SAS Accommodate Faculty Portal

A User's Guide

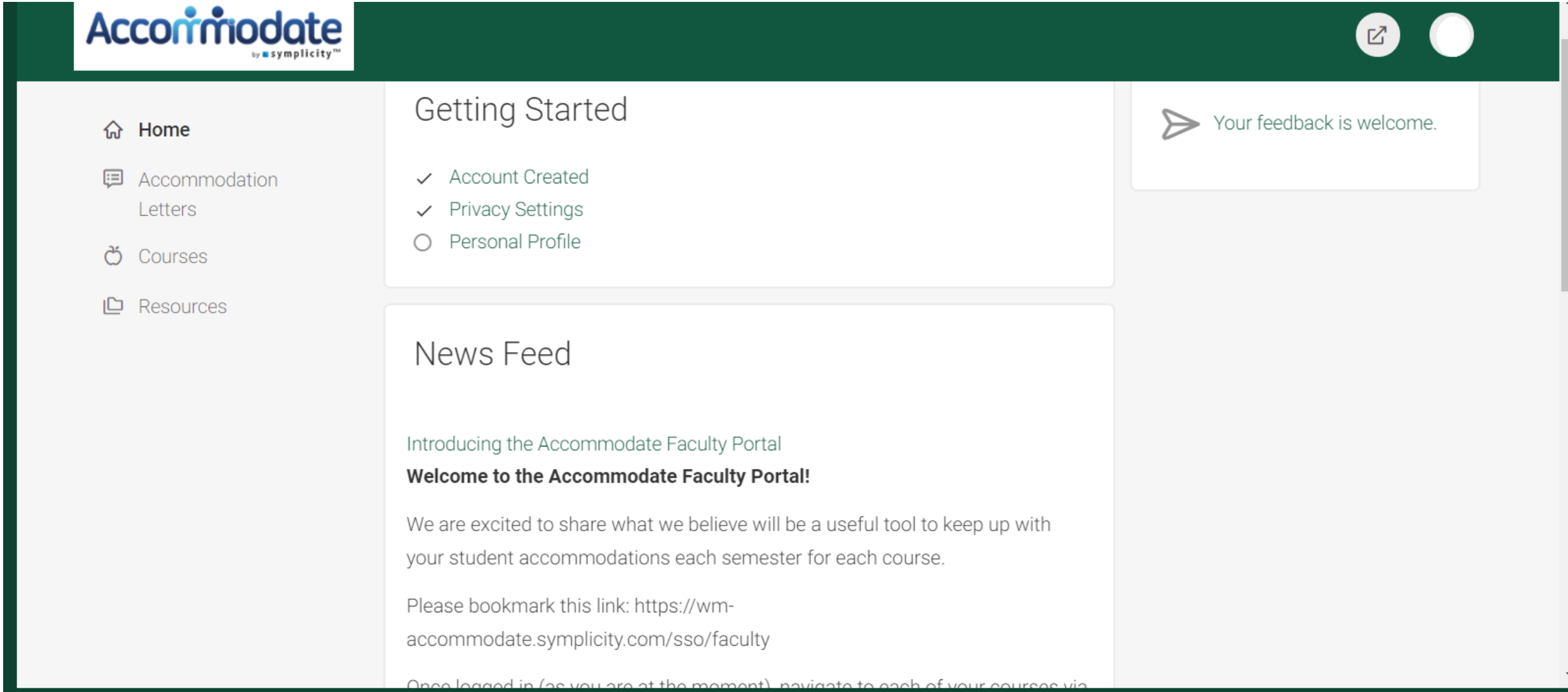
Accommodate Faculty Portal Home Page

- Once you log into the Accommodate Faculty Portal, you will find your landing page.
- Expanded link for reference (feel free to Bookmark it!)
  https://wm-accommodate.symplicity.com/sso/faculty

- On your landing page are options for navigation (left hand menu) as well as News Feed with SAS-related announcements.

(see next slide for visual reference)

Accommodate Faculty Portal Home Page (example)

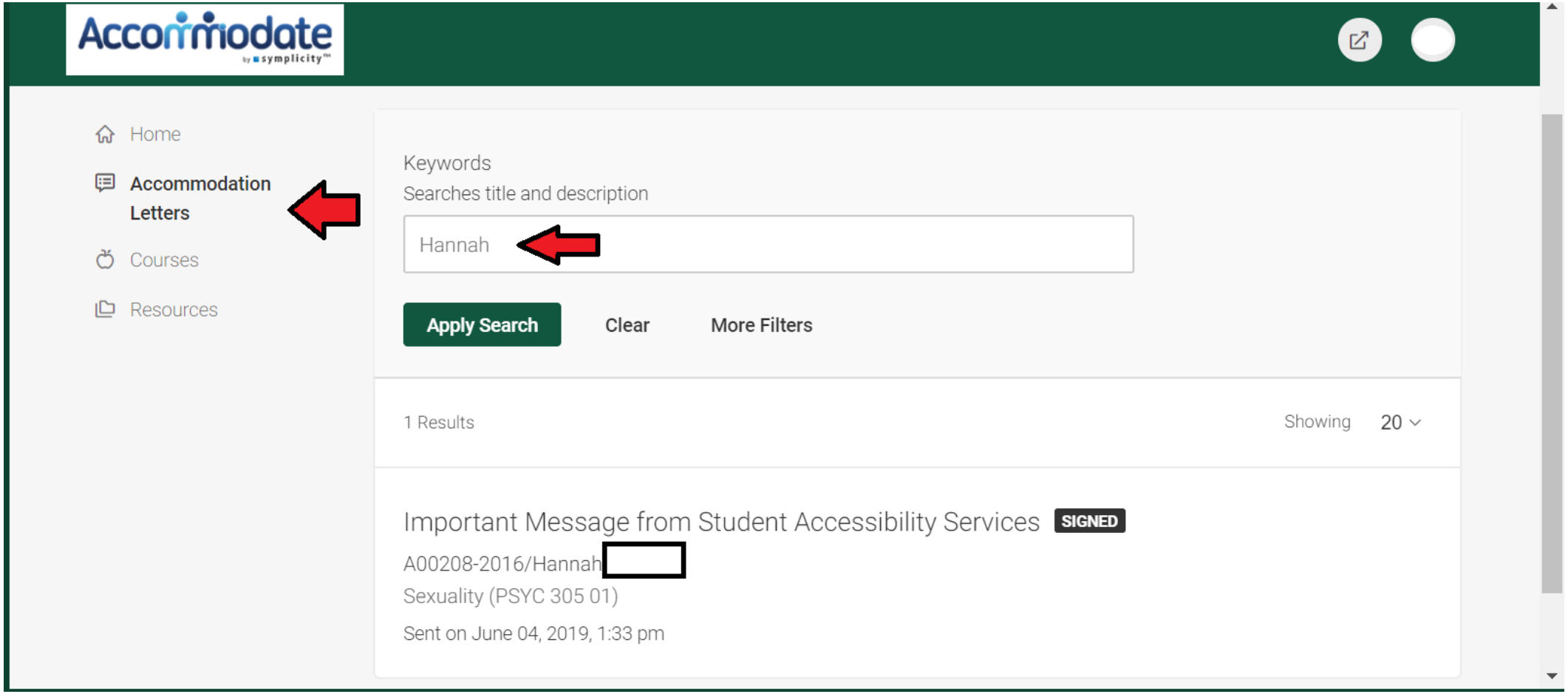


“Accommodations Letters” Menu Item

- Below the “Home” label is the “Accommodation Letters” Menu.
- Clicking on this option will take you to a list of compiled accommodation letters for the students in your courses.
- You can search by a student’s name or other filters using the Search tool.

(see next slide for full visual reference)

Accommodation Letters Menu Item (example)

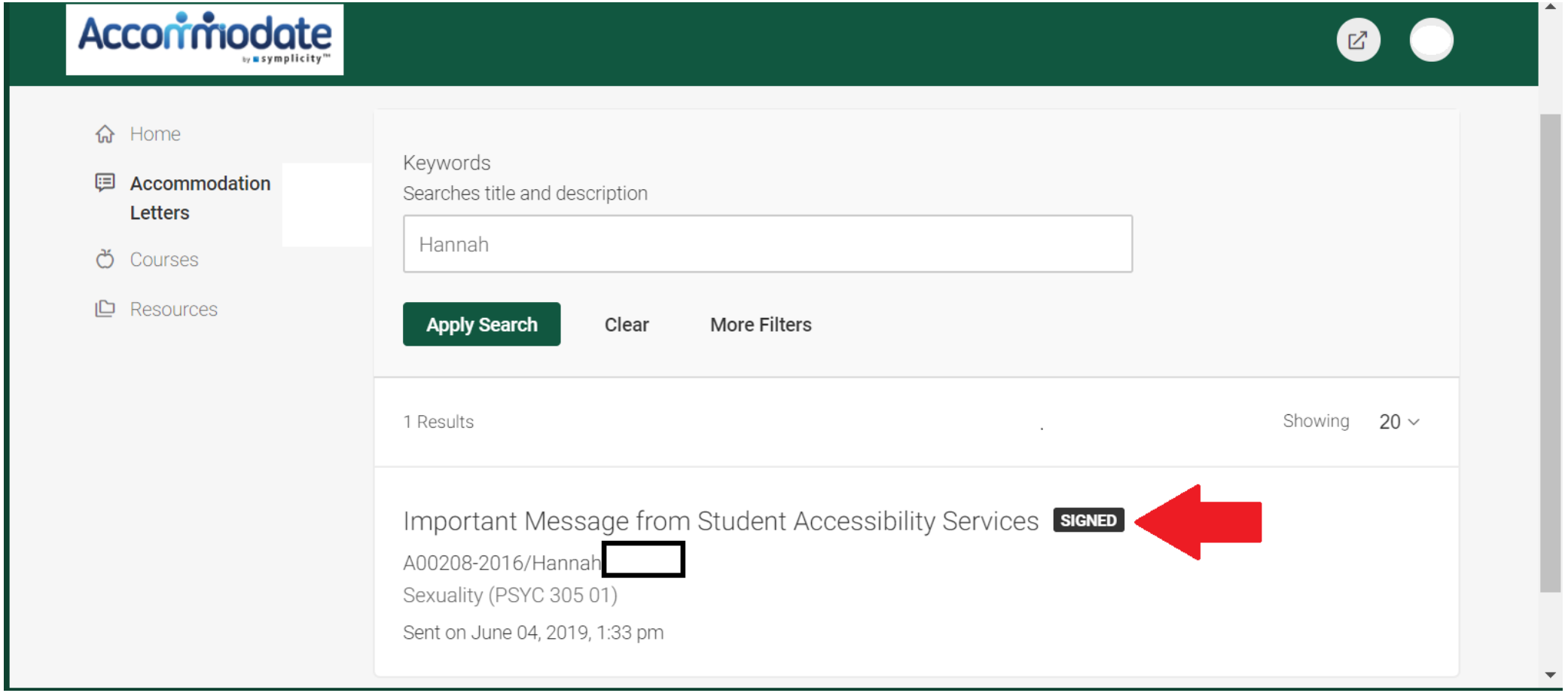


Signing Accommodation Letters

- Through the Faculty Portal, professors will now electronically sign receipt of each student's ADA accommodation letter.
- From each respective letter, *you will sign by scrolling to the bottom of the letter.*
- There will be a circle (radio button) to click beside a label for the professor signature.
- Once you submit this signature click successfully, the letter will read "Signed" in a black rectangular box at the top of the letter for future ease of notice.

(See next slide for visual reference)

Accommodation Letter, Once Signed (example)

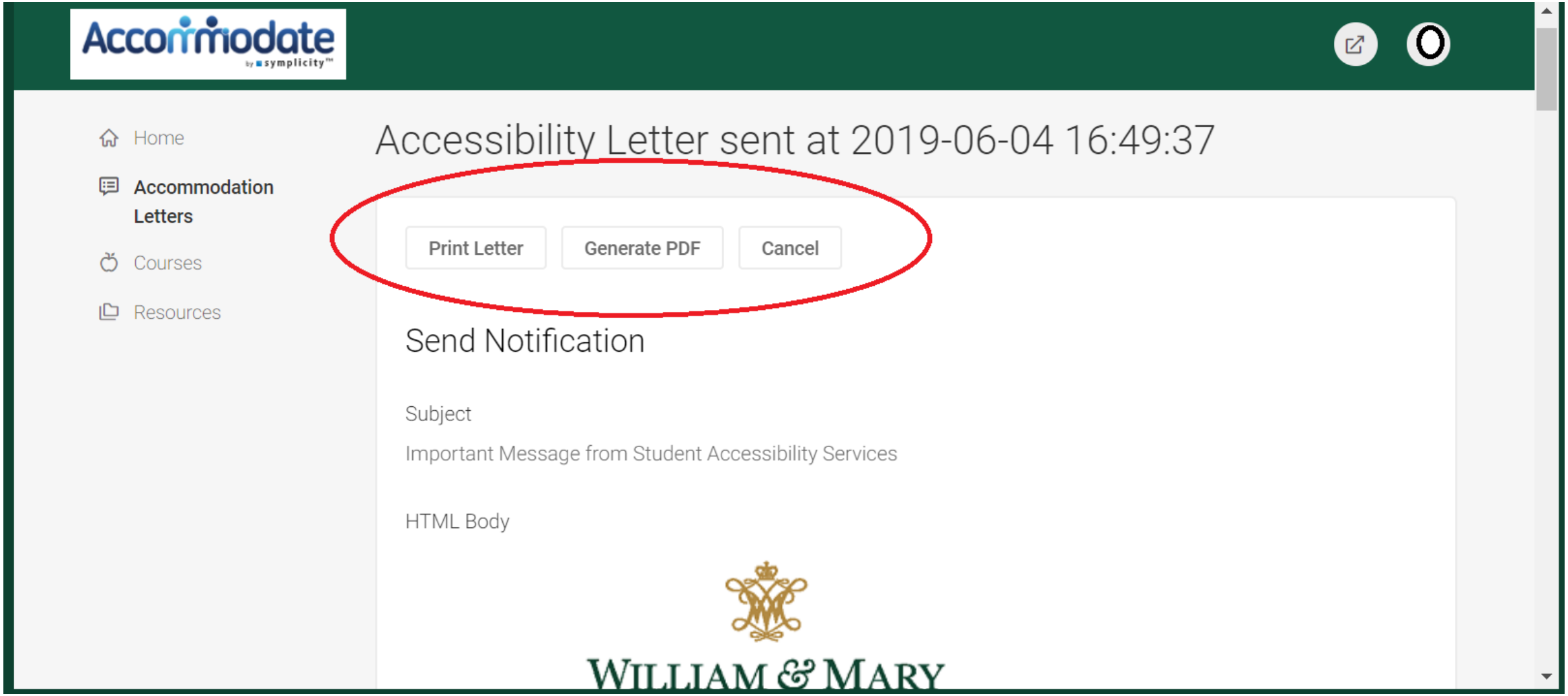


Options for Accommodation Letters

- By clicking each letter, you can also **print** the letter or **save** each as a PDF (if desired).
- Students also have the ability to print and save their letters should they wish to show you a copy.

(see next slide for a visual reference)

Options for Accommodation Letters (example)

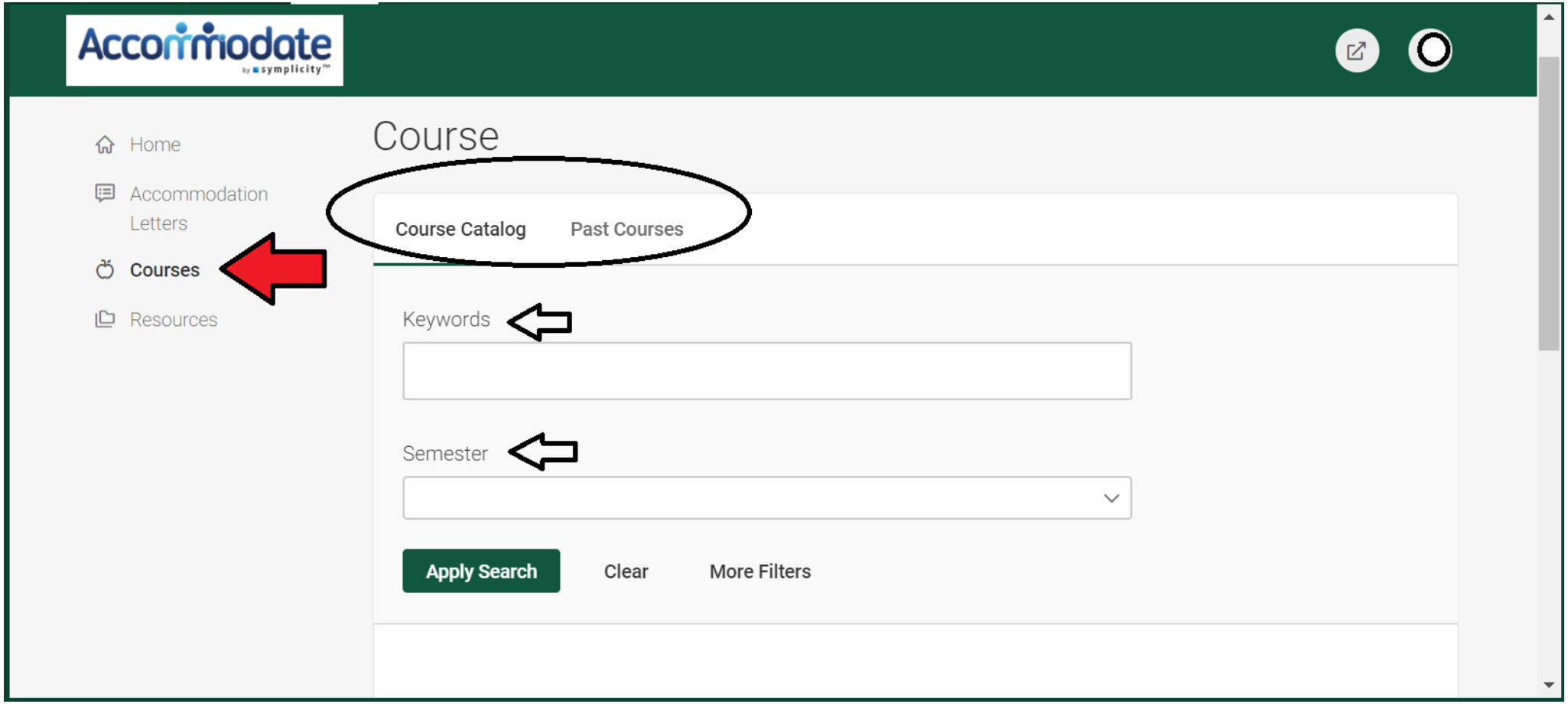


“Courses” Menu Item

- From the “Courses” menu, you can search for current or past courses and their student rosters.
- There are multiple ways to search:
  - Current courses/catalog,
  - Past courses you’ve taught,
  - Semester,
  - Keyword.

(see next slide for visual reference)

Course Menu (example)

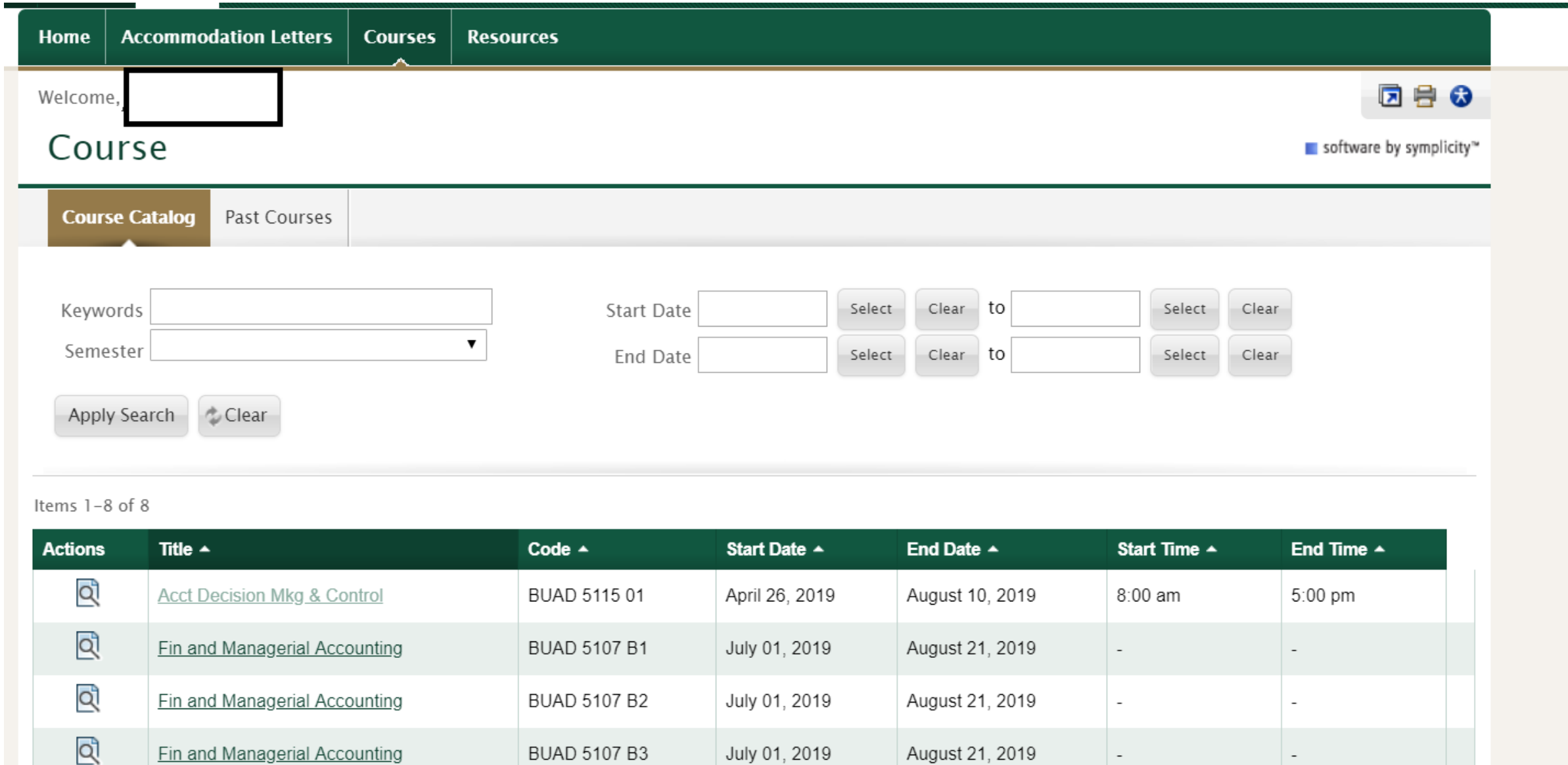


“Courses: Course Catalog” Option

- By clicking the Course Catalog option within the Courses menu, the courses you are teaching the current semester/summer session will be listed.
- Each of these courses listed is also “click-able” to see the full roster of your students – those *without* accommodations as well as those *with* approved ADA accommodations.

(See next slide for visual reference.)

Courses: Course Catalog Tab View (example)



Courses: Course Catalog: Student Roster

Within each course you click, you will find your roster of students listed by columns:

- Last Name
- First Name
- Student ID (93#)
- Degree Major (if applicable)
- Email address
- Graduation Date
- Student Note-taker status (Yes/No if student is a SAS-hired note taker)
- Listed ADA accommodations (if applicable)
- Student's overall GPA

(See next slide for visual reference, though identifying student information is obscured)

Courses: Course Catalog: Course Roster (example) **identifying student information removed*

☐	[redacted]	[redacted]	[redacted]	Psychology	[redacted]	2020	May 27, 2020	No	this assignment to activate this accommodation), • Flexibility with absences and tardiness for medical reasons. (Student is required to contact professor on or before the day of missed class to activate this accommodation.)	3.760
☐	[redacted]	Alaina	[redacted]	Government	[redacted]	Alumnus	May 11, 2019	No	N/A	3.520
☐	[redacted]	Isabel	[redacted]	Government	[redacted]	2021	May 26, 2021	No	N/A	3.660
☐	[redacted]	Rachael	[redacted]	Psychology	[redacted]	2020	May 27, 2020	No	N/A	3.930
☐	[redacted]	Francis	[redacted]	Kinesiology & Health Scie	[redacted]	2019	January 17, 2020	No	N/A	3.240
☐	[redacted]	Jonah	[redacted]	Philosophy	[redacted]	2020	May 27, 2020	No	N/A	3.150
☐	[redacted]	[redacted]	[redacted]	Psychology	[redacted]	2019	January 17, 2020	No	• Quiet, private testing environment (The SAS Watson Testing Lab can be used for testing accommodations; contact sas@wm.edu for more information), • 25% additional time on quizzes/tests and exams(The SAS Watson Testing Lab can be used for testing accommodations; contact sas@wm.edu for more information)	3.570

Important Notes about Student Roster Info

- As the semester starts, students may present you with **their** student-addressed letter of ADA accommodation while they are finalizing their schedules. SAS encourages them to do so to get the conversation going.
- Student ADA accommodation letters often are not issued to the Faculty Portal **until the end of the Add/Drop period during the semester** (or summer session).

The rationales for this “wait gap” before we send professors information through the faculty portal are:

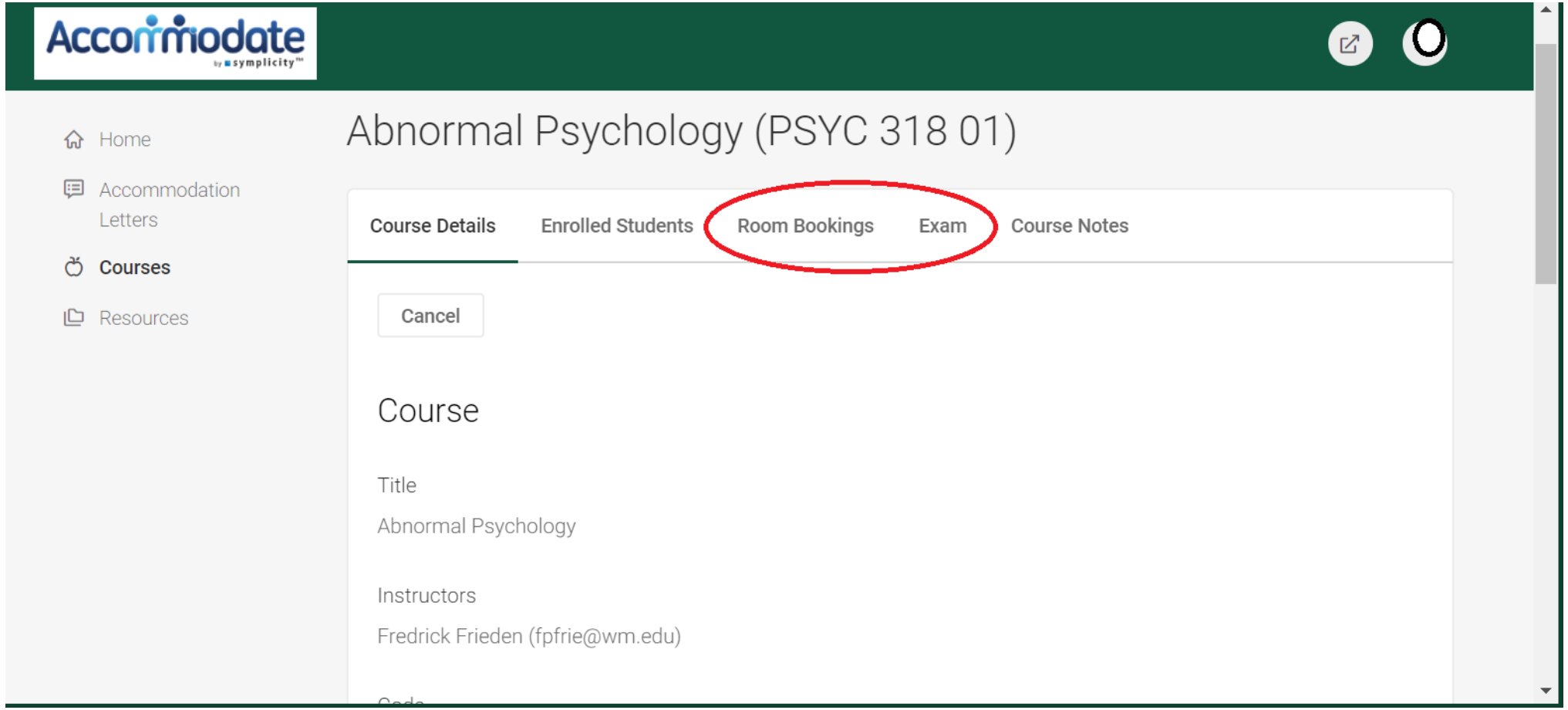
- (1) We end up sending letters to incorrect professors (and miss the correct professors entirely) if students schedules’ aren’t final ***before*** they “renew” their accommodations - hence, the reason why you may have received a notification about ADA accommodations from a student who is *not* on your roster, and

- (2) SAS staff have to manually process the student renewal requests during the first few days of the semester to make sure everyone has the documentation we need to support their continued accommodations. (Thus, we also “labor” on Labor Day and spend MLK Monday working, even if the office is technically closed.)

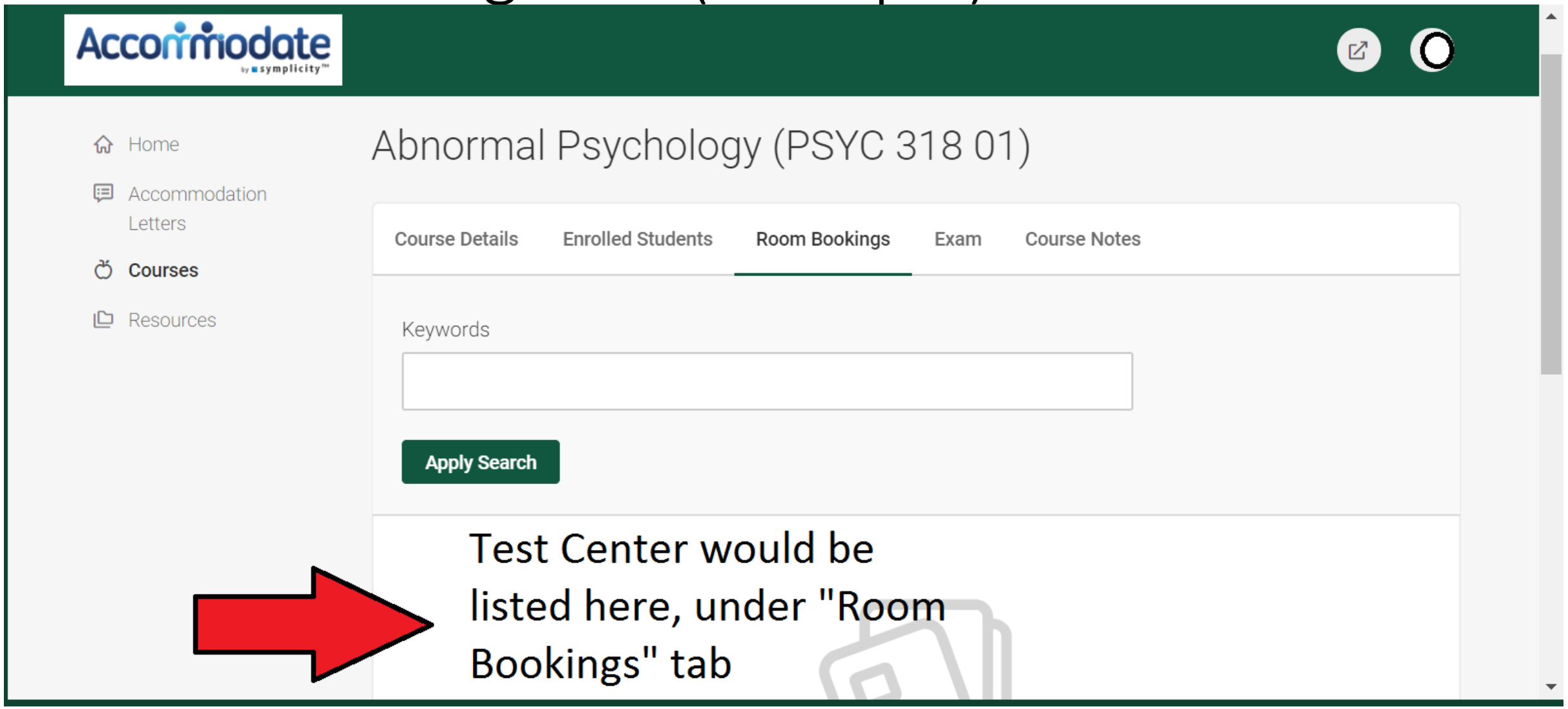
Courses: Room Booking & Exam tabs

- In addition to managing your student roster and seeing student accommodations listed, clicking on each of your courses also allows you to manage other parts of student accommodations.
- You can view who is approved for a SAS Watson Testing Center appointment for your course using the “Room Booking” tab. *(**Please note:** It is nearly impossible for us to keep up with when each course’s exam is to be administered, so let sas@wm.edu and the student know if you do **not** authorize the student to take their exam at the date/time the student has booked.*

Courses: Room Bookings & Exam tabs (example)



Room Bookings Tab (example)



Courses: Room Booking & Exam tabs, cont'd

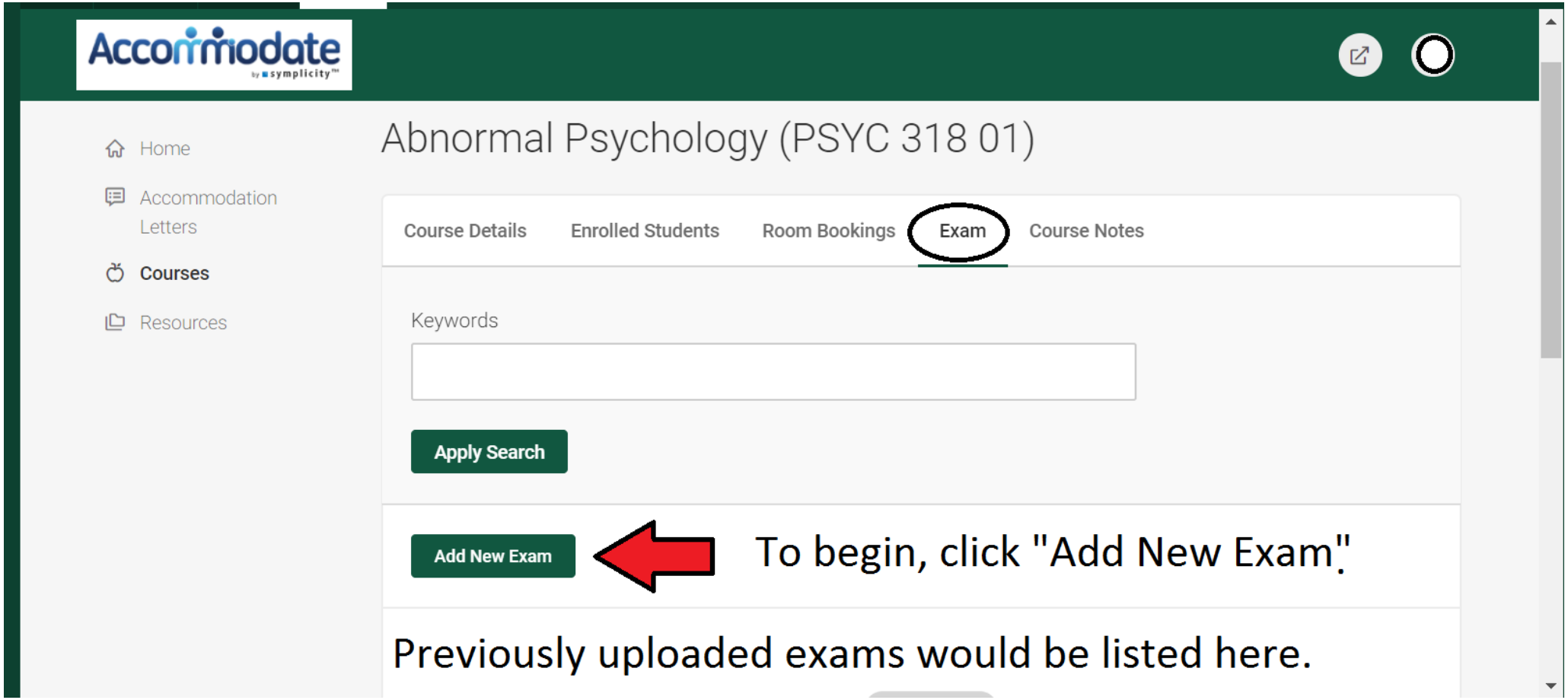
- SAS has multiple ways for professors to deliver their exams and instructions to our office for a student who is taking their exam with the SAS Watson Testing Center:

(1) in person, to Campus Center 109,

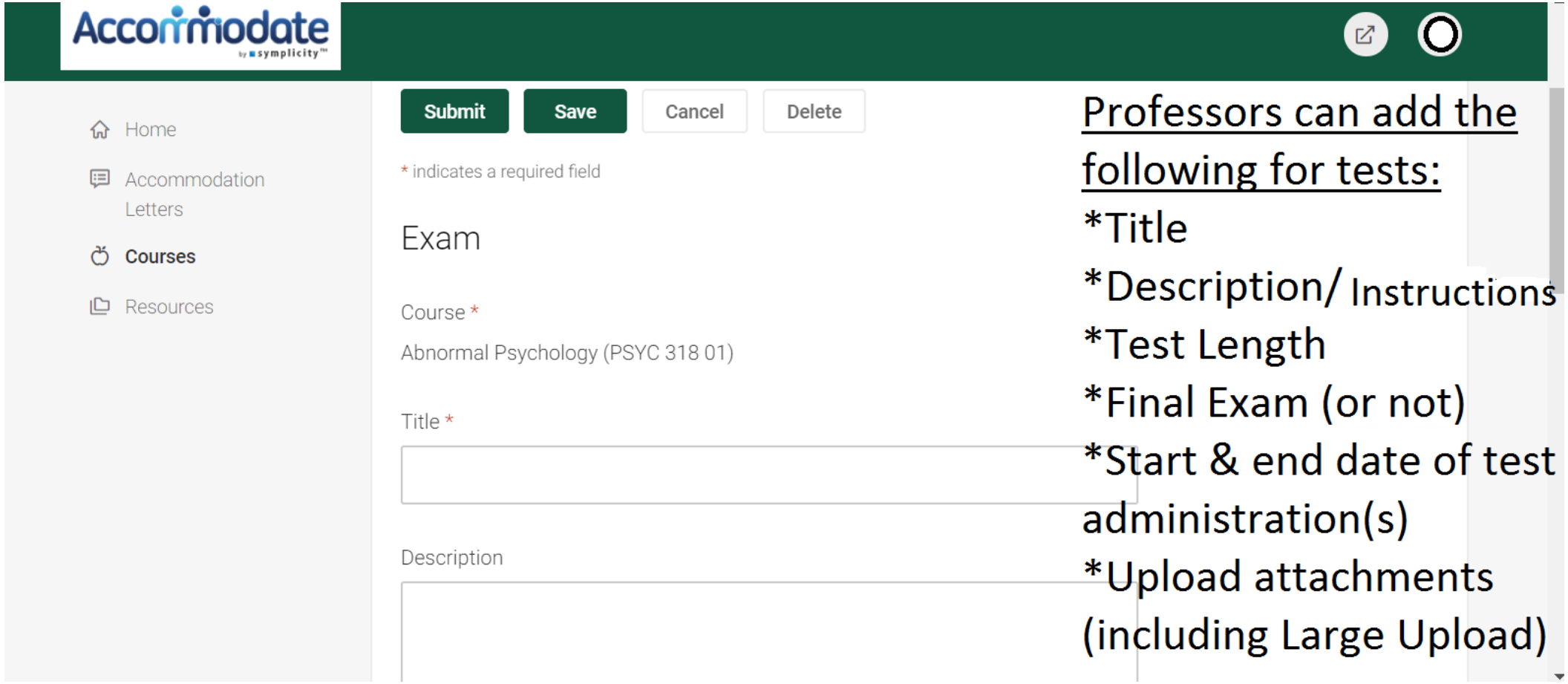
(2) email to testing@wm.edu, and

(3) NOW by uploading the test/exam in the Accommodate faculty portal to "Exam" tab (also secure). For any option, please clearly label the exam with the course number, sections (if relevant), and anticipated date of exam. List any specific instructions in the relevant text box.

Courses: Exam Tab
(Add exams for SAS's Watson Testing Center)



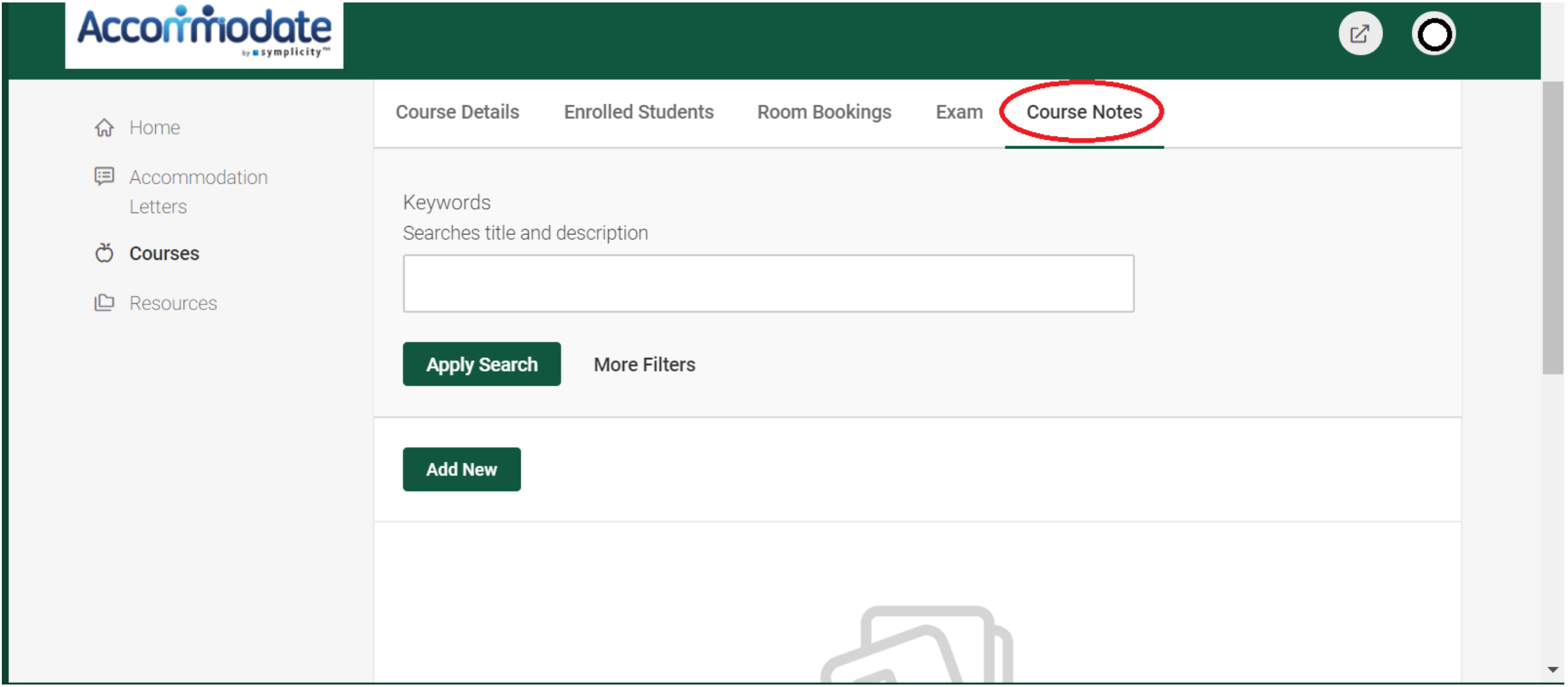
Courses: Exam tab, continued



Courses: Course Notes Tab

- If you as professor need to provide any notes or additional information to meet students' testing accommodations needs, you can do so by uploading materials to the "Course Notes" tab.
- If student note takers are hired by SAS for your course due to another student's accommodation needs, you can view their notes in this portal as well (e.g., to check for accuracy, how thorough the notes are, etc.).

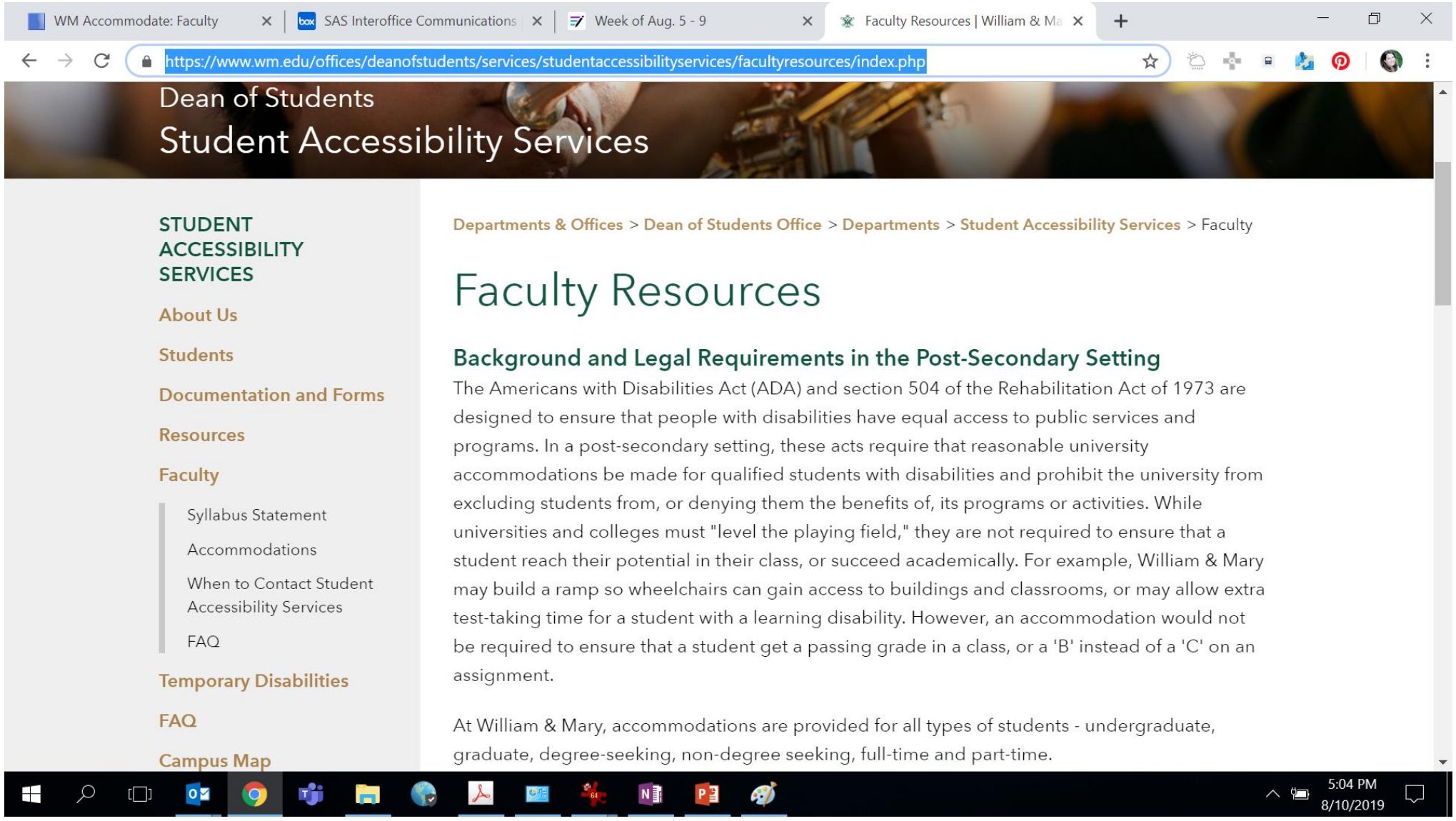
Courses: Course Notes tab



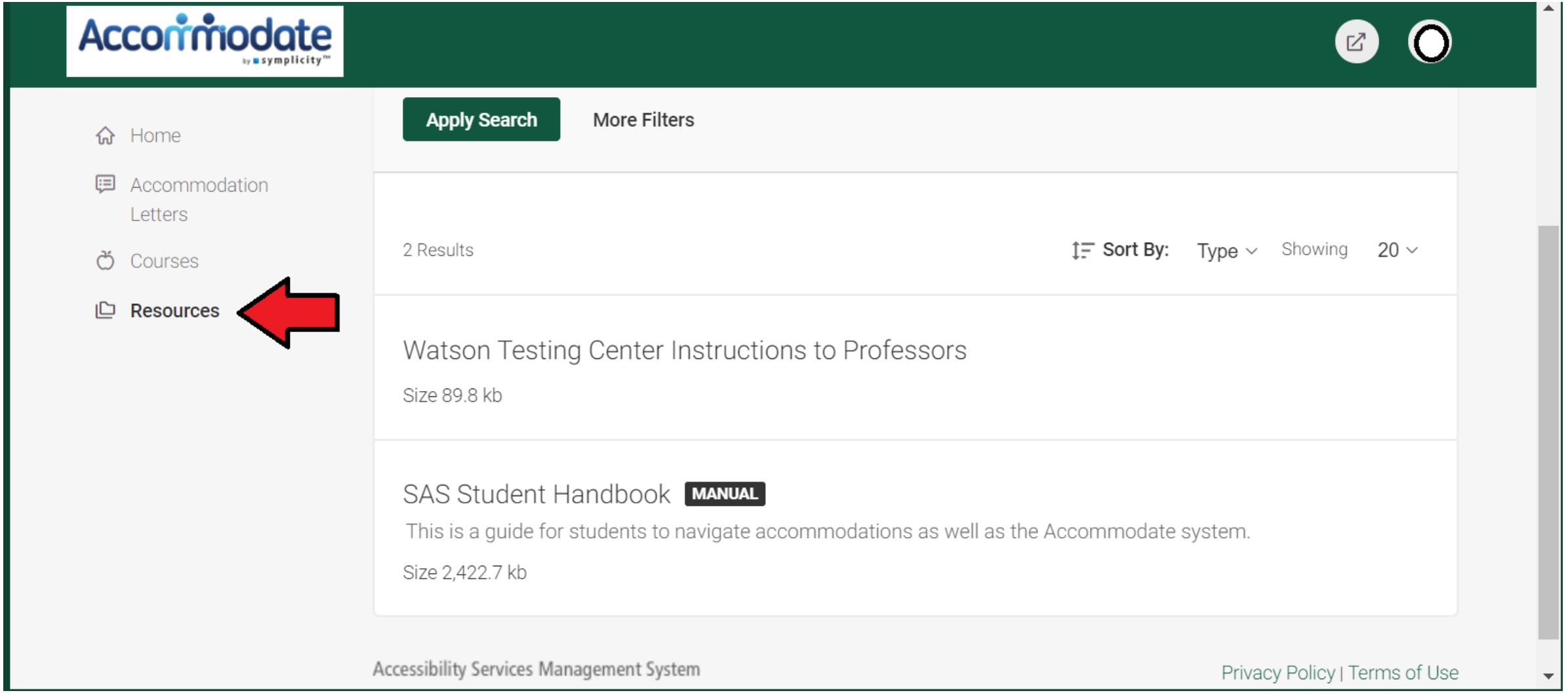
Last Faculty Portal Tab on Left: “Resources”

- SAS offers faculty a plethora of information through the SAS web page: https://www.wm.edu/offices/deanofstudents/services/studentaccessibilityservices/facultyresources/index.php
- Additionally, through the Accommodate Faculty Portal, SAS will be adding similar information to this SAS-related library-of-sorts through the **Resources** tab. We invite you to explore its contents and let us know if there is specific information you’d like us to include via sas@wm.edu.

SAS Faculty Web Page



Accommodate Faculty Portal: Resources Tab



Thank you! We hope you find this tool useful.

Please let SAS know if you have any questions or comments:

sas@wm.edu or 757-221-2512