

## Faculty Accommodate Training – Fall 2020

### What is Accommodate?

Beginning in Spring 2021, the Disability Resource Center will implement a new web based learning management system, called Accommodate. This system will replace many processes currently in place for the DRC.

### Accommodation Letters

Student's accommodation letters will be sent out via accommodate only. Faculty members will be able to log into their accommodate profile, and see the courses they are teaching, and which students are approved for accommodations

Students will have to request letters from the DRC, which will be updated in Accommodate. From there, you will have to initial the letter to confirm you've received it.

1. Log into Accommodate
2. Select **Accommodation Letters**
3. Any letters listed there as **Requested** need to be reviewed
4. Select the letter you want to review to open it, and review the information
5. **Initial** in the box at the bottom of the page
6. Select **Save**

The system will then take you back to your queue, and the letter will be marked as **Signed**. You can also view your accommodation letters for all students by following these steps:

1. From your home page, select **Courses**
2. Select the course that you want to view letters for
3. Select **Enrolled Students**
4. A list will populate of all students in your course. Those approved for accommodations will have their accommodations listed below their names, as long as they requested an accommodation letter for the semester

### Confirming an Exam Request

Exam request will only be made via Accommodate; phone or in person requests will not be accepted. Requests should be made at least one week in advance, but requests can be made months in advance, and modified if needed. You will receive a notification that a student has requested to take their exam as soon as they make it

1. Log into Accommodate
2. Select **Courses**, then **Room Bookings**
3. Select the **Date** and **Time** for your exam to see if the testing room is available

4. Review the information provided and be sure to include any **special instructions** for your exam. This can include a calculator, note card or other materials a student is allowed to bring to their exam
5. Upload your exam by selecting **Browse** underneath the **Attachments** header. Please note that you can also upload any materials you wish to provide students here, like a Periodic Table, approve note sheet, or formula card
6. **Confirm the exam Booking**

If you don't select that you 'approve' of the student's request, then the exam will not be scheduled. You may select this if you don't agree with the date or time the student indicated, or if you cancelled the exam or quiz.

Exams should be uploaded into accommodate when you approve the exam request. This is the best way to get your exam safely and securely to the DRC.