

## Faculty Guide for *Accommodate*



Welcome to *Accommodate*, the online software program that Disability Services at Slippery Rock University (SRU) uses to service students registered with our office.

We want your experience with *Accommodate* to be an easy one. To do that, we have developed this guide to assist you with performing the essential tasks involved with supporting those students who have been approved for accommodations and utilize our services. We hope that you find it helpful.

Disability Services is pleased to offer assistance with the use of *Accommodate* to all faculty members at SRU. We are available for:

- One-on-one meetings with faculty members (in person or virtually), upon request
- Presenting at department or college meetings (in person or virtually), upon request

In addition, please know that Disability Services is doing the following to provide ease to faculty with student accommodations:

- We recommend that all students email each of their faculty members a copy of their accommodation letter to alert faculty of their approved accommodations at the beginning of each semester or when accommodations are approved, although it is not required.
- When we send accommodation letters to students, we also send an email notification to all faculty members alerting them that the student has accommodations. This email hosts a link to log into *Accommodate* and view their letter.

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### How to Log in to *Accommodate*

1. Log in to D2L (Desire 2 Learn).
2. Click on the *Accommodate* logo located at the bottom left of your D2L home page.
3. Select the **Faculty** tab with the pop-up screen that appears.
4. If requested, type in your SRU email and password and click **Submit**.
5. You are now logged in to the home screen for *Accommodate*.

### How to Access Accommodation Letters

1. Log in to *Accommodate*.
2. Click on the **Accommodations Letters** tab on the left sidebar. You will see a list of all accommodation letters by the most recent letter sent as you scroll down the page.
3. You may also find that a **Letters to Review** panel, organized by course, appears on your *Accommodate* home page. This panel will only appear if you have new accommodation letters to review. If you have reviewed all accommodation letters for the students in your courses, this panel will not appear the next time you log into *Accommodate*.
  - a. Click on the **Review** button to the right of the student's name
  - b. The student's accommodation letter will then be viewable, and you can electronically sign it at the bottom of the page. Signing an accommodation letter is recommended but not required.
  - c. Click **Return to Home** to go back to your *Accommodate* home page.
4. **Keyword Search**
  - a. **For a specific student's accommodation letter**, use the keyword search to find the student by typing in their name and clicking the **Apply Search** green button. To search for another student from that screen, click on the **Clear** button and type in the next student's name.
  - b. **For all students with accommodation letters in a specific course**, click on the **More Filters** button to search by the semester and course (by name or CRN number) followed by the **Apply Search** green button. To search for another course, click on the **Clear** button and begin typing in the next course.

*NOTE:* Accommodation Letters will be titled *Accommodation for Current Term*. The student's name, the course, and the date the letter was sent will be available underneath the title of the accommodation letter.

5. Locate the accommodation letter you want to view and click on its title to view its contents.
6. You can now scroll down the page to review the student's accommodation letter.
7. If you would like to electronically sign that you have received this letter, you may do so but it is not required.

### How to Access Accommodations using the Courses tab

1. Log in to *Accommodate*.
2. Click on the **Courses** tab in the left sidebar and then click the **Course Catalog** tab at the top of the page.
3. From the **Semester** dropdown menu, select the current semester and then click on the **Apply Search** button. The page will reload, and you will see all the courses you are scheduled to teach in that selected semester.
4. To view accommodations, click on **the title of the course** (with the correct CRN in parenthesis) and then click the **Enrolled Students** tab at the top of the page.
5. If a student has accommodations, their approved accommodations will be listed under the student's name.
6. Click on the **Return to list (Course)** at the top of your screen to return to your course list and view accommodations in other courses.

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### **How to Complete an Alternative Test Room Booking**

Students who are approved for testing accommodations can schedule any quiz or test in Disability Services by submitting an **Alternative Test Room Booking** in *Accommodate*. Prior to submitting this, the student is instructed to communicate with their faculty member for several reasons:

- In case the approved testing accommodations can be supported in the classroom.
- To alert the faculty that the student will not be present for the test.
- To gain approval to take the test at an alternate time if their time extension interferes with other classes, if the test is not available during Disability Service office hours, etc.

Once the details are worked out, the student submits an Alternative Test Room Booking through *Accommodate*. Disability Services is notified and approves the booking to take place in our office. Faculty are then sent an automated email from *Accommodate* with detailed steps to follow so that Faculty can officially finalize the request.

These steps are as follows:

1. Log in to *Accommodate*.
2. Click on the **Courses** tab in the left sidebar and then click the **Course Catalog** tab at the top of the page.
3. Click on the **course title** the student is requesting to take the test for.
4. Click on the **Alternative Test Room Bookings** tab and the **Approved** tab.
5. Click on the **student's name** who requested to take their test in Disability Services. You can then view the information the student has input in their Alternative Test Room Booking.
6. Scroll down to the **Faculty Response** section.
  - a. If you have already input information about a test under the **Test Information Form** tab,
    - i. Select that **test** from the dropdown menu
    - ii. Select **Yes** to "Have you reviewed this request?"
    - iii. Click the green **Submit or Save** to complete the booking
  - b. If you have not already input information about the test through the Test Information Form,
    - i. Click on the **New Test Information Form** button just below the dropdown menu
    - ii. Complete the **form fields** noting the required items; we recommend clicking **Yes to Apply to all records** for the last item on the form.
    - iii. When complete, click the blue **Submit Request** button
    - iv. Select **Yes** to "Have you reviewed this request?"
    - v. Click the green **Submit or Save** buttons to complete the booking

### **How to Upload a Test through the Test Information Form**

Tests can be uploaded into *Accommodate* through a **Test Information Form** (previously the Exam upload tool). To upload any quizzes or tests for your course,

1. Log in to *Accommodate*
2. Navigate to the course that you are uploading a quiz or test for using the **Courses** tab and click on the **course title**.
3. Click the **Test Information Form** tab at the top of the page
4. Click the New Test Information Form button
5. Complete the **form fields** noting the required items; we recommend clicking **Yes to Apply to all records** for the last item on the form.
6. Click the green **Submit or Save** button to complete the booking

## Faculty Guide for *Accommodate*

### **How to Access Faculty Resources**

There are several ways to access online resources to support you with student accommodations. They are as follows:

#### *Accommodate* Resources

1. Log in to *Accommodate*.
2. Click on the **Resources** tab in the left sidebar. A list of faculty resources uploaded for your review will appear in a list format. You can also use the keyword search if you are looking for a particular document.
3. Once you find the document you want to view, click on its **title** to open its contents.

#### *Accommodate* Helpful Links

1. Log in to *Accommodate*.
2. Find the **Helpful Links** section on the right side of your *Accommodate* home page
3. These links may change. Yet, the following shall remain available:
  - a. Link to Accommodations FAQ for Faculty
  - b. Link to Faculty Information for Serving Students with Accommodations
  - c. Link to Faculty Guide for *Accommodate*
  - d. Link to the Disability Services website

#### Disability Services Website

1. [Disability Services Website](#)
2. Direct link to the [Faculty Information](#) tab

### **Disability Services Contact Information**

Main Phone Line: 724.738.4877

Main Email: [disabilityservices@sru.edu](mailto:disabilityservices@sru.edu)

Staff:

- Assistant Dean of Students, Dr. Natalie Burick, 724.738.4810, [natalie.burick@sru.edu](mailto:natalie.burick@sru.edu)
- Associate Director of Disability Services: Kim Coffaro, 724.738.4245, [kim.coffaro@sru.edu](mailto:kim.coffaro@sru.edu)
- Assistant Director of Disability Services: Jenny Senko, 724.738.4364, [jenny.senko@sru.edu](mailto:jenny.senko@sru.edu)
- Assistant Director of Rock Life, Zachery Brown, 724.738.4739, [zachery.brown@sru.edu](mailto:zachery.brown@sru.edu)
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