

Southeastern **Accommodate** Guide for Faculty

Accommodate, our new recordkeeping and communication platform, will enable faculty and staff with a more accessible and efficient tool to assist in providing students their ADA mandated accommodations. Faculty and staff will be required to sign off electronically on accommodation letters and be able to see a listing of students in their classes with accommodations.

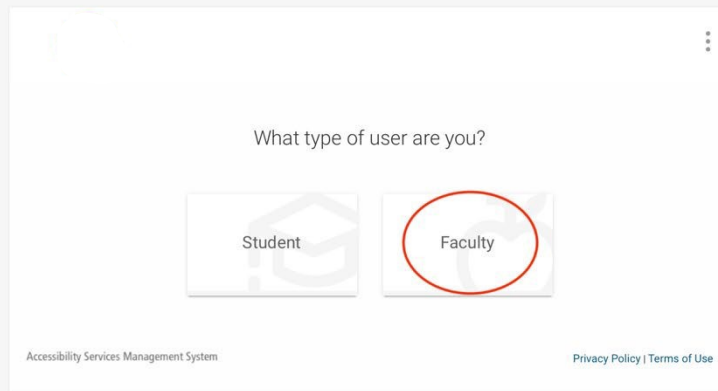
Accessing Student Accommodation Letters

Accommodation Letters outline the necessary accommodations that the student is eligible for throughout the semester. Signing a student's Accommodation Letter lets both the student and the Student Accessibility Services Office (SAS) know that you have been made aware of their accommodations. Once you sign into Accommodate, you will also be able to see a list of your students with accommodations. Please read below for instructions of how to sign in.

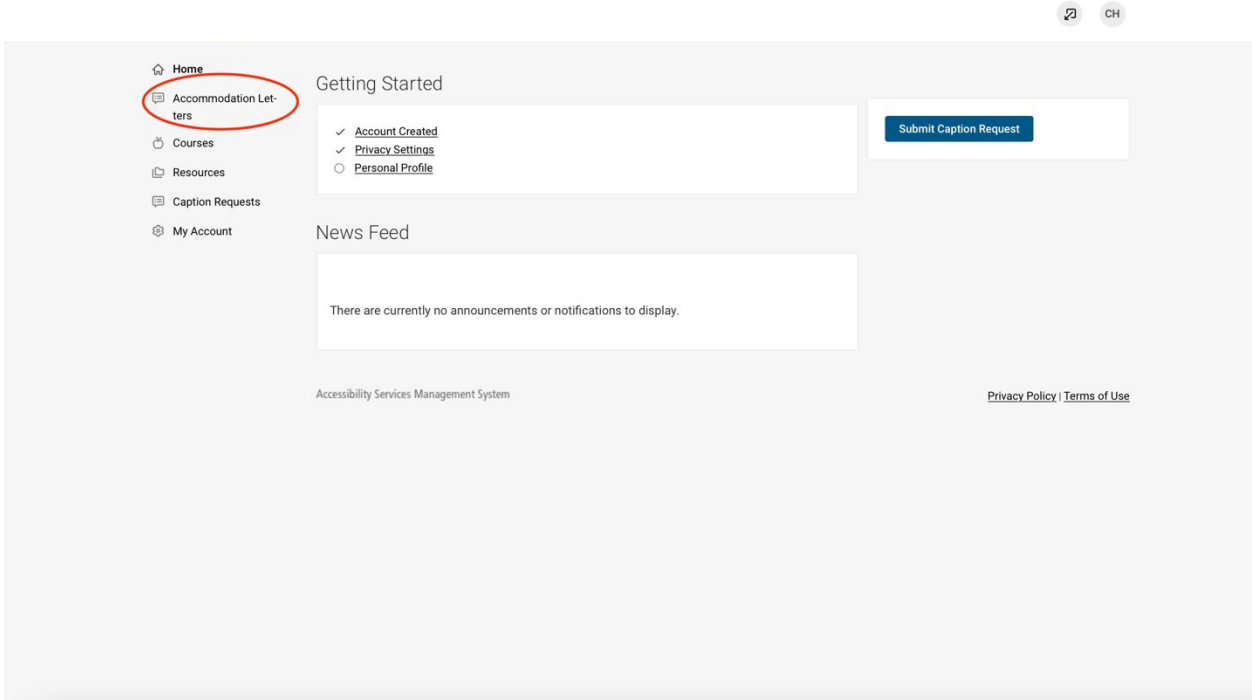
Please use your SLU login credentials to access Accommodate and to get acquainted with the system. See below for detailed instructions. Use the following link to access Accommodate:

<https://southeastern-accommodate.symlicity.com/faculty>

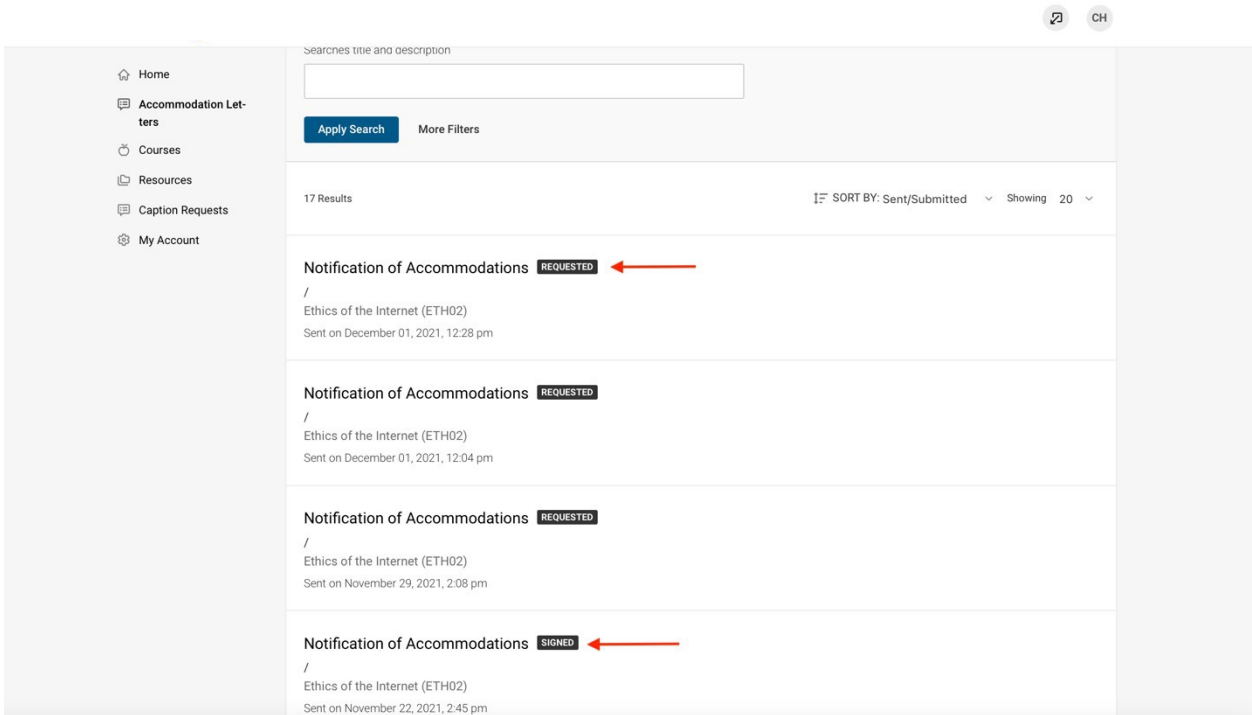
1. Log in to Accommodate using your SLU email and password



On the left, select **Accommodation Letters** and then “Apply Search”



2. Scroll down to view all Accommodation Letters that have been shared with you. Those that have not yet been signed will have “Requested” in a black box next to the title. Those that have been signed will have “Signed in” a black box next to the title.



3. Select a “Requested” plan shared with you

1. Read the students plan and at the bottom of the page, indicate to the student and SAS that you have seen the plan by electronically signing the document.

Example only:

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Home, Accommodation Letters, Courses, Resources, Caption Requests, and My Account. The main content area displays a document titled "Sent/Submitted" dated "December 01, 2021, 12:28 pm". A red box highlights the "Recipient Signature" section, which contains the text "Please electronically sign below." and a label "Your Signature *" with a red arrow pointing to a text input field. Below the input field are four buttons: "Save", "Print Letter", "Generate PDF", and "Cancel".

The screenshot shows the body of an email with a red box highlighting the text. The text is as follows:

Dear Professor ,

The following student is registered for your course. Bryce Mauney has documentation on file in the Disability Services Office (DSO) and is entitled to these approved accommodations:

Exam Accommodations/Extended time for exams/1.5x extended time/separate location

This student is entitled to extended time on exams. If the student requests extended time and the professor is unable to provide the accommodation, the DSO can proctor remotely for online classes or at the DSO for in-person classes. Additionally, upon request, the student is entitled to a distraction-reduced location for the entire testing period.

Fall 2021 (test)
Ethics of the Internet (ETH02)
Media Relations (MR01)

* Students registered with the [redacted] are entitled to audio record lectures as their disability may include physical limitations and/or issues related to maintaining attention, focus, and concentration. Upon signing up for accommodations, students must sign an audio-recording agreement which states that the audio recording will be used only for personal use and will not be shared or posted online.

For your reference, attached please find the Honesty in Testing Policy for Students with Disabilities that has been given to all students registered with the [redacted]. These documents can also be found in the Document Library under the Resource tab in Accommodate.

The [redacted] asks that if you wish to address accommodations with a student you kindly do so privately. If you have any questions or concerns, please contact [redacted]. As always thank you for assisting our students.

2. Select **Save**

Home
Accommodation Letters
Courses
Resources
Caption Requests
My Account

Sent/Submitted
December 01, 2021, 12:28 pm

Recipient Signature

Please electronically sign below.

Your Signature *

Save Print Letter Generate PDF Cancel

4. We strongly advise the student to meet with each faculty member individually to discuss specifically how they plan to use their accommodations in your class (Ex: extended test time, etc.)