

ACCOMMODATE FOR FACULTY

What is Accommodate?

- ❖ Accommodate is an electronic file management system used by the Office of Accessibility Services to streamline and simplify the accommodation process.
- ❖ Accommodate keeps all student disability and accommodation information confidential.
- ❖ Accommodate allows the Office of Accessibility Services to process accommodation requests, schedule accessibility appointments, and coordinate testing in the LEAD Center all in one place.

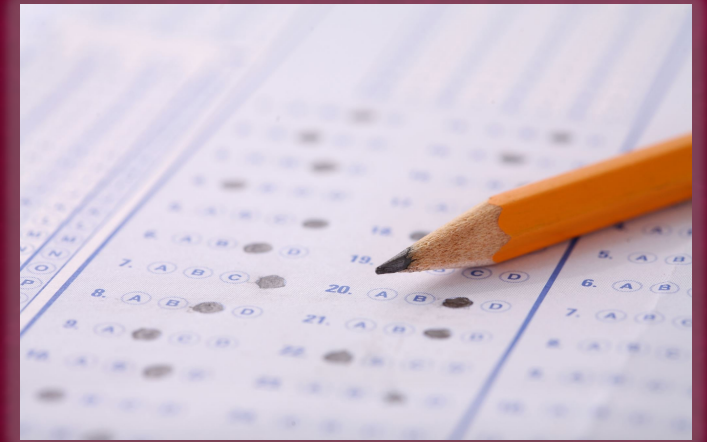
What Will Faculty Do in Accommodate?



Sign
accommodation
letters



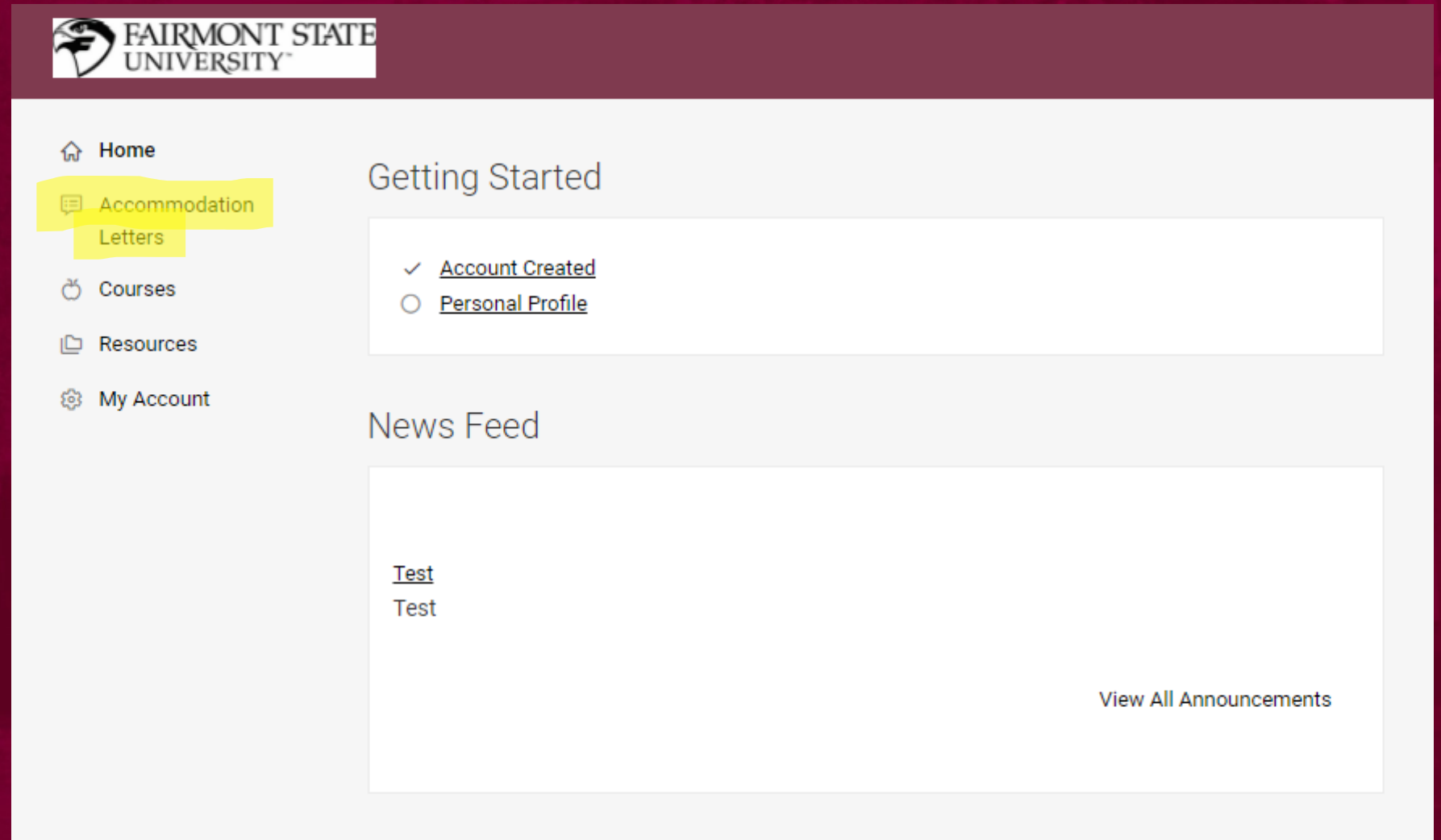
View courses to see
which students have
accommodations



Upload
exams

Signing Accommodation Letters

1. Select the Accommodation Letters tab.



The screenshot displays the Fairmont State University website interface. At the top left, the university's logo and name are visible. A navigation menu on the left side includes links for Home, Accommodation Letters (highlighted in yellow), Courses, Resources, and My Account. The main content area is divided into two sections: 'Getting Started' and 'News Feed'. The 'Getting Started' section contains two items: a checked checkbox next to the link 'Account Created' and an unchecked checkbox next to the link 'Personal Profile'. The 'News Feed' section shows a single announcement titled 'Test' with a 'View All Announcements' link at the bottom right.

FAIRMONT STATE UNIVERSITY

Home
Accommodation Letters
Courses
Resources
My Account

Getting Started

- [Account Created](#)
- [Personal Profile](#)

News Feed

[Test](#)
Test

[View All Announcements](#)

2. You will see any letters that have been sent to you. It will show whether a signature was requested, or the letter has already been signed. Select the letter that needs signed.

FAIRMONT STATE UNIVERSITY

Home / Accommodation Letters / Accessibility Letter List

Home
Accommodation Letters
Courses
Resources
My Account

Accommodation Letters

Keywords
Searches title and description

Apply Search More Filters

8 Results SORT BY: Sent/Submitted Showing 20

Academic Accommodations **REQUESTED**

A00200-2021/Ben Dell Dude Curtis
Understanding Cultures Through Meme Analysis (MEME 101)
Sent on December 13, 2021, 10:34 am

Academic Accommodations **SIGNED**

/
Understanding Cultures Through Meme Analysis (MEME 101)
Sent on December 06, 2021, 1:30 pm

[Home](#)[Home / Accommodation Letters / Accommodations Letters Details](#)[Accommodation Letters](#)[Courses](#)[Resources](#)[My Account](#)

Accessibility Letter sent at 2021-12-13 10:34:29

[Save](#)[Print Letter](#)[Generate PDF](#)[Cancel](#)

* indicates a required field

Send Notification

Subject

Academic Accommodations

HTML Body



FAIRMONT STATE
UNIVERSITY™
Office of Accessibility Services

Academic Accommodations

From: Office of Accessibility Services

RE: Ben Dell Dude Curtis

3. Review the letter.

4. Once you review the letter and scroll all the way down you will see a place to electronically sign. Once you type your name you will need to click the “Save” button to complete your signature. There is also a box to type comments regarding the accommodations (i.e., For notetaking will the professor share their notes or will a student in class?).

Sent/Submitted
May 25, 2022, 2:28 pm

Recipient Signature

Please electronically sign below.

Comments
Please use this box to make any comments regarding how the accommodations will be implemented in your class.

Your Signature *

Save Print Letter Generate PDF Cancel

Viewing students with accommodations in your courses

- ❖ In Accommodate you will be able to see which students in your courses have accommodations as well as what accommodations they have.
- ❖ You can do this by logging in to Accommodate, selecting the tab to the left titled “Courses”, and selecting a course.
- ❖ Once you select a course you can click on enrolled students to see a list of all students enrolled in that course, which will also show whether a student has approved accommodations or not.

[Home](#)[Home / Course / Course Catalog](#)[Accommodation Letters](#)[Courses](#)[Resources](#)[My Account](#)

Course


[Course Catalog](#) [Past Courses](#)

Keywords

Semester

[Apply Search](#)[Clear](#)[More Filters](#)

1 Results

Showing 20 

Intro to Potions (test)

Potions 101

🕒 Date: May 02, 2022 - August 31, 2022

🕒 Time: 12:00 pm - 1:00 pm

[Home](#)[Home / Course / Course Details](#)[Accommodation
Letters](#)[Courses](#)[Resources](#)[My Account](#)

Intro to Potions (test) (Potions 101)

[Course Details](#)[Enrolled Students](#)[Room Bookings](#)[Exam](#)[Cancel](#)

Course

Title

Intro to Potions (test)

Instructors

Severus Snape (ssnape@example.edu)

Code

Potions 101

Credit Hours

0

Days

Monday, Wednesday, Friday

Semester

Summer 2022 (Test)

Start Date

May 2, 2022

[Home](#)[Home](#) / [Course](#) / [Course Details](#) / [Enrolled Students](#)[Accommodation Letters](#)[Courses](#)[Resources](#)[My Account](#)


Intro to Potions (test) (Potions 101)

[Course Details](#) **Enrolled Students** [Room Bookings](#) [Exam](#)

Keywords

[Apply Search](#)[More Filters](#)

1 Results

Showing 20 **Lovegood, Luna (TEST12345)**

Accommodations:

- Academic Accommodations/Note taking assistance
- Academic Accommodations/Extended Test time - 50%
- Academic Accommodations/Testing in a distraction reduced environment

Uploading exams

- ❖ Faculty will now be able to upload exams and testing materials into Accommodate for Brittany Cuchta in the LEAD Center. The upload form in Accommodate contains the same information as the old form; it is just located in Accommodate now.
- ❖ Please keep in mind this is only for students with approved testing accommodations through the Office of Accessibility. Anyone needing to test for a make-up exam will need to submit a request using the current make-up exam process.

Exams

Unit/Subject Details

Enrolled Students

Alternative Test Room Bookings

Exam

Course Notes

Keywords

Apply Search

Add New Exam

Faculty may upload exams and testing materials that managers may access and provide to students upon arriving to their testing appointment. To add a new exam, click "Add New Exam" and complete the required fields

Important Information

- ❖ Despite Accommodate utilizing electronic signatures, it is still the student's responsibility to schedule a time with each professor to discuss the approved academic accommodations and make specific plans for how the appropriate accommodations will be implemented in each class. I recommend not signing the letter until this has taken place.
- ❖ This system is new for everyone. If you have any issues or questions, please feel free to email me!