

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.

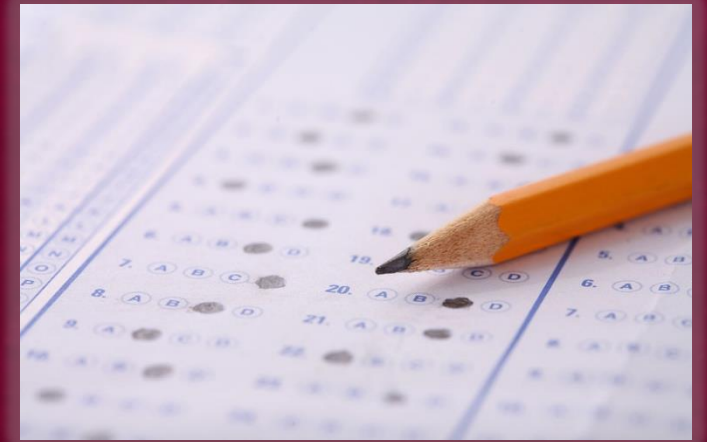
What Will Faculty Do in Accommodate?



Sign
accommodation
letters



View courses to see
which students have
accommodations



Upload
exams

How Do I Login to Accommodate?

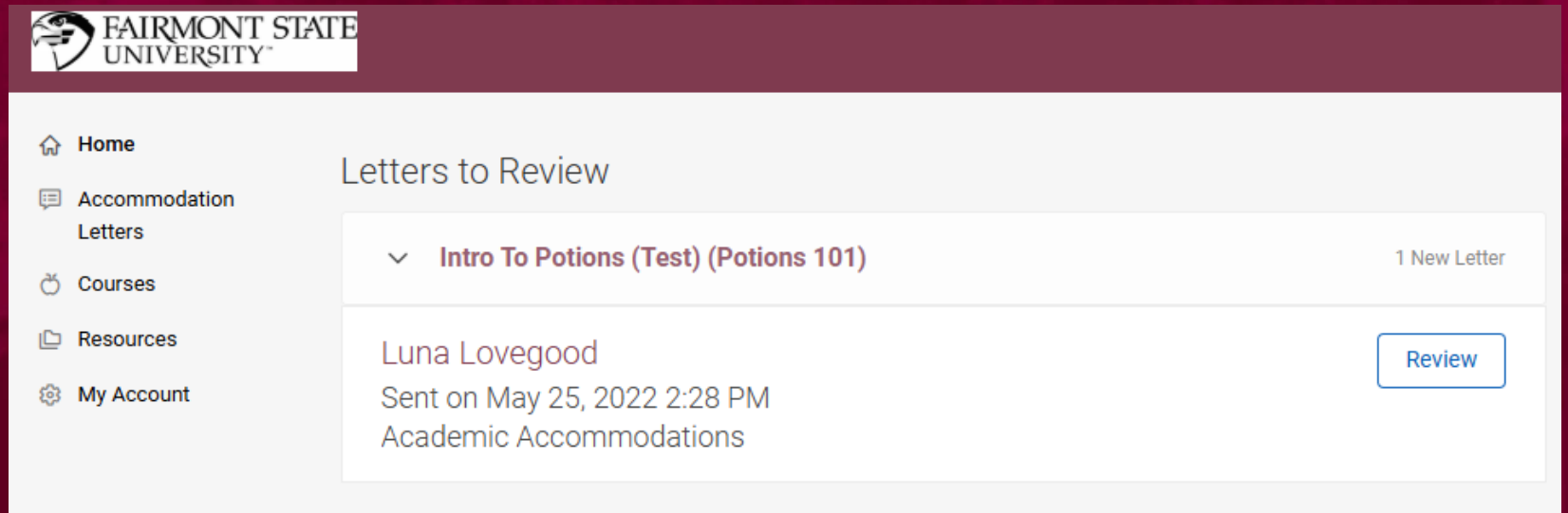
❖ Use the following link to login:

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

❖ Select the Faculty box

Signing Accommodation Letters


1. Any “Letters to Review” will appear directly on the homepage. By clicking the “Review” button, you will be able to review and acknowledge the letter.





The screenshot shows the Fairmont State University logo at the top left. Below it is a navigation menu with five items: Home (house icon), Accommodation Letters (document icon), Courses (graduation cap icon), Resources (book icon), and My Account (gear icon). The main content area is titled 'Letters to Review'. It features a dropdown menu currently set to 'Intro To Potions (Test) (Potions 101)', with a '1 New Letter' indicator to its right. Below the dropdown, a letter entry is displayed for 'Luna Lovegood', dated 'Sent on May 25, 2022 2:28 PM' from 'Academic Accommodations'. A blue 'Review' button is positioned to the right of the letter details.

Letters to Review	
▼ Intro To Potions (Test) (Potions 101)	1 New Letter
Luna Lovegood Sent on May 25, 2022 2:28 PM Academic Accommodations	Review

2. If you want to print or generate a PDF of the letter, you will need to use the “Accommodation Letters” tab.

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](#)

7 results Sort By: Sent/Submitted ▾ Showing 20 ▾


Academic Accommodations **REQUESTED**



A00069-2022/Luna Lovegood
Intro to Potions (test) (Potions 101)
Sent on May 25, 2022, 2:28 pm

Academic Accommodations **ACKNOWLEDGED**

A00001-2016/
Probabilities (PROB)
Sent on August 11, 2021, 11:11 am

3. Once you select a letter from the “Accommodation Letters” tab, you will have the option to print or generate a PDF of the letter at the top of the screen.

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[Home](#) / [Accommodation Letters](#) / [Accommodations Letters Details](#)

[Home](#)
[Accommodation Letters](#)
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[My Account](#)


Accessibility Letter sent at 2022-05-25 14:28:30

SavePrint LetterGenerate PDFCancel

* indicates a required field

Send Notification

Subject
Academic Accommodations

FAIRMONT STATE UNIVERSITY
Office of Accessibility Services

Academic Accommodations

From: Office of Accessibility Services
RE: Luna Lovegood

This letter contains confidential information regarding the above-named student.
Therefore, this letter should be kept secure and handled in a discrete manner.

The above-named student has sought the services of the Office of Accessibility


4. Regardless of which way you choose to review the letter, you will need to scroll all the way to the bottom to acknowledge it. Once you type your name you will need to click the “Save” button to complete your acknowledgment.

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

Recipient Signature

Please electronically sign below.

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

- Home
- Accommodation Letters
- Courses
- Resources
- My Account

Home / Course / Course Details / Enrolled Students



Intro to Potions (test) (Potions 101)

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

Keywords

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

2 results

Sort By: Last Name  Showing 20 

Lovegood, Luna (TEST12345)

Accommodations:

- Academic Accommodations/Extended Time on Timed Assessments - 50%
- Academic Accommodations/Note taking assistance
- Academic Accommodations/Testing in a distraction reduced environment

Potter, Harry (TEST23456)

Accommodations:

- Academic Accommodations/Extended Time on Timed Assessments - 50%
- Academic Accommodations/Extended Time on Timed Assessments - 100%
- Academic Accommodations/May need to miss class occasionally (please discuss attendance issues early on in the semester)
- Academic Accommodations/Reader for tests
- Academic Accommodations/Textbooks in alternative format
- Housing accommodations/Emotional Support Animal

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 Services.

1. If a student has submitted a booking request to test in the LEAD Center, the booking will appear directly on the homepage. Click “Add Exam” to upload the necessary exam.

The screenshot displays the Fairmont State University LEAD Center homepage. The header features the university's logo and name. A left sidebar contains navigation links: Home, Accommodation Letters, Courses, Resources, and My Account. The main content area is divided into three sections. The first section, 'Letters to Review', shows a card for 'Intro To Potions (Test) (Potions 101)' with '1 New Letter'. The second section, 'Test Room Bookings to Review', shows a card for the same course with '1 Booking, 0 Exams'. Below this, a specific booking for 'Luna Lovegood' on 'September 18, 2025 1:00 PM' is shown with a 'Review' button. The third section, 'Exams', includes an 'Add Exam' button and a link to 'Manage attachments for the following exams'.

FAIRMONT STATE UNIVERSITY

- Home
- Accommodation Letters
- Courses
- Resources
- My Account

Letters to Review

> **Intro To Potions (Test) (Potions 101)** 1 New Letter

Test Room Bookings to Review

▼ **Intro To Potions (Test) (Potions 101)** 1 Booking, 0 Exams

Luna Lovegood
September 18, 2025 1:00 PM [Review](#) ×

▼ **Exams** [Add Exam](#)

[Manage attachments for the following exams](#)