

# 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](http://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.

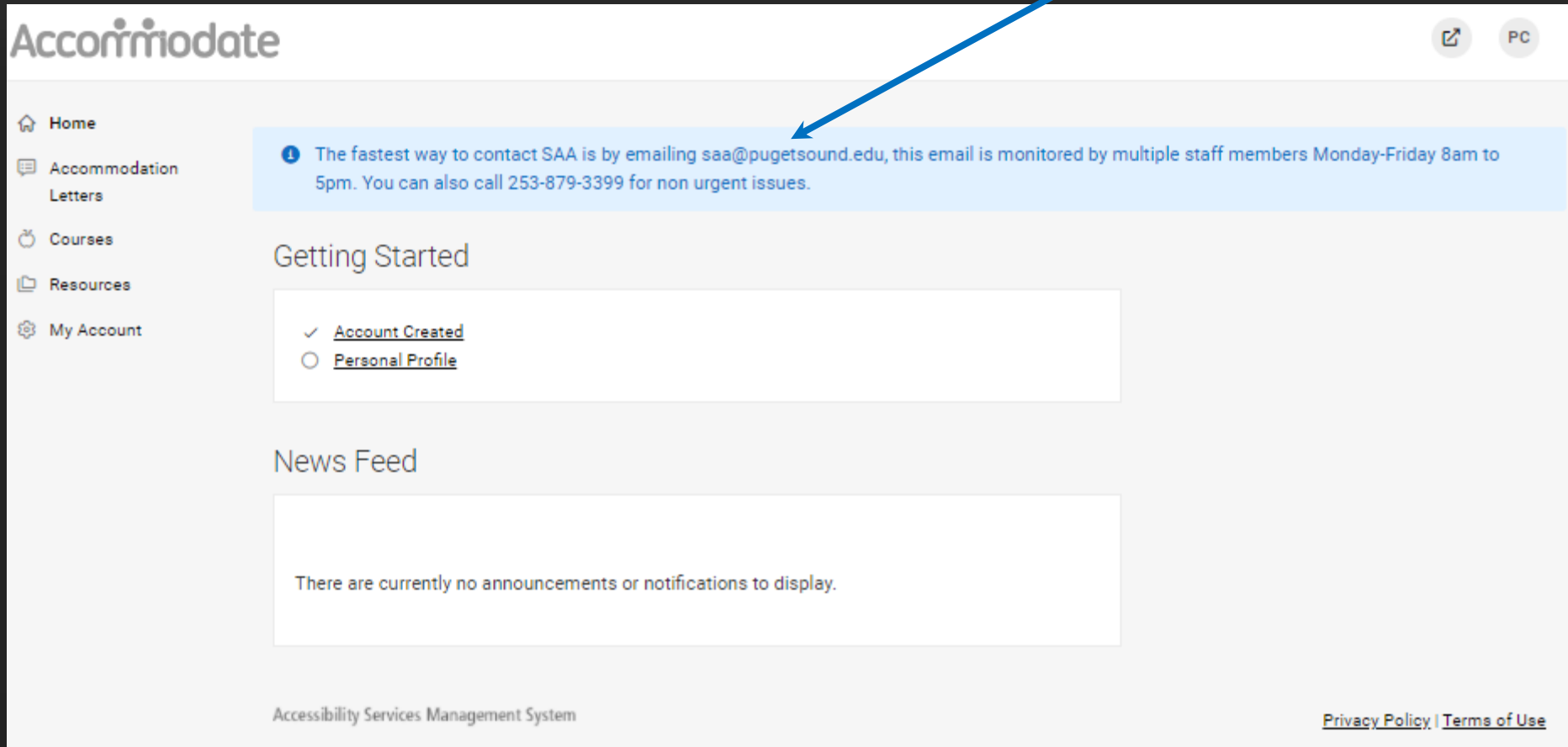
**Do you have further questions?** Visit the [SAA website](#), where you can find additional information on accessibility and accommodation at Puget Sound, a description of procedures for granting accommodations, and additional information on specific accommodations. The Office of Student Accessibility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

# Getting Started

1. Go to [login.pugetsound.edu](http://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](mailto: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 banner 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](mailto: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

# 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 253-879-3398

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: 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'. On the right side of the results area, there are sorting options: 'SORT BY: Last Name' and 'Showing 20'. The first result is circled in blue and shows the student name 'Collins, StudentRuby (2047058)' and a list of accommodations: 'ETDR50%', 'ETEXT Accessible Text', 'DLN- Class Notes - Student need daily class notes', and '2DE'. The second result is partially visible, showing 'NewStudent, FakeName (65465132458)' and '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%

**Instructors must upload exams 24 hours in advance of the exam start time. Monday exams need to be uploaded by Friday 3pm.  
NOTE: Students are required to do a test room booking 4 class days prior to the exam.**

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

The screenshot displays the Accommodate website interface. The top left corner features the logo "Accommodate" and a user profile icon labeled "PC". A navigation sidebar on the left includes links for Home, Accommodation Letters, Courses, Resources, and My Account. The main content area shows a breadcrumb trail: "Home / Course / Course Details / Exam". Below this, the text "saa test course ()" is visible. A horizontal menu contains four tabs: "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 box, an "Apply Search" button, and a "More Filters" link. Below the search area, a row of buttons includes "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, the text "Accessibility Services Management System" is on the left, and "Privacy Policy | Terms of Use" is on the right.

# 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]

Submit Save Cancel Delete

\* indicates a required field

Exam

Professor Name \*

Student Names \*

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 \*  
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)

- 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, showing a search bar with 'Keywords' and an 'Apply Search' button. Below the search bar are 'Add New Exam' and 'Batch Options' buttons. A list of exams is shown with one result: 'Quiz 8-02-21' for 'saa test course ()'. The exam details include 'Starts August 02, 2021', 'Ends August 02, 2021', 'Duration: 50', and the file '0306Quiz2.pdf'. A blue arrow points from the main heading to the 'Add New Exam' button, and another blue arrow points from the text 'CLICK ON the exam title to edit or delete exam' to the 'Quiz 8-02-21' title.

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 Info

Modified: August 02, 2021, 1:41 pm

Course

Title  
saa test course

Instructors  
ProfRuby Collins (rcollins@pugetsound.edu)

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

# 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 heading is 'resources'. Below this is a search section with a text input field, a red 'Apply Search' button, and a link for 'More Filters'. The search results section shows '5 Results' and a 'Sort By: Type' dropdown. 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](mailto:saa@pugetsound.edu) for assistance. Thank you!**