

Student Accessibility and Accommodation



ACCOMMODATE FACULTY MODULE

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.

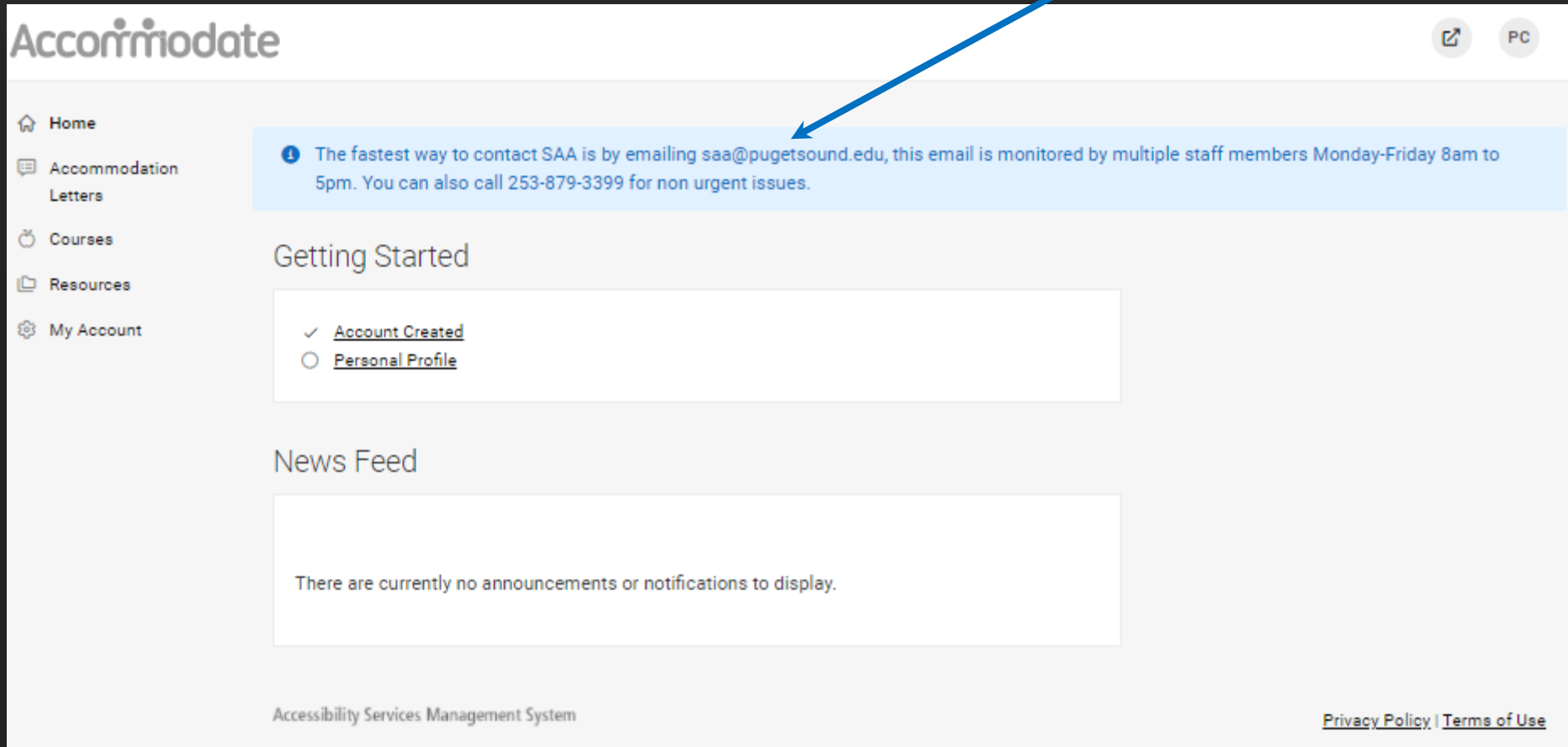
Do you have further questions? Visit the [SAA website](#), where you can find additional information on accessibility and accommodation at Puget Sound, a description of procedures for granting accommodations, and additional information on specific accommodations. The Office of Student Accessibility and 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”

This is your Home page:

How to contact SAA



The screenshot shows the 'Accommodate' website interface. On the left is a navigation menu with items: Home, Accommodation Letters, Courses, Resources, and My Account. The main content area features a light blue notification banner at the top with an information icon and text: '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.' A blue arrow points from the text 'How to contact SAA' to this notification. Below the notification is a 'Getting Started' section with two radio buttons: 'Account Created' (checked) and 'Personal Profile'. Underneath is a 'News Feed' section with a message: 'There are currently no announcements or notifications to display.' The footer contains 'Accessibility Services Management System' on the left and 'Privacy Policy | Terms of Use' on the right.

Accommodate

Home

Accommodation Letters

Courses

Resources

My Account

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.

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

Accommodate

Home / Accommodation Letters / Accessibility Letter List

Home
Accommodation Letters
Courses
Resources
My Account

Accommodation Letters

Keywords
Searches title and description

Apply Search More Filters

4 Results SORT BY: Sent/Submitted Showing 20

Semester Request Decision To Faculty **LETTERS** ← Signatures needed

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

Semester Request Decision To Faculty **SIGNED** ← Signed

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

Click here to open and sign letter

To sign a letter:

(Once you have met with the student)


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

* 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

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 253-879-3398

Communication requirement for an absence *

Click on the “Courses” tab and select the course

Accommodate

Home / Course / Course Catalog

Home
Accommodation
Courses
Resources
My Account

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.

The screenshot displays the 'Accommodate' web application interface. The top navigation bar includes the 'Accommodate' logo and a 'PC' indicator. A sidebar on the left contains navigation links for Home, Accommodation Letters, Courses, Resources, and My Account. The main content area shows a breadcrumb trail: Home / Course / Course Details / Enrolled Students. The course title is 'saa test course ()'. Below the title, there are four tabs: 'Course Details', 'Enrolled Students', 'Alternative Test Room Bookings', and 'Exam'. The 'Enrolled Students' tab is selected and circled in blue. Underneath the tabs is a search section with a 'Keywords' input field, an 'Apply Search' button, and a 'More Filters' link. Below the search section, it indicates '2 Results' and provides sorting options: 'SORT BY: Last Name' and 'Showing 20'. The first result is circled in blue and shows the student 'Collins, StudentRuby (2047058)' with the following accommodations: ETDR50%, ETEXT Accessible Text, DLN- Class Notes - Student need daily class notes, and 2DE. The second result is 'NewStudent, FakeName (65465132458)' with the accommodation ETDR50%.

Accommodate

Home / Course / Course Details / Enrolled Students

saa test course ()

Course Details Enrolled Students Alternative Test Room Bookings Exam

Keywords

Apply Search More Filters

2 Results SORT BY: Last Name Showing 20

Collins, StudentRuby (2047058)

Accommodations:

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

NewStudent, FakeName (65465132458)

Accommodations:

- ETDR50%

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.

The screenshot displays the 'Accommodate' website interface. The top navigation bar includes the logo 'Accommodate' and user profile icons. A sidebar on the left lists navigation options: Home, Accommodation Letters, Courses, Resources, and My Account. The main content area shows a breadcrumb trail 'Home / Course / Course Details / Exam' and a search bar containing 'saa test course ()'. Below the search bar, there are tabs for 'Course Details', 'Enrolled Students', 'Alternative Test Room Bookings', and 'Exam', with the 'Exam' tab highlighted by a blue circle. Under the 'Exam' tab, there is a 'Keywords' search input field, an 'Apply Search' button, and a 'More Filters' link. Below this, there is a row of buttons: 'Add New Exam' (highlighted with a blue circle), 'Batch Options', and '1 Results'. To the right of these buttons, it says 'Showing 20'. At the bottom of the page, there is a footer with the text 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

Exam submission

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

Attachments

Drop files here to upload

Each file should be less than 1GB

Upload File

Other Instructions

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

Submit Save Cancel Delete

Link to Canvas Instructions on Adjusting Times

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-moderate-a-student-s-quiz-attempt-in-New-Quizzes/ta-p/655>

Click submit when all *starred sections are filled in.

Uploaded exams can be seen and edited here

The screenshot displays the 'Accommodate' web application interface. The breadcrumb trail is 'Home / Course / Course Details / Exam'. The course name is 'saa test course ()'. The 'Exam' tab is selected in the navigation bar. Below the navigation, there is a search section with a 'Keywords' input field, an 'Apply Search' button, and a 'More Filters' link. Below the search section, there are two buttons: 'Add New Exam' and 'Batch Options'. To the right of these buttons, it says '1 Results' and 'Showing 20'. Below this, a list of exams is shown. The first exam is 'Quiz 8-02-21' for the 'saa test course ()'. It includes details: 'Starts August 02, 2021', 'Ends August 02, 2021', 'Duration: 50', and '0306Quiz2.pdf'. A blue arrow points from the top text to the 'Add New Exam' button, and another blue arrow points from the top text to the 'Quiz 8-02-21' title. A large blue text overlay reads 'CLICK ON the exam title to edit or delete exam'. The footer contains 'Accessibility Services Management System' and 'Privacy Policy | Terms of Use'.

Accommodate

Home / Course / Course Details / Exam

saa test course ()

Course Details Enrolled Students Alternative Test Room Bookings Exam

Keywords

Apply Search More Filters

Add New Exam Batch Options 1 Results Showing 20

Quiz 8-02-21

saa test course ()

Starts August 02, 2021

Ends August 02, 2021

Duration: 50

0306Quiz2.pdf

Accessibility Services Management System

Privacy Policy | Terms of Use

CLICK ON the exam title to edit or delete exam

Click on Alternative Test Room Bookings tab

Accommodate

Home / Course / Course Details / Alternative Test Room Bookings

SAA 101 A ()

Course Details Enrolled Students **Alternative Test Room Bookings** Exam

Keywords

Apply Search

12 results Sort By: Testing Date ▾ Showing 20 ▾

Student Ruby Collins
SAA Testing Room
April 25, 2023 - 3:00 pm

Completed Exams: [2022 Documentation of Disability Form.pdf](#)

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

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

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

Accommodate

Home / Course / Course Details

saa test course ()

1 Course Details Enrolled Students Alternative Test Room Bookings Exam

2 Cancel

Course

Title
saa test course

Instructors
ProfRuby Collins (rcollins@pugetsound.edu)

Description
This is a course for testing and demonstrating the functionality of Accommodate.

Course Info
Modified: August 02, 2021, 1:41 pm

Faculty Resource Tab

The screenshot displays the 'Accommodate' website interface. At the top left, the logo 'Accommodate' is visible. A navigation menu on the left includes 'Home', 'Accommodation Letters', 'Courses', 'Resources', and 'My Account'. The breadcrumb trail at the top reads 'Home / Resources / Document Library'. The main content area is titled 'resources' and features a search box with the placeholder text 'Keywords' and 'Searches document name and description.' Below the search box is a red 'Apply Search' button and a link for 'More Filters'. The results section shows '5 Results' and a 'Sort By: Type' dropdown menu. Two results are visible: 'Autism Spectrum Workshop Video' with a description 'full video of the Autism Spectrum Workshop', a date of 'September 17 2018', and a password 'FAB2019'; and 'High School versus Postsecondary' with a description 'This link explains the difference between High School and Post-Secondary accommodations.' and a size of '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 for assistance. Thank you!