Accommodate Faculty User Guide

University of Denver
Disability Services Program (DSP)

Updated October 2021

Contents

Welcome to Accommodate

The Disability Services Program (DSP) replaced their ClockWork (CW) System in June 2021 with the Accommodate System for students and faculty to use to interact with and track accommodation information for approved students.
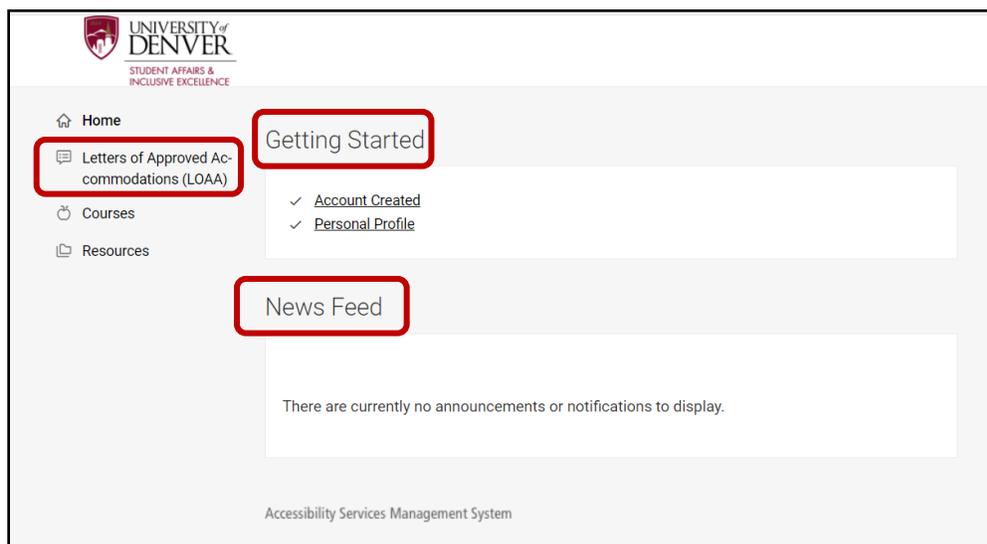
Accessing your Accommodate Home Page

To access your **Accommodate Faculty Home Page,** login in through your **Accommodate Faculty Portal** and following the steps provided:

1. Open a web browser (Google Chrome, Firefox, Safari, Edge)
Note: Internet Explorer is not recommended
2. Go to **http://du-accommodate.symplicity.com/** (Please feel free to book mark for future use)!
3. Select Faculty
4. Enter your University of Denver email and password
5. Click the 'Login' button

Faculty Home Page Features

In this Section, learn more about the Home Page and Letters of Approved Accommodations (LOAAs).

Once logged in through your **[Accommodate Faculty Portal](#)**, you will have access to your Home Page.

The Home Page contains a **Getting Started** section and a **News Feed** section. The Getting Started section will include pending tasks for account set up.

We encourage you to complete the tasks in the **Getting Started** section to finish setting up your account and updating your **Personal Profile.**

The **News Feed** section will include any updates, reminders, or announcements from DSP! Pay attention to the News Feed section for opportunities with the DSP or other campus partners.

On the left navigation bar, faculty members can visit the following tab selections: **Letters of Approved Accommodations (LOAAs), Courses,** and **Resources.**

- **Letters of Approved Accommodations** (LOAAs)**:** Includes all LOAAs sent to you from students in your current and past courses.
- **Courses:** Includes all Courses (current and past), as well as Course Details, Enrolled Students, DSP Test Requests, Providing Testing Information, and Notetaker Notes.
- **Resources:** Includes a Document Library with DSP Resources such as a copy of the DSP Student Handbook which includes helpful information for Faculty about processes and procedures for the most commonly approved accommodations.

Tip: Using the Keywords/Search box at the top of each tab will allow you to search for specifics!
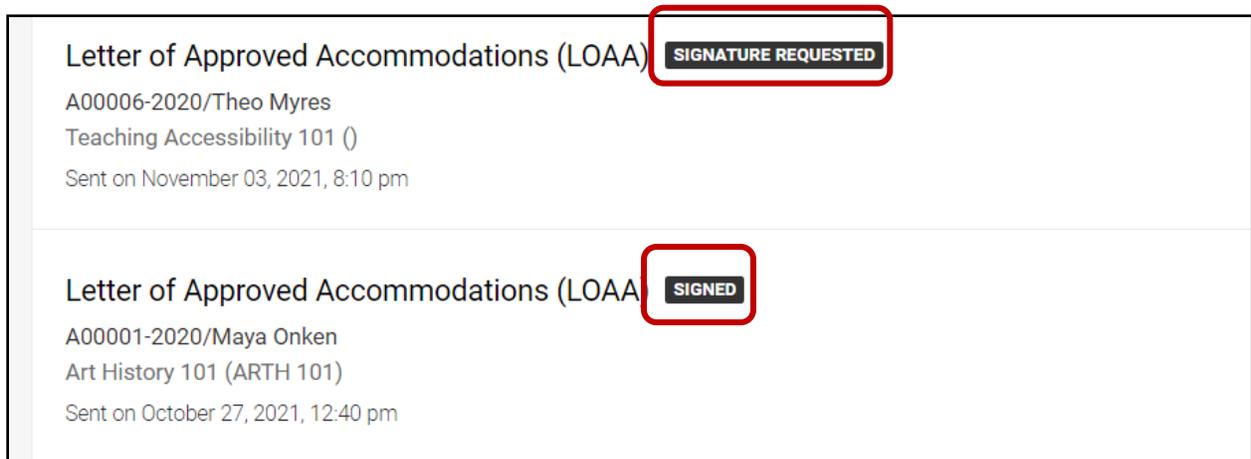
Reviewing your Students' Letters of Approved Accommodations (LOAAs)

To review your students' Letters of Approved Accommodations (LOAAs), select the Letters of Approved Accommodations (LOAAs) tab on the left navigation bar.
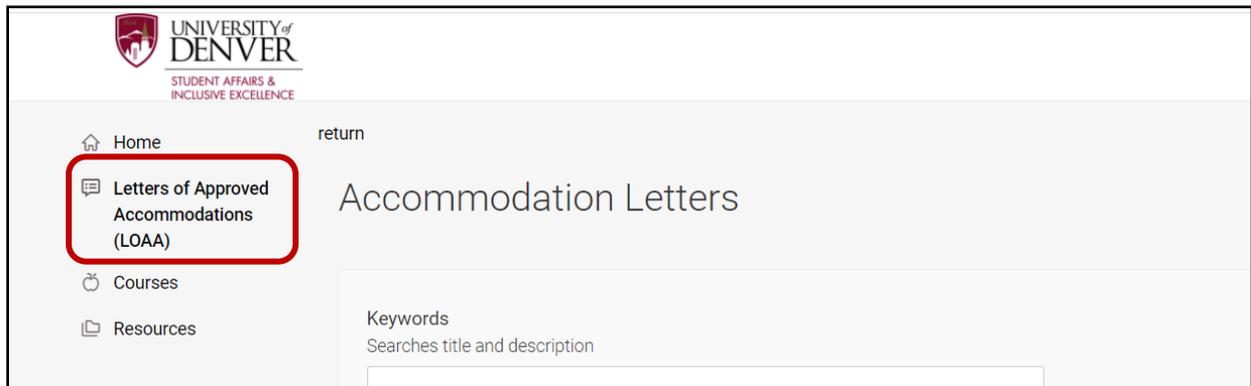
The LOAA section will display all LOAAs delivered to you by students enrolled in your courses. The letters in this section will require your signature.

You can tell if you have reviewed and signed each letter based on the status listed to the right of the LOAAs, noted *signature requested or signed.*

The LOAAs are listed with the following information included:

Student LOAA File Number/ Student Name

Course Information

Date received

Please note: You will receive two letters from each student if your courses include a final exam. Students will need to send LOAAs for both their courses and their final exams. This is due to the different dates/times of the final exams.

Reviewing and Signing LOAAs

To review and sign LOAAs, select the bolded text to the left of the Signature Requested notification titled **Letter of Approved Accommodations (LOAAs)**.

The selected student's approved accommodations will be listed in bold font towards the middle of the letter. Additional Approved Accommodations will also be listed in this section. Accommodate also allows DSP to add additional links to documents and/or information about implementation for listed accommodations as well.

Example of an approved LOAA:

Letter of Approved Accommodations
Private Information

Date: November 03, 2021
RE: Accommodations for Theo Myres, Test1244

Dear Instructor:

We are writing to introduce you to Theo Myres who is in your course this quarter. This student has a documented disability and is entitled to academic accommodations through the University's Disability Services Program (DSP). A reasonable and effective accommodation allows a student with a disability to participate in the educational environment by minimizing the effects of a disabling condition. It is not intended to heighten nor lessen a student's chance for success or failure but to ensure equal access.

Based on our review of submitted documentation, as well as information supplied by the student, we have determined that this student is entitled to the following accommodations:

Testing Accommodations /Extra Time/Time and a half (50% - 1.5X)

Communicate with your faculty member(s) about your extra time accommodation before each quiz, test, or final exam, to ensure proper implementation. Log in to your Student Accommodate Portal to submit a request for the Testing Center or to learn more information about your testing accommodation(s).

Fall Quarter 2021
Teaching Accessibility 101 ()

We require all of our students to discuss their accommodation needs with you, in a timely manner, as they relate to the specific demands and requirements of your course. If you have any questions regarding the appropriateness of these requested accommodations for your class, please contact us. Thank you for your assistance.

Please be aware that any information you have about students with disabilities is private; do not share with others without the consent of the student.

Sincerely,
The DSP Staff
Disability Services Program, University of Denver
Ruffatto Hall, Room 440
1999 E. Evans Avenue, Denver CO 80208
Email: dsp@du.edu
Phone: (303) 871-3241
Fax: 303-871-2248
Relay 711

To sign the LOAA, **scroll down** to the bottom of the letter to where it says **Your Signature** and type your name. Then **select Save.** Faculty are also able to print or generate a PDF.

Sent/Submitted
March 08, 2021, 1:10 pm

Recipient Signature

By electronically signing this Letter of Approved Accommodation (LOAA), you are agreeing that the requested accommodation(s) is reasonable and will not fundamentally alter your course or course curriculum. Please do not provide any additional accommodations beyond those stated in this letter without first discussing with the Disability Services Program (DSP). Prior to signing electronically, if you have questions, please contact the DSP by phone at 303-871-3241 or by email at dsp@du.edu.

Your Signature *

[Save] [Print Letter] [Generate PDF] [Cancel]

After saving, you will be re-directed back to the list of LOAAs and the status of the letter will now show as **signed**. Continue to review and provide requested signatures for all additional LOAAs.

Please be sure to make note of the listed accommodations. While DSP approves academic accommodations, **faculty members are legally responsible for administering many accommodations.** There is also an option to print a copy.

DSP is here to help facilitate this process. Please visit the Faculty Tab on DSP's webpage to learn more about **Administering Accommodations.** The DSP Student Handbook, which can be found in the Resources section of Accommodate or in the Quick Links section on the left side of the DSP website. For questions or support, please reach out to **dsp@du.edu** or **call 303-871-3241.**

User Accessibility Mode

The Accommodate Software has an Accessibility Mode that can be turned on by the user.

Accessibility Mode is recommended for users of assistive technologies. Functionality and content are equivalent in Accessibility Mode, but some interface elements will be formatted differently for optimal compatibility.

Prior to logging in, users can turn on Accessibility Mode by selecting the three (3) vertical dots in the top right of the login screen.
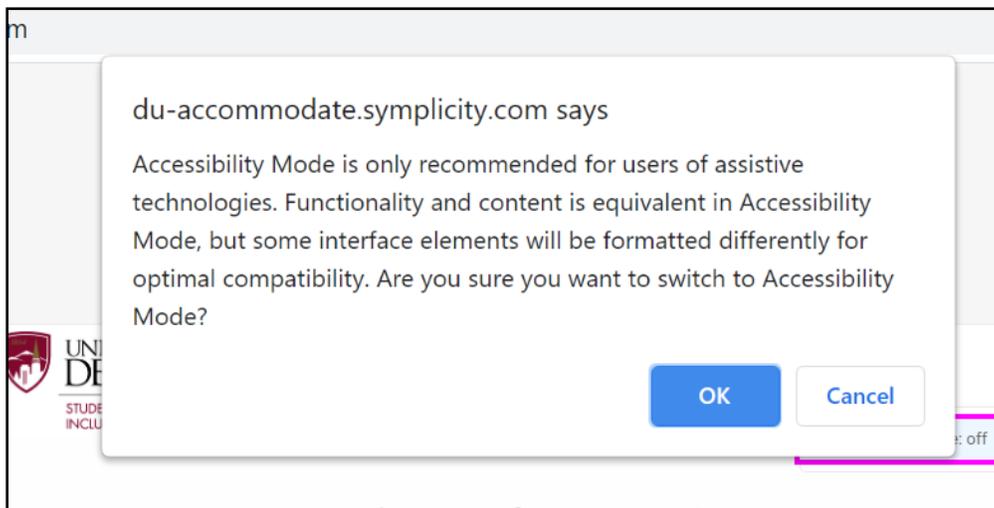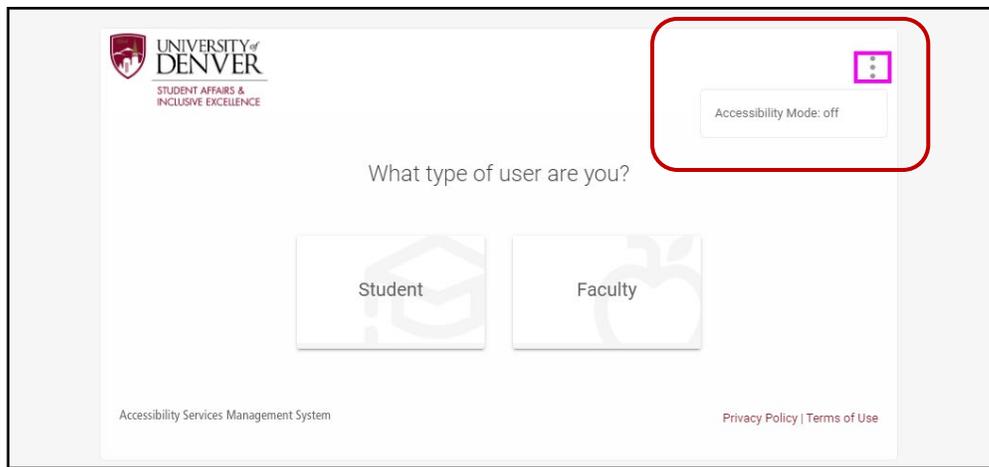
Review Test Requests for Students Who Request to Take a Test in the DSP Testing Center

Students with approved testing accommodations who need to take quizzes, tests, and final exams in the DSP Testing Center are responsible for submitting test requests prior to the sign-up deadline. When a student has successfully submitted a test request, you will be able to view **pending** and **approved** requests in Accommodate.

To view pending and approved requests, select the **Courses** tab on the left navigation bar. Select **Course Catalog.** Scroll down to see the list of courses you are teaching and **select the course** you would like to view student test requests.

The **Pending** tab will show a list of submitted test requests for students in your course that the DSP is in the process of reviewing. Faculty will **not** approve any

tests requests unless DSP sends an email to you for a late test request with instructions how to approve/not approve the late test request.

The **Approved** tab will show a list of test requests in your course that DSP has approved for the student to take in the DSP Testing Center.

Alternative test time request process:

Accommodate limits students to scheduling exams on the same days and start time the class meets. If a student needs to request an alternate test time due to a time conflict, the student must communicate their time conflict to their instructor(s) in advance to obtain instructor approval. The student and instructor must forward the instructor's approval for an alternate test time via email to dsp.testing@du.edu as soon as possible, preferably prior to the five (5) and ten (10) day advance test request deadlines.

Providing Testing Information

Please upload any quiz or test **at least two (2) days** prior to the test date. Final exams should be uploaded three (3) days prior to the final exam date. This allows DSP to print and prepare the exam and address any questions or concerns that we may have before the student arrives at the Testing Center.

To provide testing instructions and an electronic copy of your quiz, test, or final exam, go to the **Provide Testing Information** tab. Then, click on the Provide Testing Information button to fill out a form.

Follow the instructions when filling out the form. Make sure to provide the same testing instructions you will give to the class. Continue answering the required questions until you arrive at the bottom, then **Submit** the form.

Apply to all records: The last section of the Providing Testing Information form asks if the parameters can apply to all records. Selecting yes will allow the exam to be added to all existing approved or pending requests for the same course with a test date in between the exam start and end date. After you have successfully submitted testing instructions for a quiz, test, or final exam, you'll have the ability to review what you uploaded.

Important note: DSP makes paper-based testing tickets to share with students upon their arrival, these are generated as soon as you provide the testing parameters. If you **edit** a quiz, test, or final exam that you already uploaded (i.e., change test instructions or upload a new exam file), please send an email to dsp.testing@du.edu to let DSP know what you modified. If you don't notify us with this information, we may not see those changes before the student arrives at the Testing Center.