Student Accessibility and Accommodation
This power point will guide you through the features and their usage

Features:
1. Electronically sign decision letters
2. You will be able to see students who have approved accommodations for your class.
3. See which students have signed-up to take an exam in SAA
4. Directly upload exams to the SAA secure database
Getting Started

1. Log into your myPugetSound account
2. Click on the Teaching tab
3. Click on the Student Accommodation tab and this will direct you to your Faculty Module.
This is your **home page**: How to contact SAA

If you need to contact SAA, please call 253-879-3399 or email saa@pugetsound.edu. Send corrections to an exam in progress to saa@pugetsound.edu. This email is monitored the entire time students are in the SAA testing space.

**Getting Started**

- Account Created
- Personal Profile
- Privacy Settings

**News Feed**

There are currently no announcements or notifications to display.
Click here to see “semester request decision to faculty letters”

Accommodation Letters

Support search by typing:

- Keywords: Search searches title and description
- Apply Search
- Clear
- More Filters

3 Results

- Fall 2019 Semester Request Decision To Faculty
  A00032-2015/StudentRuby Collins
  Accommodating Hamburger Theory
  Sent on August 02, 2019, 11:25 am

- Fall 2019 Semester Request
  A00032-2015/StudentRuby Collins
  Accommodating Hamburger Theory
  Sent on August 02, 2019, 9:31 am

- Fall 2019 Semester Request
  A00073-2018/Nicholas A Shelden
  Accommodating Hamburger Theory
  Sent on August 01, 2019, 11:56 am

Signatures needed

These fields are for sorting letters only

Click to open and sign letter
To sign a letter:
(Once you have met with the student)

If the letter **HAS** “FLEXAD Flexibility on Attendance” here, click **YES**, type your name in the signature box, complete all fields and **Save**.

If the letter **DOES NOT** have “FLEXAD Flexibility on Attendance,” click **NO**, type your name in the signature box and **Save**.

Add (optional) notes from student meeting.
Click on courses tab, then click on the course title and then “Enrolled Students” to view students enrolled.
See students who have approved accommodations for your class.

<table>
<thead>
<tr>
<th>Accommodation(s)</th>
<th>Bird, Big</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD/50%</td>
<td></td>
</tr>
<tr>
<td>PVT Private Room for Testing</td>
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Emailing students

To email a student individually, click on their email link.
Click on room bookings tab to see students who have signed up to take an exam in that course.
To upload an exam click on Exams followed by Add New Exam.
Fill in all fields on the form before submitting it. The form will generate a “cover sheet” for SAA.

Click “Choose File” to upload the exam. See the note about multiple files.

Click select and pick date of exam for both fields, if exam is only one day.

Click submit when all *starred sections are filled in.
When exam is uploaded you see exam here
CLICK ON the exam title to edit or delete exam.

Accommodating Hamburger Theory

- Keywords:

  - oven temperatures, sauces, and pineapples—August 6th

  - Accommodating Hamburger Theory

  - Starts August 06, 2019
  - Ends August 06, 2019
  - Duration: 50
  - <file>
To go back to courses:

1. Click on Course Details then Cancel. This brings you back to your courses.
Faculty Resource Page

- Accommodate
- Home
- Accommodation Letters
- Courses
- Resources

resources

Keywords
Searches document name and description.

Apply Search  More Filters

5 Results

Autism Spectrum Workshop Video
full video of the Autism Spectrum Workshop
September 17 2018
Size -

High School versus Postsecondary
This link explains the difference between High School and Post-Secondary accommodations.
Size 280.3 kb
Contact SAA if...

- ... you want a personal demonstration
- ... you need assistance in how to upload multiple documents in one file (please ask, this really is useful)