

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.

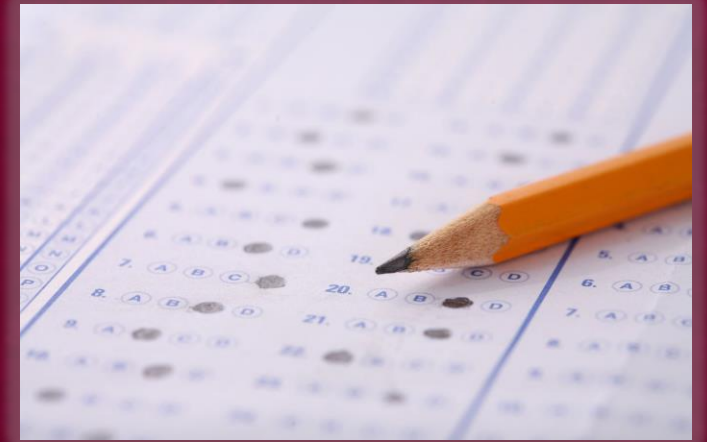
What Will Faculty Do in Accommodate?



Sign
accommodation
letters



View courses to see
which students have
accommodations



Upload
exams

How Do I Login to Accommodate?

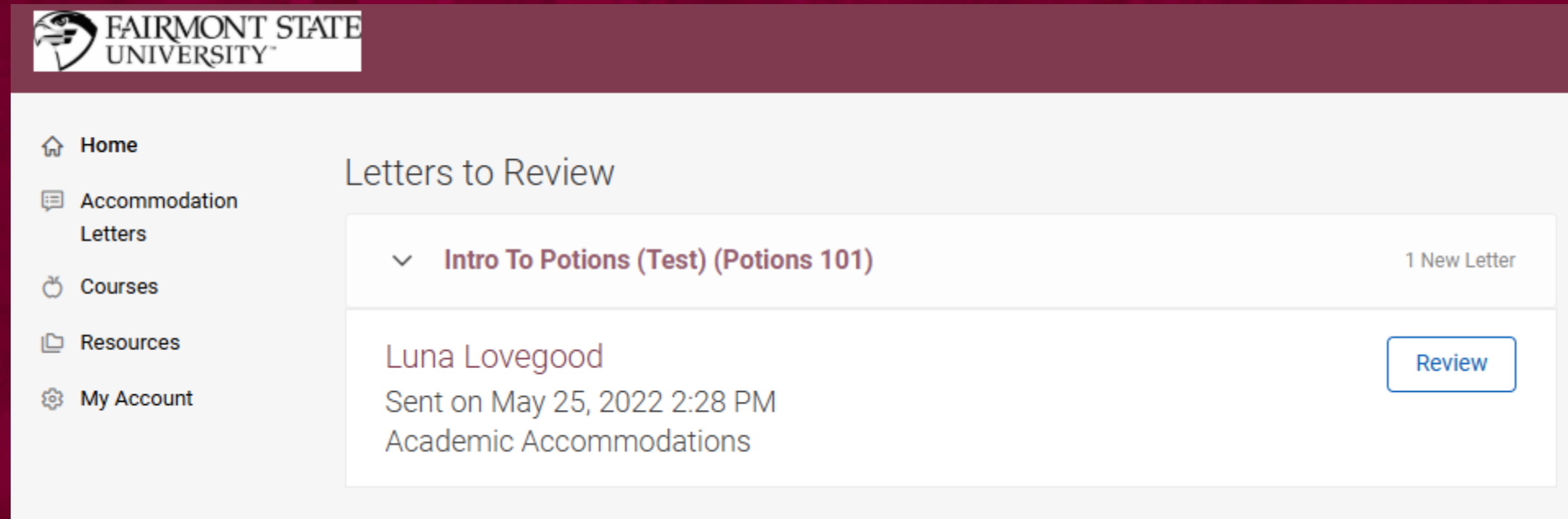
❖ Use the following link to login:

<https://fairmontstate-accommodate.symplicity.com/>

❖ Select the Faculty box

Signing Accommodation Letters

1. Any “Letters to Review” will appear directly on the homepage.



The screenshot displays the Fairmont State University website interface. At the top left is the university logo. A navigation menu on the left includes links for Home, Accommodation Letters, Courses, Resources, and My Account. The main content area is titled 'Letters to Review' and features a notification for 'Intro To Potions (Test) (Potions 101)' with '1 New Letter'. Below this, a specific letter is shown for 'Luna Lovegood', dated 'May 25, 2022 2:28 PM', regarding 'Academic Accommodations'. A blue 'Review' button is positioned to the right of the letter details.

[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

2. Review the letter.

3. 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.

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 who have accommodations.

[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

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 the LEAD Center.
- ❖ This is a secure way to provide the exam to the LEAD Center. Only the LEAD Center and Accessibility Office have access to these materials. There is no way for students to access testing materials.
- ❖ Please keep in mind this is only for students with approved testing accommodations through the Office of Accessibility.

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