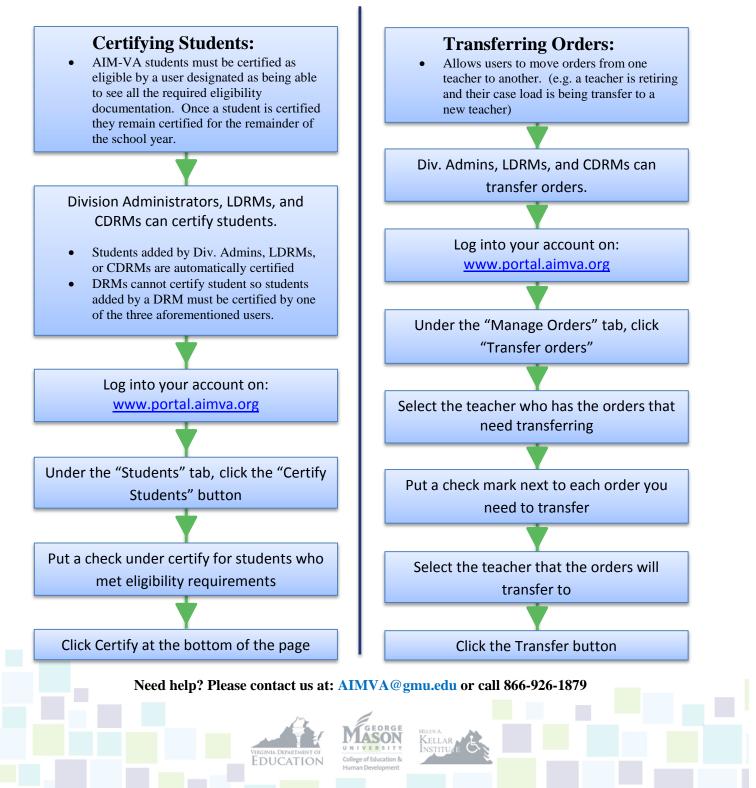If you would like more information about AIM-VA, please visit us at www.aimva.org

The Accessible Instructional Materials Center of Virginia
Phone: (703) 993-5149
Phone (Toll-Free): (866) 926-1879
E-mail: aimva@gmu.edu

The Kellar Institute for Human disAbilities
George Mason University
4400 University Drive, MS 1A1
Fairfax, Virginia 22030
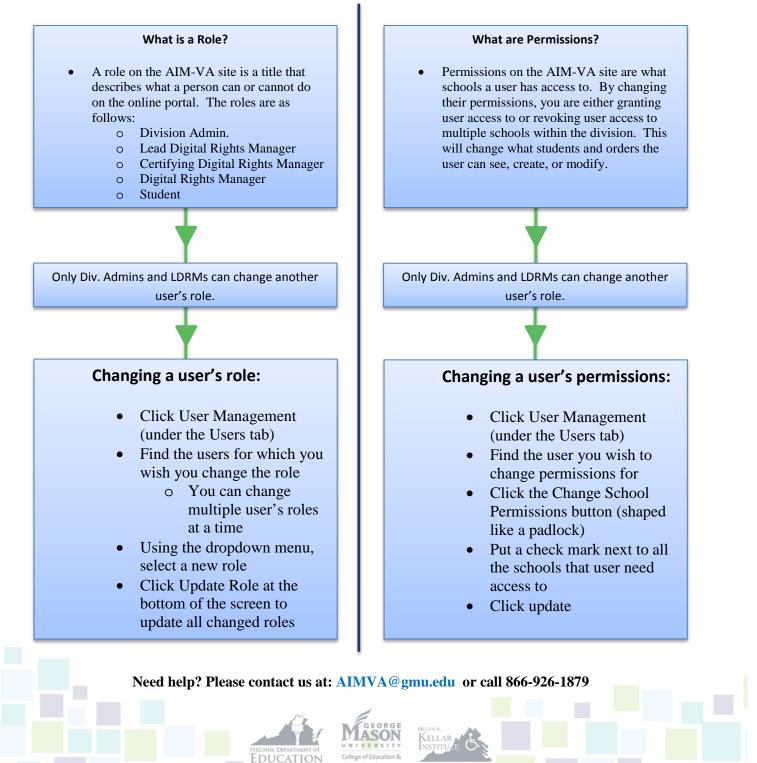
How to:
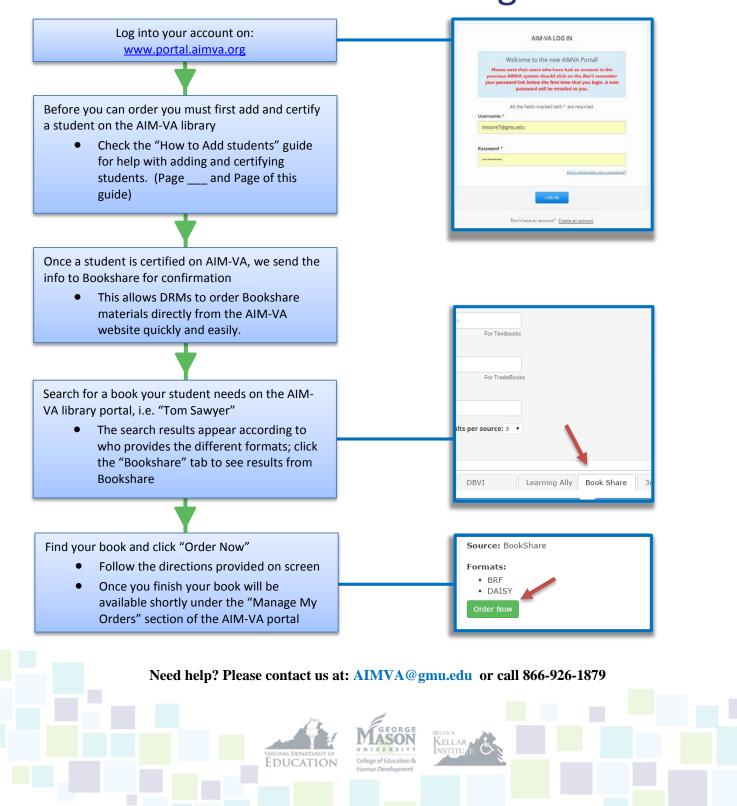# Certify Students and Transfer Orders on **aim**•va

Certifying Students:

- AIM-VA students must be certified as eligible by a user designated as being able to see all the required eligibility documentation. Once a student is certified they remain certified for the remainder of the school year.

Division Administrators, LDRMs, and CDRMs can certify students.

- Students added by Div. Admins, LDRMs, or CDRMs are automatically certified
- DRMs cannot certify student so students added by a DRM must be certified by one of the three aforementioned users.

Log into your account on:
www.portal.aimva.org

Under the "Students" tab, click the "Certify Students" button

Put a check under certify for students who met eligibility requirements

Click Certify at the bottom of the page

Transferring Orders:

- Allows users to move orders from one teacher to another. (e.g. a teacher is retiring and their case load is being transfer to a new teacher)

Div. Admins, LDRMs, and CDRMs can transfer orders.

Log into your account on:
www.portal.aimva.org

Under the "Manage Orders" tab, click "Transfer orders"

Select the teacher who has the orders that need transferring

Put a check mark next to each order you need to transfer

Select the teacher that the orders will transfer to

Click the Transfer button

Need help? Please contact us at: AIMVA@gmu.edu or call 866-926-1879

How to:
Change Roles and Permissions on **aim**•va

What is a Role?

- A role on the AIM-VA site is a title that describes what a person can or cannot do on the online portal. The roles are as follows:
  - Division Admin.
  - Lead Digital Rights Manager
  - Certifying Digital Rights Manager
  - Digital Rights Manager
  - Student

Only Div. Admins and LDRMs can change another user's role.

Changing a user's role:

- Click User Management (under the Users tab)
- Find the users for which you wish you change the role
  - You can change multiple user's roles at a time
- Using the dropdown menu, select a new role
- Click Update Role at the bottom of the screen to update all changed roles

What are Permissions?

- Permissions on the AIM-VA site are what schools a user has access to. By changing their permissions, you are either granting user access to or revoking user access to multiple schools within the division. This will change what students and orders the user can see, create, or modify.

Only Div. Admins and LDRMs can change another user's role.

Changing a user's permissions:

- Click User Management (under the Users tab)
- Find the user you wish to change permissions for
- Click the Change School Permissions button (shaped like a padlock)
- Put a check mark next to all the schools that user need access to
- Click update

Need help? Please contact us at: AIMVA@gmu.edu or call 866-926-1879

How to:
Access Bookshare through **aim**•va

Log into your account on:
www.portal.aimva.org

Before you can order you must first add and certify a student on the AIM-VA library

- Check the "How to Add students" guide for help with adding and certifying students. (Page ___ and Page of this guide)

Once a student is certified on AIM-VA, we send the info to Bookshare for confirmation

- This allows DRMs to order Bookshare materials directly from the AIM-VA website quickly and easily.

Search for a book your student needs on the AIM-VA library portal, i.e. "Tom Sawyer"

- The search results appear according to who provides the different formats; click the "Bookshare" tab to see results from Bookshare

Find your book and click "Order Now"

- Follow the directions provided on screen
- Once you finish your book will be available shortly under the "Manage My Orders" section of the AIM-VA portal

Need help? Please contact us at: AIMVA@gmu.edu or call 866-926-1879

How To:
Access Learning Ally through **aim**·va

Starting a Learning Ally account through AIM-VA:

- Create or log into your AIM-VA account on: www.portal.aimva.org
- Search for a book your student needs on the AIM-VA library portal, i.e. "Tom Sawyer".
  - The search results appear according to who provides the different formats; click the "Learning Ally" tab to see audio book results from Learning Ally
  - Once you find the audio book click on "View on Learning Ally"
  - This will create your account on Learning Ally using the same profile information shared with AIM-VA
  - Check your email for an automatically generated confirmation message from Learning Ally
  - Follow the instructions in the email to confirm your Learning Ally "Member" account

Logging into Learning Ally:

- Anyone may browse Audiobooks on the Learning Ally website, but only members can order
- On the Learningally.org website, select "Login" on the top right corner of the page
- On the Member Login page, enter username (email) and password (in the email from Learning Ally)
- Before you can order an audio book on Learning Ally, you must first add eligible students

Adding Students:
- You can add students from the Dashboard tab and Manage Students tab
- Click the "Add Students" button and follow the instructions on the screen that appears
- Certifiers can verify the student's eligibility by clicking the "Certification" button at the top of the screen, entering the student's disability, and selecting "Approve"
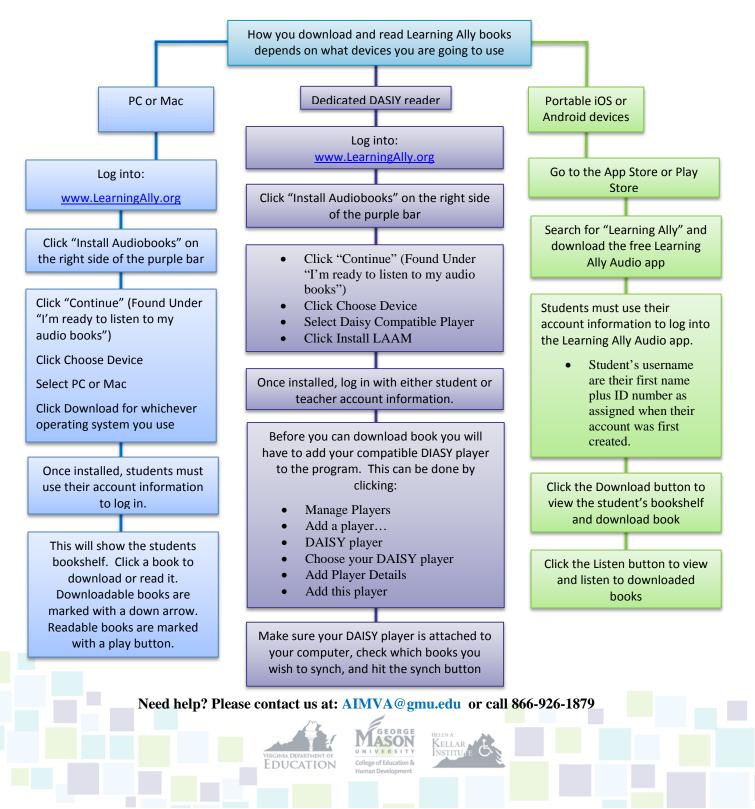
Ordering books:

- Search and order audio books on the AIM-VA library portal, www.portal.aimva.org
- Find your book and click on "View on Learning Ally"; this will prompt you to enter your login information and then will load the information page of your requested book
- Click the "Add to Bookshelf" button
  - You can add one book to multiple student bookshelves at the same time

Need help? Please contact us at: AIMVA@gmu.edu or call 866-926-1879

How To:
Download Learning Ally Books

How you download and read Learning Ally books depends on what devices you are going to use

PC or Mac

Log into:

www.LearningAlly.org

Click "Install Audiobooks" on the right side of the purple bar

Click "Continue" (Found Under "I'm ready to listen to my audio books")

Click Choose Device

Select PC or Mac

Click Download for whichever operating system you use

Once installed, students must use their account information to log in.

This will show the students bookshelf. Click a book to download or read it. Downloadable books are marked with a down arrow. Readable books are marked with a play button.

Dedicated DASIY reader

Log into:
www.LearningAlly.org

Click "Install Audiobooks" on the right side of the purple bar

- Click "Continue" (Found Under "I'm ready to listen to my audio books")
- Click Choose Device
- Select Daisy Compatible Player
- Click Install LAAM

Once installed, log in with either student or teacher account information.

Before you can download book you will have to add your compatible DIASY player to the program. This can be done by clicking:

- Manage Players
- Add a player…
- DAISY player
- Choose your DAISY player
- Add Player Details
- Add this player

Make sure your DAISY player is attached to your computer, check which books you wish to synch, and hit the synch button

Portable iOS or Android devices

Go to the App Store or Play Store

Search for "Learning Ally" and download the free Learning Ally Audio app

Students must use their account information to log into the Learning Ally Audio app.

- Student's username are their first name plus ID number as assigned when their account was first created.

Click the Download button to view the student's bookshelf and download book

Click the Listen button to view and listen to downloaded books

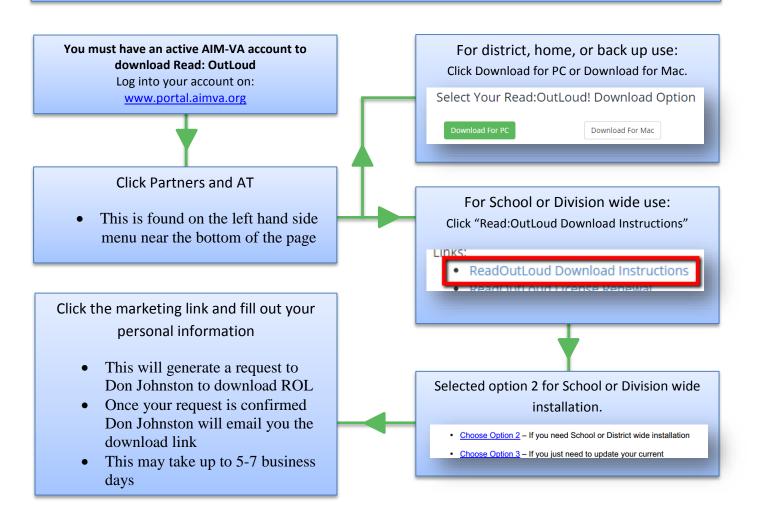**Need help? Please contact us at: AIMVA@gmu.edu or call 866-926-1879**

How to:
Download Read OutLoud through **aim**•va

Read OutLoud is a powerful but simple assistive technology tool that reads the widest range of eBooks and the Internet aloud. It also includes several comprehension tools like highlighters, notes, reading outlines, and smart bookmarks. It is free to all Virginia students with an IEP or 504 plan and their teachers.

You must have an active AIM-VA account to download Read: OutLoud
Log into your account on:
www.portal.aimva.org

For district, home, or back up use:
Click Download for PC or Download for Mac.

Select Your Read:OutLoud! Download Option

Download For PC   Download For Mac

Click Partners and AT

- This is found on the left hand side menu near the bottom of the page

For School or Division wide use:
Click "Read:OutLoud Download Instructions"

Links:

- ReadOutLoud Download Instructions
- Read:OutLoud License Renewal

Click the marketing link and fill out your personal information

- This will generate a request to Don Johnston to download ROL
- Once your request is confirmed Don Johnston will email you the download link
- This may take up to 5-7 business days

Selected option 2 for School or Division wide installation.

- Choose Option 2 – If you need School or District wide installation
- Choose Option 3 – If you just need to update your current

VIRGINIA DEPARTMENT OF EDUCATION

GEORGE MASON UNIVERSITY
College of Education & Human Development

HELEN A. KELLAR INSTITUTE