

Student Accessibility and Accommodation



FACULTY MODULE

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

Features:

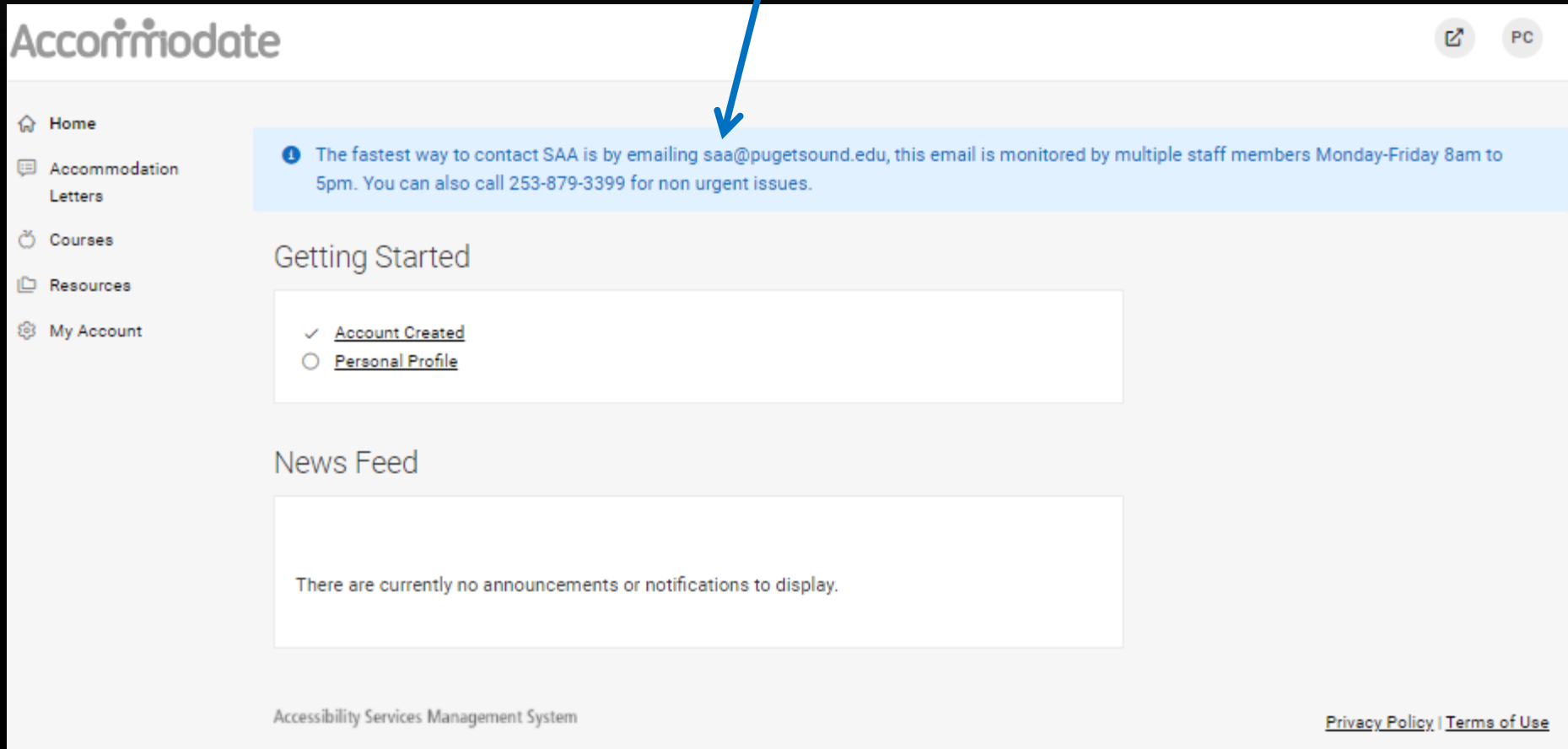
1. You will be able to see students who have approved accommodations for your class.
2. See which students have signed-up to take an exam in SAA
3. Directly upload exams and download completed exam to the SAA secure database
4. Electronically sign decision letters

Getting Started

1. Log into your Login.PugetSound.edu
2. Click on SAA Accommodate-Faculty

This is your home page:

How to contact SAA



The screenshot shows the 'Accommodate' website interface. A blue arrow points from the text 'This is your home page:' to a light blue banner containing contact information for SAA. The banner text states: 'The fastest way to contact SAA is by emailing saa@pugetsound.edu, this email is monitored by multiple staff members Monday-Friday 8am to 5pm. You can also call 253-879-3399 for non urgent issues.'

Accommodate

Home
Accommodation Letters
Courses
Resources
My Account

Getting Started

- ☒ [Account Created](#)
- ☐ [Personal Profile](#)

News Feed

There are currently no announcements or notifications to display.

Accessibility Services Management System

[Privacy Policy](#) | [Terms of Use](#)

Click here to see and sign semester request decision letters.

Note: Students no longer sign decision letters

The screenshot shows the 'Accommodate' website interface. The left sidebar contains navigation links: Home, Accommodation Letters, Courses, Resources, and My Account. The main content area is titled 'Accommodation Letters' and shows a list of 4 results. A red box highlights the search filters, which include a 'Keywords' field and an 'Apply Search' button. A blue arrow points to the search filters with the text 'These fields are for sorting letters only'. Below the search filters, the list of results is displayed. The first result is 'Semester Request Decision To Faculty' with a status of 'LETTERS'. A blue arrow points to the 'LETTERS' status with the text 'Signatures needed'. The second result is 'Semester Request Decision To Faculty' with a status of 'SIGNED'. A blue arrow points to the 'SIGNED' status with the text 'Signed'. A red arrow points to the 'Semester Request Decision To Faculty' link with the text 'Click to open and sign letter'.

Accommodate

Home / Accommodation Letters / Accessibility Letter List

Accommodation Letters

Keywords
Searches title and description

Apply Search More Filters

4 Results

SENT BY: Sent/Submitted Showing 20

Semester Request Decision To Faculty **LETTERS**

A00413-2020/StudentRuby Collins
saa test course ()
Sent on August 12, 2021, 4:52 pm

Semester Request Decision To Faculty **SIGNED**

A00413-2020/StudentRuby Collins
ECON 1234 ()
Sent on February 23, 2021, 1:31 pm

These fields are for sorting letters only

Click to open and sign letter

Signatures needed

Signed

To sign a letter:

(Once you have met with the student)

Accessibility Letter sent at 2019-08-05 17:01:40


Save Print Letter Generate PDF Cancel

* indicates a required field

Send Notification

Subject
Fall 2019 Semester Request Decision To Faculty

HTML Body



Semester Request Decision Letter

Dear ProfRuby Collins and StudentRuby Collins,

StudentRuby Collins, has been approved for the following accommodation:

Accommodating Hamburger Theory () in Fall 2019 :

- FLEXAD Flexibility on Attendance and Due Dates - Flexability on Attendance and Due Dates

Note for exam accommodations: Instructors have the option to proctor their own exams, if they can provide the accommodations for the students needs specified above.

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 .

Sent/Submitted
August 02, 2019, 2:25 pm

Recipient Signature

Professor notes from meeting with student

Is the accommodation of FLEXAD Flexibility on Attendance and Due Dates listed above? *

☒ yes ☐ no

Your Signature *

Please type your name then click save below

Save Print Letter Generate PDF Cancel

Professor notes from meeting with student

Is the accommodation of FLEXAD Flexibility on Attendance and Due Dates listed above? *

☒ yes ☐ no

Your Signature *

Please type your name then click save below

Faculty Instructions

This student has a disability that may involve brief episodes of symptoms that could interfere with meeting due dates and attending class. Although the student is eligible to receive consideration of flexibility, as the instructor, you are asked to consider what constitutes a "reasonable" amount of flexibility. Therefore, considering your course objectives, syllabus, class activities and learning goals, please determine the amount of flexibility that will be allowed before penalties, outlined in the syllabus for all students, will be applied.

All students must keep up with the course requirements such as peer review work, completion of essays and homework, group work, projects, labs and class participation. If you cannot reach this level of engagement, then they are not well enough to take this course.

Please do not hesitate to contact me to discuss this in more detail. Peggy Perno, Director of SAA pperno@pugetsound.edu 253-879-3396

Communication requirement for an absence *

Click on the “Courses” tab then the title of the course, then...

The screenshot displays the Accommodate website interface. The top navigation bar includes the 'Accommodate' logo and a 'PC' button. The left sidebar contains a list of navigation items: 'Home', 'Accommodation', 'Letters', 'Courses' (circled in blue), 'Resources', and 'My Account'. The main content area is titled 'Course' and features a 'Course Catalog' tab. Below the tabs, there are search filters for 'Keywords' and 'Semester'. A red 'Apply Search' button is present, along with 'Clear' and 'More Filters' options. The search results section shows '1 Results' and a 'Showing 20' dropdown. The first result is 'saa test course' (circled in blue), with details for the date (August 01, 2021 - December 31, 2021) and time (9:00 am - 9:50 am). The footer contains the text 'Accessibility Services Management System' and links to 'Privacy Policy' and 'Terms of Use'.

Accommodate

Home / Course / Course Catalog

Course

Course Catalog Past Courses

Keywords

Semester

Apply Search Clear More Filters

1 Results Showing 20

saa test course

Date: August 01, 2021 - December 31, 2021

Time: 9:00 am - 9:50 am

Accessibility Services Management System

[Privacy Policy](#) | [Terms of Use](#)

To see students who have approved accommodations Click on Enrolled students tab.

Accommodate

Home / Course / Course Details / Enrolled Students

saa test course ()

Course Details **Enrolled Students** Room Bookings Exam

Keywords

Apply Search More Filters

2 Results 🔍 SORT BY: Last Name ▾ Showing 20 ▾

Collins, StudentRuby (2047058)

Accommodations:

- Ⓞ ETDR50%
- Ⓞ ETEXT Accessible Text
- Ⓞ OLN- Class Notes - Student need daily class notes
- Ⓞ 2DE

NewStudent, FakeName (65465132458)

Accommodations:

- Ⓞ ETDR50%

To upload an exam or create a cover sheet for a **Canvas** exam click on Exam followed by **Add New Exam**

The screenshot displays the 'Accommodate' web application interface. The top navigation bar includes the 'Accommodate' logo, a share icon, and a 'PC' indicator. The left sidebar contains navigation links: Home, Accommodation Letters, Courses, Resources, and My Account. The main content area shows the breadcrumb 'Home / Course / Course Details / Exam' and the course name 'saa test course ()'. Below this, there are tabs for 'Course Details', 'Enrolled Students', 'Room Bookings', and 'Exam', with the 'Exam' tab currently selected. Under the 'Exam' tab, there is a 'Keywords' search bar, an 'Apply Search' button, and a 'More Filters' link. At the bottom of the main content area, there is a checkbox, an 'Add New Exam' button, a 'Batch Options' button, and a '1 Results' indicator. The footer of the page contains the text 'Accessibility Services Management System' and links to 'Privacy Policy' and 'Terms of Use'.

Accommodate

Home / Course / Course Details / Exam

saa test course ()

Course Details Enrolled Students Room Bookings **Exam**

Keywords

Apply Search More Filters

☐ **Add New Exam** Batch Options 1 Results Showing 20 ▾

Accessibility Services Management System

[Privacy Policy](#) | [Terms of Use](#)

Exam cover sheet / exam upload

Fill out this form for ALL exams, including Canvas. Multiple files need to be compressed (Do NOT upload Canvas exams).

Accommodate

Home / Course / Course Details / Exam

[new record]

Course Details Enrolled Students Room Bookings Exam

Submit Save Cancel Delete

* Indicates a required field

Exam

Professor Name *

Student Names *

List all students taking exam

Course *

saa test course ()

Title *

Is this a Final Exam?

Completing this field will cause the page to reload. All fields will retain their values.

☐ Yes ☐ no

Test Length *

Without Accommodation

Is this a Canvas Exam?

☐ Yes ☒ no

Start Date *

End Date *

Class Exam Time

This is the time that your class will be taking the exam (For example: 2pm)

Students are allowed the following (check all that apply)

- ☐ Blue Book
- ☐ Calculator - basic
- ☐ Calculator - graphing
- ☐ Calculator - scientific
- ☐ Canvas access
- ☐ Open book
- ☐ Open internet access
- ☐ Open notes
- ☐ Scratch paper allowed
- ☐ Tables/charts

Upload exam here

Upload Exam File

Drop files here to upload

Upload File

Other Instructions

How can the test proctor contact you if the student has a question? *

Return Method *

Paper copy of Canvas exams will be shredded 10 days after exam date

Delivery Location

Submit Save Cancel Delete

Click submit when all *starred sections are filled in.

Uploaded exams can be seen and edited here

The screenshot shows the 'Accommodate' web application interface. The top navigation bar includes 'Home', 'Accommodation Letters', 'Courses', 'Resources', and 'My Account'. The breadcrumb trail is 'Home / Course / Course Details / Exam'. The course name is 'saa test course ()'. The 'Exam' tab is selected, showing a search bar with 'Keywords', an 'Apply Search' button, and a 'More Filters' link. Below the search bar, there are buttons for 'Add New Exam' and 'Batch Options', and a status '1 Results'. The exam entry 'Quiz 8-02-21' is listed with details: 'saa test course ()', 'Starts August 02, 2021', 'Ends August 02, 2021', 'Duration: 50', and '0306Quiz2.pdf'. The footer contains 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

CLICK ON the exam title to edit or delete exam

Click on room bookings tab

The screenshot shows the Accommodate website interface. At the top, the logo "Accommodate" is on the left, and user icons for a profile and "PC" are on the right. A breadcrumb trail reads "Home / Course / Course Details / Room Bookings". Below this, the text "saa test course ()" is displayed. A navigation bar contains four tabs: "Course Details", "Enrolled Students", "Room Bookings" (which is underlined and highlighted with a red line), and "Exam". Below the tabs is a search section with a "Keywords" label, a text input field, and a red "Apply Search" button. Below the search section, it says "3 Results". To the right of the results, there is a "SORT BY:" dropdown set to "Testing Date", and a "Showing 20" dropdown. The first result is for "StudentRuby Collins" in the "SAA Proctoring Room" on "August 02, 2021 - 9:00 am". Below this, it says "Completed Exams: EXAM__1.docx".

Home / Course / Course Details / Room Bookings

saa test course ()

Course Details Enrolled Students **Room Bookings** Exam

Keywords

Apply Search

3 Results

SORT BY: Testing Date Showing 20

StudentRuby Collins
SAA Proctoring Room
August 02, 2021 - 9:00 am
Completed Exams: EXAM__1.docx

To go back to course list click course details and then click cancel.

The screenshot displays the 'Accommodate' web application interface. The top navigation bar includes the 'Accommodate' logo and a user profile icon labeled 'PC'. The left sidebar contains navigation links: Home, Accommodation Letters, Courses, Resources, and My Account. The main content area shows the breadcrumb 'Home / Course / Course Details' and the course title 'saa test course ()'. Below the title, there are four tabs: 'Course Details', 'Enrolled Students', 'Room Bookings', and 'Exam'. The 'Course Details' tab is selected and highlighted with a red circle and the number 1. Below the tabs, there is a 'Cancel' button, which is also highlighted with a red circle and the number 2. The course details section includes the following information:

- Title:** saa test course
- Instructors:** ProfRuby Collins (rcollins@pugetsound.edu)
- Description:** This is a course for testing and demonstrating the functionality of Accommodate.

On the right side of the page, there is a 'Course Info' box showing the modification date and time: 'Modified: August 02, 2021, 1:41 pm'.

Faculty Resource Tab

The screenshot shows the 'Accommodate' website interface. At the top, the logo 'Accommodate' is on the left, and a user profile icon and 'PC' label are on the right. A breadcrumb trail reads 'Home / Resources / Document Library'. A left sidebar contains navigation links: Home, Accommodation Letters, Courses, Resources, and My Account. The main content area is titled 'resources' and features a search bar with the placeholder text 'Keywords' and 'Searches document name and description.' Below the search bar is a red 'Apply Search' button and a 'More Filters' link. The results section shows '5 Results' and a sorting menu set to 'Type'. Two results are visible: 'Autism Spectrum Workshop Video' with a description, date (September 17 2018), password (FAB2019), and a 'Show More' link; and 'High School versus Postsecondary' with a description and file size (280.3 kb).

Accommodate

Home / Resources / Document Library

resources

Keywords
Searches document name and description.

Apply Search More Filters

5 Results

Sort By: Type Showing 20

Autism Spectrum Workshop Video
...
full video of the Autism Spectrum Workshop
September 17 2018
Password is FAB2019
Show More
Size -

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

For more faculty resource information, go to the SAA Website: [Faculty Resources](#)

**We are happy to schedule a
zoom meeting to demo the
Faculty Module and answer
any questions.**

**Please email
saa@pugetsound.edu**