The Student Accessibility and Accommodations Office wishes to remind faculty that this year all tests for students with testing accommodations will be sent to SAA and sent back to faculty via their electronic portal, Accommodate. The Accommodate portal can be accessed through the tiles at login.pugetsound.edu
This PowerPoint will guide you through the Accommodate features and their usage

Features:
1. 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 to and download completed exams from the SAA secure database.
4. Electronically sign decision letters.
Information about a disability is confidential

Instructors are responsible for implementing accommodations appropriately in their classes. While some accommodations are straightforward, others can be satisfied in multiple ways depending on course format or teaching style (e.g., CLN-Class Notes, OPA-Oral Presentation Assistance, or occasionally FLEXAD- Flexibility on Attendance and Due Dates). If your student has been approved for such accommodations, please refer to the Resources section of your Accommodate account, where there is a full list of accommodations with descriptions. For further clarification, contact SAA directly.

Information about a disability is confidential. Any time there are questions or concerns, please talk with the student in private outside of class time. Never comment or initiate a discussion regarding a disability in front of other students or faculty.

Students retain the right to choose whether to disclose the specifics of their disabilities. Nevertheless, instructors can discuss the specific issues students experience in the classroom and what strategies have worked for them in the past, as well as how the approved accommodations will help them perform in the course. Let the student know that your classroom is a safe space and that you are interested in working with them to ensure a positive learning experience.

Not all accommodations are relevant to every class. In some situations, a student’s approved accommodations may not be relevant to your course (e.g., an accommodation granting extra time on exams will not be applicable to courses where in-class testing is not done). In these cases, it might still prove useful to meet with the student to get to know them and remove any anxiety they might have regarding their accommodation requests.

Do you have further questions? Visit the SAA website, where you can find additional information on accessibility and accommodation at Puget Sound, a description of procedures for granting accommodations, and additional information on specific accommodations. The Office of Student Accessibility and Accommodation is here to help both faculty and students. Please contact SAA as questions arise. In addition, the Office of Student Accessibility and Accommodation needs to know if there are unresolved problems or difficulties. Please do not hesitate to contact me at pperno@pugetsound.edu.
Getting Started

1. Go to login.pugetsound.edu and log in
2. Under “My Apps,” click on “SAA Accommodate – Faculty”
How to contact SAA

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.
Click on the “Accommodation Letters” tab to see and sign semester request decision letters.

Click here to open and sign letter.

- Signatures needed
- Signed
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 the “Courses” tab and select the course
To see students who have approved accommodations Click on Enrolled students tab.
Exam information must be submitted 24 hours in advance of the test time on a business day.

To submit exam information, click on Exam tab, then Add New Exam.
Exam submission

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

Link to Canvas Instructions on Adjusting Times

Click submit when all *starred sections are filled in.
Uploaded exams can be seen and edited here

CLICK ON the exam title to edit or delete exam
Click on Alternative Test Room Bookings tab

When a completed exam is uploaded, a link to it appears here.

When a student makes a test room booking (and is approved by SAA) it appears here.

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<thead>
<tr>
<th>Keywords</th>
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<table>
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<tr>
<th>Student</th>
<th>Ruby Collins</th>
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<tr>
<td>Course</td>
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<td>Dates</td>
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<tr>
<td>Completed Exams: 2022 Documentation of Disability Form.pdf</td>
<td></td>
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To go back to course list click course details and then click cancel.
Faculty Resource Tab

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 for assistance. Thank you!