Student Accessibility and Accommodation

FACULTY MODULE

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 <u>home</u> page:
How to contact SAA

Accommod by syn

Home

Accommodation Letters

Courses

Resources

ⓘ 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.

Accessibility Services Management System

Privacy Policy | Terms of Use

Click here to see "semester request decision to faculty letters"

These fields are for sorting letters only

Accommodation

Return to Course

Accommodation Letters

- Home
- Accommodation Letters
- Courses
- Resources

Keywords
Searches title and description

[   ]

Apply Search   Clear   **More Filters**

3 Results   ⊥≡ SORT BY: Sent/Submitted ⌄   Showing   20 ⌄

Fall 2019 Semester Request Decision To Faculty **REQUESTED**
A00132-2015/StudentRuby Collins
Accommodating Hamburger Theory ()
Sent on August 02, 2019, 11:25 am

Click to open and sign letter

Fall 2019 Semester Request   culty **REQUESTED**
A00132-2015/StudentRuby Collins
Accommodating Hamburger Theory
Sent on August 02, 2019, 9:31 am

Signatures needed

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

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

UNIVERSITY of
PUGET SOUND

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 *

Accommodate
by ■symplicity™

Click on <u>courses</u> tab, then click on the course title and then "Enrolled Students" to view students enrolled.

See students who have approved accommodations for your class

Emailing students

To email a student individually, click on their email link

Accommod...

- Home
- Accommodation Letters
- Courses
- Resources

Return to Course | Return to list (Course)

Accommodating Hamburger Theory ()

Course Details | **Enrolled Students** | Room Bookings | Exams

Keywords

[   ]

Apply Search   More Filters

3 Results   SORT BY: Last Name ∨   Showing   20 ∨
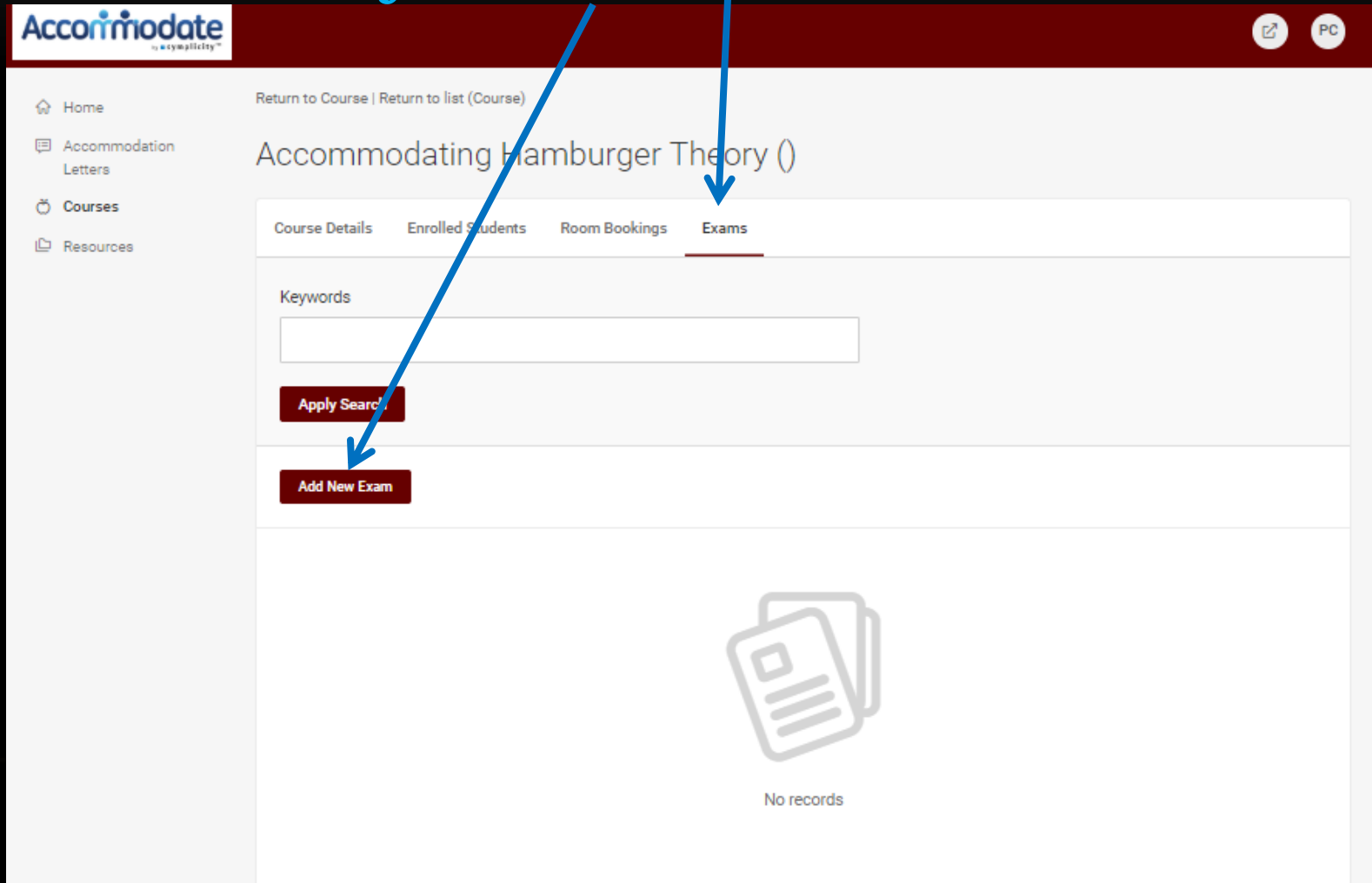
Bird, Big
8890898747474
bigbird@test.edu
Accommodation(s): N/A

Graduation Date: -
Note Taker: No

Collins, StudentRuby
2047058
rcollins@pugetsound.edu
Accommodation(s): ETDR50%, PVT Private Room for Testing, NTKR Note Taker

Graduation Date: -
Note Taker: No

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

Accommodate by symplicity™

Return to Course | Return to list (Course)

Accommodating Hamburger Theory ()

Course Details | Enrolled Students | Room Bookings | **Exams**

Keywords

[   ]

Apply Search

Add New Exam

No records

- Home
- Accommodation Letters
- Courses
- Resources

Exam cover sheet / exam upload

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

Accommodate

Return to Course | Return to list (Exam)

[new record]

- Home
- Accommodation Letters
- Courses
- Resources

Course Details   Enrolled Students   Room Bookings   **Exams**

Submit   Save   Cancel   Delete

* indicates a required field

Exam

Professor Name *

Final Exam
○ yes   ○ no

Student Names *
List all students taking exam

Course *
Accommodating Hamburger Theory ()

Title *

Test Length *
Without Accommodation

Attachment *
Please click below to upload exam. Send additional sound files, charts or other documents to saa@pugetsound.edu and list Course Name and Number in your email (ex. BUS 305 A).

File
For files over 10 Mb, please use the Large Upload button. It requires latest version of flash plugin to be installed on your system, and your browser needs to allow pop-ups from this site.

Choose File   No file chosen   Large Upload (Flash)

Start Date *
[   ]   Select   Clear

End Date *
[   ]   Select   Clear

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)
☐ Calculator - basic
☐ Calculator- graphing
☐ Calculator - scientific
☐ Moodle access
☐ Open book
☐ Open internet access
☐ Open notes

☐ Tables/charts
☐ Scratch paper allowed

Other Instructions

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

Return Method *

Submit   Save   Cancel   Delete

Click submit when all *starred sections are filled in.

When exam is uploaded you see exam here

Accommodate

☒ PC

Return to Course | Return to list (Course)

Accommodating Hamburger Theory ()

Course Details   Enrolled Students   Room Bookings   **Exams**

Keywords

Apply Search

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

☐   **oven temperatures, sauces, and pineapples--August 6th**
Accommodating Hamburger Theory ()

🕐 Starts August 06, 2019
🕐 Ends August 06, 2019
Duration: 50

<file>

Home
Accommodation Letters
Courses
Resources

CLICK ON the exam title to edit or delete exam

Accommodate

Return to Course | Return to list (Course)

Accommodating Hamburger Theory ()

Course Details   Enrolled Students   Room Bookings   **Exams**

- Home
- Accommodation Letters
- **Courses**
- Resources

Keywords

[   ]

Apply Search

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

☐   oven temperatures, sauces, and pineapples--August 6th
Accommodating Hamburger Theory ()

⏱ Starts August 06, 2019
⏱ Ends August 06, 2019
Duration: 50

To go back to courses:

Accommodate

Home

Accom░░░░░░░
Letters

Courses

Resources

Return to Course | Return to list (Course)

Accommodating Hamburger Theory ()

Course Details   Enrolled Students   Room Bookings   Exams

Cancel

Course

Title
Accommodating Hamburger Theory

Instructors
ProfRuby Collins (rcollins@pugetsound.edu)

Faculty Resource Page

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)

Accommodate
by symplicity™