

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 home page:

How to contact SAA

Accommodate
by syrr



PC

- Home
- Accommodation Letters
- Courses
- Resources

i 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”

These fields are for sorting letters only

- Home
- Accommodation Letters
- Courses
- Resources

Return to Course

Accommodation Letters

Keywords
Searches title and description

Apply Search Clear More Filters

3 Results 1 SORT BY: Sent/Submitted v Showing 20 v

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

Signatures needed

Fall 2019 Semester Request

A00132-2015/StudentRuby Collins
Accommodating Hamburger Theory
Sent on August 02, 2019, 9:31 am

culty **REQUESTED**

Fall 2019 Semester Request

A00073-2018/Nicholas A Sheldon
Accommodating Hamburger Theory ()
Sent on August 01, 2019, 11:56 am

culty **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 - Flexibility 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**.

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 *

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

Add (optional) notes from student meeting .

Click on courses tab, then click on the course title and then “Enrolled Students” to view students enrolled.

The screenshot displays the Accommodate system interface. On the left, a navigation menu includes 'Home', 'Accommodation Letters', 'Courses', and 'Resources', with 'Courses' circled in blue. The main content area shows the course 'Accommodating Hamburger Theory ()' with tabs for 'Course Details', 'Enrolled Students', 'Room Bookings', and 'Exams', where 'Enrolled Students' is circled in blue. Below the tabs is a search bar with an 'Apply Search' button and 'More Filters'. The results section shows 3 results, sorted by 'Last Name', with 20 items shown. The first two results are:

Student Name	Student ID	Email	Accommodation(s)	Graduation Date	Note Taker
Bird, Big	8890898747474	bigbird@test.edu	N/A	-	No
Collins, StudentRuby	2047058	rcollins@pugetsound.edu	ETDR50%, PVT Private Room for Testing, NTKR Note Taker	-	No

See students who have approved accommodations for your class

The screenshot displays the 'Accommodate by SYR' interface for a course titled 'Accommodating Hamburger Theory ()'. The 'Enrolled Students' tab is active, showing a search bar with the text 'Keywords' and an 'Apply Search' button. Below the search bar, there are 3 results. The first student listed is 'Bird, Big' with ID 8890898747474, email bigbird@test.edu, and no accommodations. The second student is 'Collins, StudentRuby' with ID 2047058, email rcollins@pugetsound.edu, and approved accommodations: 'ETDR50%, PVT Private Room for Testing, NTKR Note Taker'. A blue circle highlights the accommodation text for the second student, and a blue line connects this circle to the main heading above.

Accommodate by SYR

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

Emailing students

To email a student individually, click on their email link

The screenshot shows the 'Accommodating Hamburger Theory ()' page in the Accommodate system. The 'Enrolled Students' tab is active, displaying a list of 3 results. The first student is Big Bird, and the second is Ruby Collins. A blue arrow points to the email link for Ruby Collins.

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 ▾

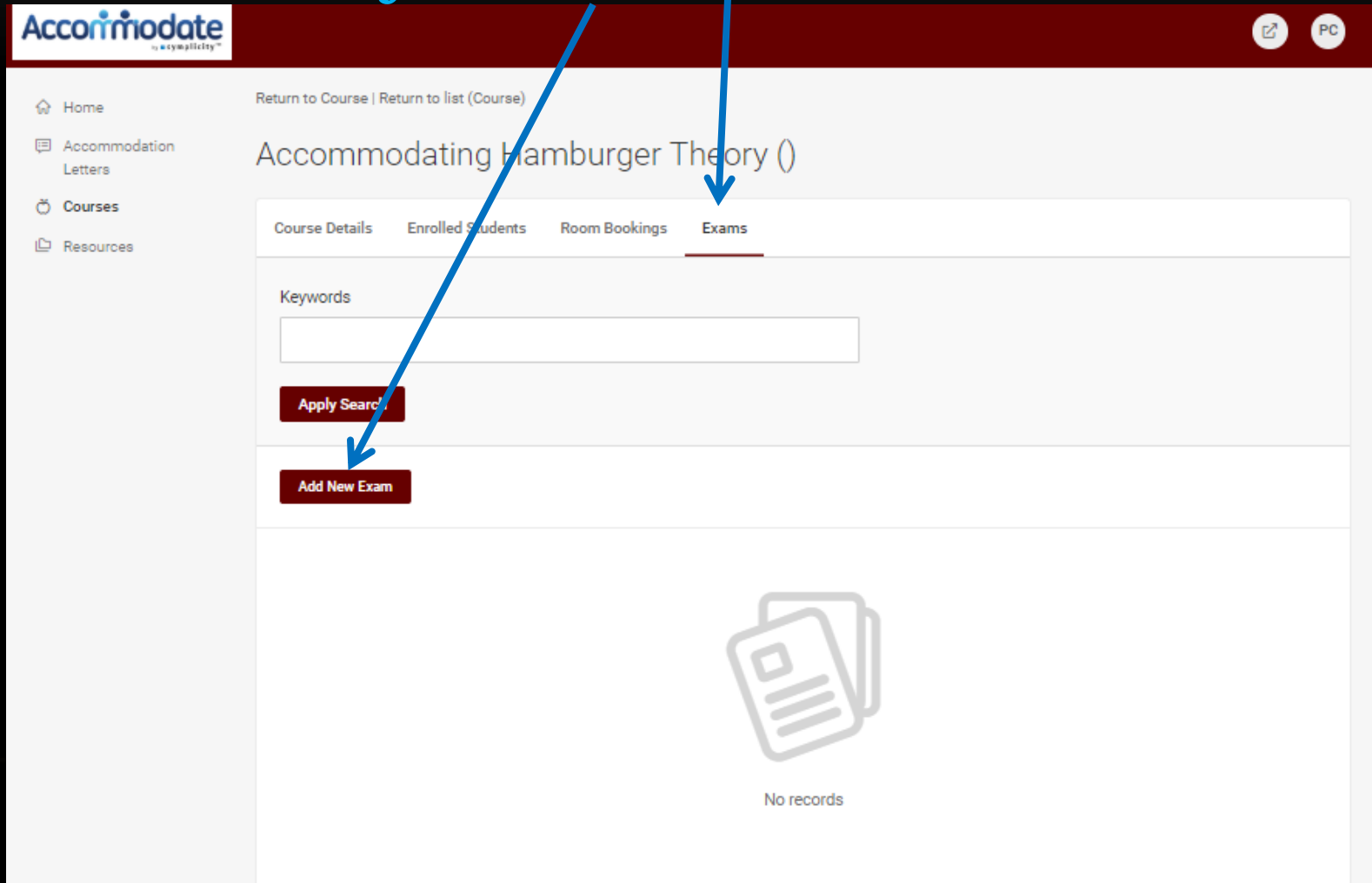
Bird, Big 8890898747474 bigbird@test.edu Accommodation(s): N/A Graduation Date: - Note Taker: No
Collins, StudentRuby 2047058 rcollins@pugetsound.edu Accommodation(s): ETDR50%, PVT Private Room for Testing, NTKR Note Taker Graduation Date: - Note Taker: No

Click on room bookings tab

To see students who have signed up to take an exam in that course

The screenshot displays the Accommodate system interface. At the top, the logo 'Accommodate by aynopolity' is visible on the left, and user profile icons for 'PC' are on the right. The main navigation menu on the left includes 'Home', 'Accommodation Letters', 'Courses', and 'Resources'. The current page is titled 'Accommodating Hamburger Theory ()' and features a sub-menu with 'Course Details', 'Enrolled Students', 'Room Bookings' (highlighted with a blue arrow), and 'Exams'. Below the sub-menu is a search section with a 'Keywords' input field, an 'Apply Search' button, and 'Clear' and 'More Filters' options. The search results section shows '1 Results' and a 'Showing 20' dropdown. A single result is displayed, consisting of a 'checkbox' and the text 'Student Ruby Collins', 'SAA', 'Date August 05, 2019', and 'Time 4:30 pm'. This result is circled in blue, with a blue arrow pointing to it from the left. At the bottom of the page, the text 'Accessibility Services Management System' and 'Privacy Policy | Terms of Use' are visible.

To upload an exam
click on Exams followed
by Add New Exam



The screenshot displays the Accommodate system interface. At the top left is the logo for Accommodate by eynalcity. The top right corner contains a share icon and a 'PC' indicator. A navigation sidebar on the left includes links for Home, Accommodation Letters, Courses, and Resources. The main content area shows the course title 'Accommodating Hamburger Theory ()' and navigation tabs for Course Details, Enrolled Students, Room Bookings, and Exams. The 'Exams' tab is active. Below the tabs is a 'Keywords' search field with an 'Apply Search' button. At the bottom of the search section is an 'Add New Exam' button. The main content area below the button is empty, displaying a 'No records' message with a document icon.

Accommodate
by eynalcity

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

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

exam upload

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

Accorimodate
Return to Course | Return to list (Exam)

[new record]

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 popups 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

The screenshot displays the Accommodate interface for a course titled "Accommodating Hamburger Theory ()". The "Exams" tab is selected, showing a search bar with the label "Keywords" and an "Apply Search" button. Below the search bar, there are two buttons: "Add New Exam" and "Batch Options". To the right of these buttons, it says "1 Results". Further right, there is a "Showing 20" dropdown menu. A list of exams is displayed below, with the first entry being "oven temperatures, sauces, and pineapples--August 6th" for the course "Accommodating Hamburger Theory ()". This entry includes details: "Starts August 06, 2019", "Ends August 06, 2019", "Duration: 50", and a file icon labeled "<file>". A blue arrow points from the text above to the "Add New Exam" button.

Accommodate
by symplcity™

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

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>

CLICK ON the exam title to edit or delete exam

The screenshot displays the Accommodate system interface. At the top left is the logo for Accommodate by Symplcity. The top right corner contains a share icon and a 'PC' indicator. The main navigation menu on the left includes Home, Accommodation Letters, Courses, and Resources. The breadcrumb trail shows 'Return to Course | Return to list (Course)'. The course title is 'Accommodating Hamburger Theory ()'. Below the title are tabs for 'Course Details', 'Enrolled Students', 'Room Bookings', and 'Exams'. The 'Exams' tab is active. A search section includes a 'Keywords' input field and an 'Apply Search' button. Below the search section are two buttons: 'Add New Exam' and 'Batch Options', followed by the text '1 Results'. On the right side, it says 'Showing 20'. The exam list contains one entry: 'oven temperatures, sauces, and pineapples--August 6th' under the course 'Accommodating Hamburger Theory ()'. The entry details include 'Starts August 06, 2019', 'Ends August 06, 2019', 'Duration: 50', and '<file>'. A blue arrow points from the top text to the exam title.

To go back to courses:

The screenshot displays the Accommodate by simplicity™ web application. On the left is a navigation sidebar with the following items: Home, Accommodating Letters, Courses, and Resources. The 'Courses' item is highlighted with a blue arrow pointing to the 'Course Details' tab in the main content area. Another blue arrow points from the 'Resources' item to a 'Cancel' button. The main content area shows the course title 'Accommodating Hamburger Theory ()' and a navigation bar with tabs for 'Course Details', 'Enrolled Students', 'Room Bookings', and 'Exams'. Below the tabs, the 'Course Details' section is visible, showing the course title and the instructor 'ProfRuby Collins (rcollins@pugetsound.edu)'.

Accommodate
by simplicity™

Home Return to Course | Return to list (Course)

Accommodating Letters Accommodating Hamburger Theory ()

Courses Course Details Enrolled Students Room Bookings Exams





Resources Cancel

Course

Title
Accommodating Hamburger Theory

Instructors
ProfRuby Collins (rcollins@pugetsound.edu)

Faculty Resource Page

-  Home
-  Accommodation Letters
-  Courses
-  Resources

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

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)