

Faculty Guide for Accommodate 2021-2022



Welcome to *Accommodate*, the online software program that the Office of Disability Services (ODS) 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.

ODS is pleased to offer assistance with the use of *Accommodate* to all faculty members at Slippery Rock University. 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 ODS 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 his/her 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** icon located at the bottom left of your D2L home page.
3. Select the box on the next screen that says **Faculty**.
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. **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 *Semester Request Decision* or *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.

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

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 Approve a Test Room Booking

Students who are approved for testing accommodations can schedule any quiz or exam in ODS online by submitting a **Room Booking** in *Accommodate*. Prior to submitting this room booking in *Accommodate*, 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 exam.
- To gain approval to take the exam at an alternate time if their time extension interferes with other classes, if the exam is not available during ODS's office hours, etc.

Once the details are worked out, the student submits a test room booking through *Accommodate*. ODS is notified and approves the booking to take place with our office. Faculty are then sent an automated email from *Accommodate* with detailed steps to follow in order to officially approve the exam 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 **title of the course** that the student is requesting to take the exam for.
4. Then, click on the **Room Bookings** tab.
5. By **clicking on the student's name** who is requesting to take the test in ODS, you will be able to view, edit, and approve the request.
6. Please indicate any specific features of this test and add any notes you would like. Also, please be sure to complete the **Items Allowed** section of the form to let us know what the student is permitted to take into the testing room when they arrive.
7. By using the **exam upload tool**, you can easily upload a copy of the test directly into the room booking. Exams will not be available to the student through this system; the exam will only be provided to the student at the start of their appropriate testing session. ODS is committed to confidentiality of tests.
8. Click **Approve** when your section of the room booking is complete.

How to Upload Exams in Accommodate

Exams can be uploaded into *Accommodate* through the **Courses** tab by clicking on either of the following sections:

- **Room Booking**
- **Exam**

Room Booking

Exams can be uploaded at the time you are approving or after you have approved a test room booking by using the exam upload tool. Use the *How to Approve a Test Room Booking* instructions to locate the exam section of the booking to upload the exam directly into the room booking.

Courses

Exams can be uploaded under the course all at once, as needed, or in advance of the testing date and time. The exam will be either automatically or manually connected to the student's test room booking when received and based on the name of the quiz or exam for a particular course in *Accommodate*. To upload an exam, use the following instructions.

1. Log in to *Accommodate*.

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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 **title of the course** that you want to upload the exam for.
4. Click on the **Exam** tab.
5. In this tab, you can upload any or all exams for the course.

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 that have been 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 would like to view, click on **the title of the document** to open its contents.

Accommodate Shortcuts

1. Log in to *Accommodate*.
2. The shortcuts section is located on the right side of your *Accommodate* home page.
3. These shortcuts may change. Yet, the following shall remain available:
 - a. Link to the ODS website
 - b. Link to the faculty tab on the ODS website
 - c. Link to frequently asked questions for faculty
 - d. Link to instructions for providing special access in the quizzes tab of D2L
 - e. Link to this faculty guide for *Accommodate*

ODS Website

1. [ODS website](#)
2. Direct link to the [Faculty Information](#) tab

ODS Contact Information

Main Phone Line: 724.738.4877

Main Email: disabilityservices@sru.edu

Director: Dr. Natalie Burick	Direct Line: 724.738.4810	Email: natalie.burick@sru.edu
Assistant Director: Kim Coffaro	Direct Line: 724.738.4245	Email: kim.coffaro@sru.edu
Coordinator of Blind Services: Liz Blasdell	Direct Line: 724.738.4364	Email: liz.blasdell@sru.edu
Secretary: Suzanne Sandrock	Direct Line: 724.738.2488	Email: suzanne.sandrock@sru.edu