

SAS Accommodate Faculty Portal

A User's Guide

Accommodate Faculty Portal Home Page

- Once you log into the [Accommodate Faculty Portal](https://wm-accommodate.symplicity.com/sso/faculty), 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)



 Home

 Accommodation Letters

 Courses

 Resources

Getting Started

- ✓ Account Created
- ✓ Privacy Settings
- Personal Profile

 Your feedback is welcome.

News Feed

Introducing the Accommodate Faculty Portal

Welcome to the Accommodate Faculty Portal!

We are excited to share what we believe will be a useful tool to keep up with your student accommodations each semester for each course.

Please bookmark this link: <https://wm-accommodate.simplicity.com/sso/faculty>

Once logged in (as you are at the moment), navigate to each of your courses via

“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)

The screenshot displays the Accommodate by simplicity website interface. The top navigation bar is dark green with the logo on the left and two circular icons on the right. A left-hand sidebar contains navigation links: Home, Accommodation Letters (highlighted with a red arrow), Courses, and Resources. The main content area features a search bar with the text 'Keywords' and 'Searches title and description'. The search input field contains 'Hannah' (highlighted with a red arrow). Below the search bar are buttons for 'Apply Search', 'Clear', and 'More Filters'. The search results section shows '1 Results' and 'Showing 20'. The first result is an 'Important Message from Student Accessibility Services' with a 'SIGNED' badge. The message ID 'A00208-2016/Hannah' is redacted with a black box. The course 'Sexuality (PSYC 305 01)' and the date 'Sent on June 04, 2019, 1:33 pm' are also visible.

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)

The screenshot displays the Accommodate by Symplicity web interface. The top navigation bar is dark green with the logo on the left and two circular icons on the right. A left-hand sidebar contains navigation links: Home, Accommodation Letters (highlighted), Courses, and Resources. The main content area features a search bar with the text 'Hannah' and buttons for 'Apply Search', 'Clear', and 'More Filters'. Below the search bar, it indicates '1 Results' and 'Showing 20'. The search result is a message titled 'Important Message from Student Accessibility Services' with a 'SIGNED' badge. A red arrow points to this badge. The message details include the ID 'A00208-2016/Hannah', the course 'Sexuality (PSYC 305 01)', and the date 'Sent on June 04, 2019, 1:33 pm'.

Accommodate
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Home
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Resources

Keywords
Searches title and description
Hannah
Apply Search Clear More Filters

1 Results Showing 20

Important Message from Student Accessibility Services **SIGNED**

A00208-2016/Hannah
Sexuality (PSYC 305 01)
Sent on June 04, 2019, 1:33 pm

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)

The screenshot displays the Accommodate by Symplicity interface. The top navigation bar is dark green with the logo on the left and two circular icons on the right. A left sidebar contains navigation links: Home, Accommodation Letters, Courses, and Resources. The main content area shows a notification titled "Accessibility Letter sent at 2019-06-04 16:49:37". Below the title, three buttons are visible: "Print Letter", "Generate PDF", and "Cancel", which are circled in red. Underneath the buttons is a "Send Notification" section with fields for "Subject" (Important Message from Student Accessibility Services) and "HTML Body". At the bottom, the William & Mary logo and name are displayed.

“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)

The screenshot shows the Accommodate website interface. The top navigation bar is dark green with the Accommodate logo (by simplicity™) on the left and two circular icons on the right. A left sidebar contains a menu with four items: Home, Accommodation Letters, Courses, and Resources. The 'Courses' item is highlighted with a red arrow. The main content area is titled 'Course' and features a sub-menu with 'Course Catalog' and 'Past Courses', which is circled in black. Below this are search filters: a 'Keywords' text input field with a white arrow pointing to it, and a 'Semester' dropdown menu with a white arrow pointing to it. At the bottom of the filter section are three buttons: 'Apply Search' (dark green), 'Clear', and 'More Filters'.

“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)

Home Accommodation Letters **Courses** Resources

Welcome,

Course software by sympathy™

Course Catalog Past Courses

Keywords
Semester

Start Date to
End Date to

Items 1-8 of 8

Actions	Title ^	Code ^	Start Date ^	End Date ^	Start Time ^	End Time ^
	Acct Decision Mkg & Control	BUAD 5115 01	April 26, 2019	August 10, 2019	8:00 am	5:00 pm
	Fin and Managerial Accounting	BUAD 5107 B1	July 01, 2019	August 21, 2019	-	-
	Fin and Managerial Accounting	BUAD 5107 B2	July 01, 2019	August 21, 2019	-	-
	Fin and Managerial Accounting	BUAD 5107 B3	July 01, 2019	August 21, 2019	-	-

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*

<input type="checkbox"/>	[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
<input type="checkbox"/>	[REDACTED]	Alaina	[REDACTED]	Government	[REDACTED]	Alumnus	May 11, 2019	No	N/A	3.520
<input type="checkbox"/>	[REDACTED]	Isabel	[REDACTED]	Government	[REDACTED]	2021	May 26, 2021	No	N/A	3.660
<input type="checkbox"/>	[REDACTED]	Rachael	[REDACTED]	Psychology	[REDACTED]	2020	May 27, 2020	No	N/A	3.930
<input type="checkbox"/>	[REDACTED]	Francis	[REDACTED]	Kinesiology & Health Scie	[REDACTED]	2019	January 17, 2020	No	N/A	3.240
<input type="checkbox"/>	[REDACTED]	Jonah	[REDACTED]	Philosophy	[REDACTED]	2020	May 27, 2020	No	N/A	3.150
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Psychology	[REDACTED]	2019	January 17, 2020	No	<ul style="list-style-type: none"> • 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)

The screenshot shows the Accommodate by Symplicity interface. The top navigation bar is dark green with the logo on the left and two circular icons on the right. A left sidebar contains navigation links: Home, Accommodation Letters, Courses, and Resources. The main content area is titled "Abnormal Psychology (PSYC 318 01)". Below the title is a horizontal tab bar with five tabs: "Course Details", "Enrolled Students", "Room Bookings", "Exam", and "Course Notes". The "Room Bookings" and "Exam" tabs are circled in red. Below the tabs is a "Cancel" button. The "Course" section displays the following information:

- Title: Abnormal Psychology
- Instructors: Fredrick Frieden (fpfrie@wm.edu)
- Code: (partially visible)

Room Bookings Tab (example)

The screenshot displays the Accommodate by Symplicity interface for the course 'Abnormal Psychology (PSYC 318 01)'. The top navigation bar includes the logo and user icons. A left sidebar contains navigation links for Home, Accommodation Letters, Courses, and Resources. The main content area features a tabbed interface with 'Room Bookings' selected. Below the tabs is a search section with a 'Keywords' input field and an 'Apply Search' button. A red arrow points to the text: 'Test Center would be listed here, under "Room Bookings" tab'.

Accommodate
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Home
Accommodation Letters
Courses
Resources

Abnormal Psychology (PSYC 318 01)

Course Details Enrolled Students **Room Bookings** Exam Course Notes

Keywords

Apply Search

Test Center would be listed here, under "Room Bookings" tab

Courses: Room Booking & Exam tabs, cont'd

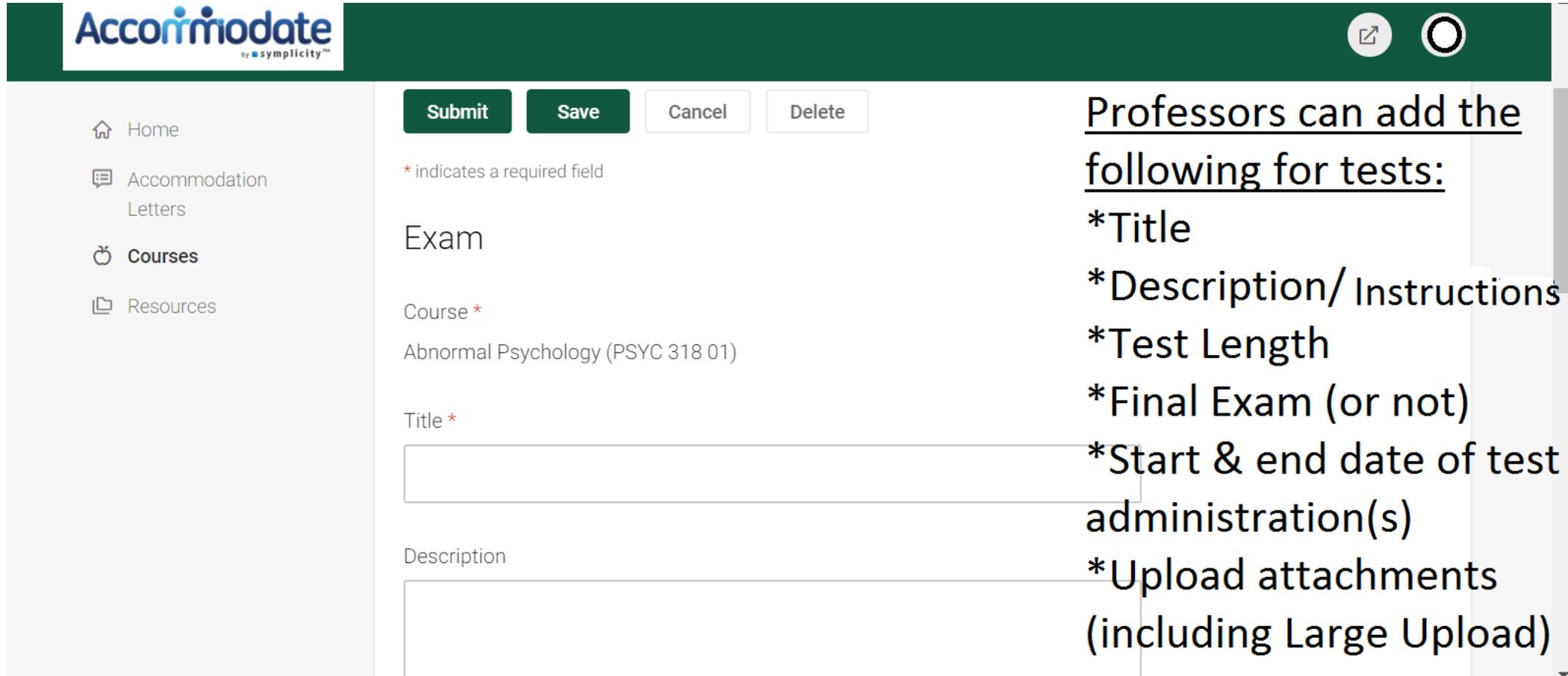
- SAS has multiple ways for professors to deliver their exams and instructions to our office for a student who is taking their exam with the SAS Watson Testing Center:
 - (1) in person, to Campus Center 109,
 - (2) email to testing@wm.edu, and
 - (3) **NOW** by uploading the test/exam in the Accommodate 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)

The screenshot shows the Accommodate website interface for the course "Abnormal Psychology (PSYC 318 01)". The top navigation bar includes the "Accommodate by simplicity" logo and two circular icons. The left sidebar contains navigation links for Home, Accommodation Letters, Courses, and Resources. The main content area features a tabbed interface with "Course Details", "Enrolled Students", "Room Bookings", "Exam", and "Course Notes". The "Exam" tab is circled in black. Below the tabs is a "Keywords" search box with an "Apply Search" button. At the bottom of the main content area, there is an "Add New Exam" button, which is highlighted with a red arrow pointing to it. To the right of the arrow, text reads "To begin, click 'Add New Exam.'". Below this, a note states "Previously uploaded exams would be listed here."

Courses: Exam tab, continued



The screenshot displays the 'Accommodate by simplicity' interface. At the top, there is a dark green header with the logo on the left and two circular icons on the right. Below the header is a navigation sidebar on the left with options: Home, Accommodation Letters, **Courses**, and Resources. The main content area is titled 'Exam' and includes a 'Course *' dropdown menu with 'Abnormal Psychology (PSYC 318 01)' selected. Below this are two required fields: 'Title *' and 'Description'. At the top of the form are four buttons: 'Submit', 'Save', 'Cancel', and 'Delete'. A legend indicates that an asterisk (*) denotes a required field. To the right of the form, a list of fields that can be added for tests is provided, with lines connecting the list items to the corresponding form fields.

Submit **Save** Cancel Delete

* indicates a required field

Exam

Course *
Abnormal Psychology (PSYC 318 01)

Title *

Description

Professors can add the following for tests:

- *Title
- *Description/ Instructions
- *Test Length
- *Final Exam (or not)
- *Start & end date of test administration(s)
- *Upload attachments (including Large Upload)

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

 Home

 Accommodation
Letters

 **Courses**

 Resources

Course Details

Enrolled Students

Room Bookings

Exam

Course Notes

Keywords

Searches title and description

Apply Search

More Filters

Add New



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

WM Accommodate: Faculty | SAS Interoffice Communications | Week of Aug. 5 - 9 | Faculty Resources | William & Mary

← → ↻ 🔒 <https://www.wm.edu/offices/deanofstudents/services/studentaccessibilityservices/facultyresources/index.php> ☆ 🌤️ ⛶ 📄 🌐 📌 👤 ⋮

Dean of Students Student Accessibility Services

STUDENT ACCESSIBILITY SERVICES

- About Us
- Students
- Documentation and Forms
- Resources
- Faculty**
 - Syllabus Statement
 - Accommodations
 - When to Contact Student Accessibility Services
 - FAQ
- Temporary Disabilities
- FAQ
- Campus Map

Departments & Offices > Dean of Students Office > Departments > Student Accessibility Services > Faculty

Faculty Resources

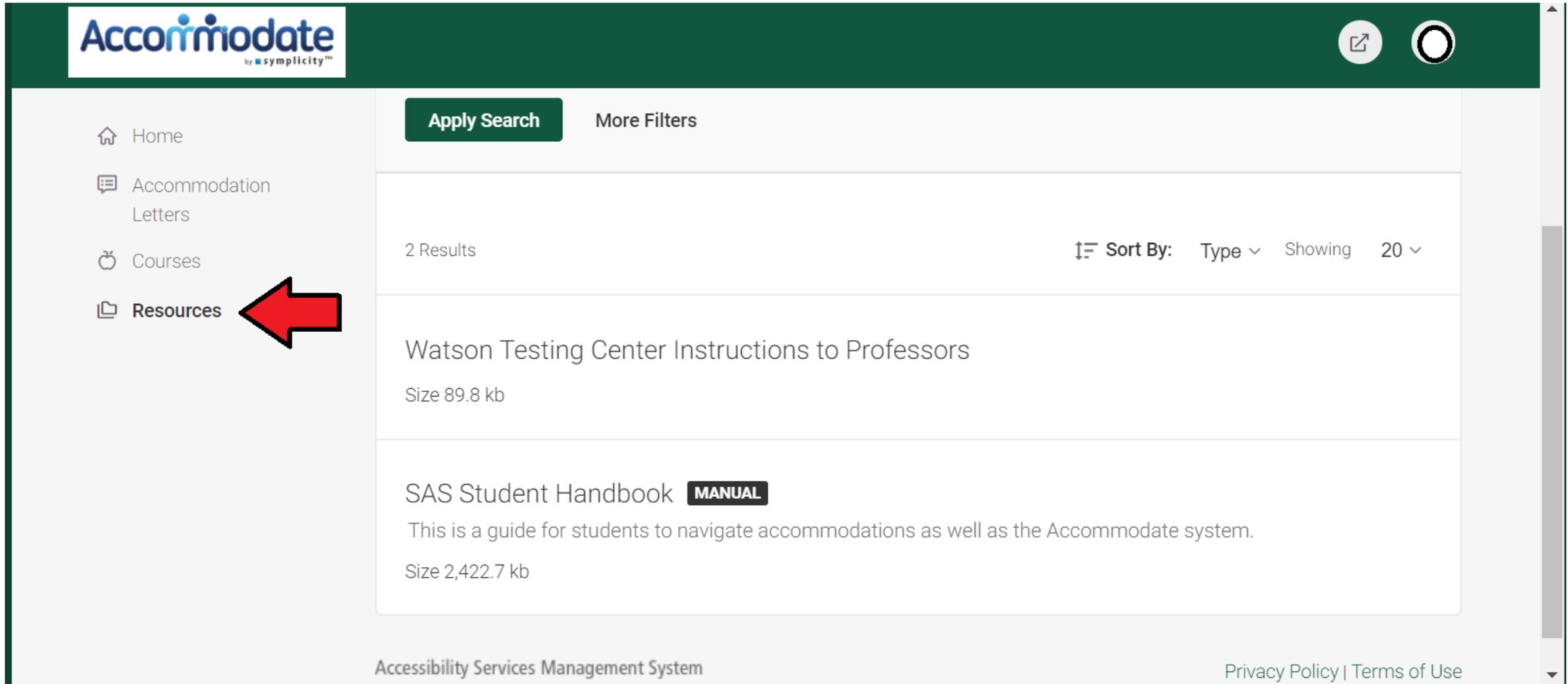
Background and Legal Requirements in the Post-Secondary Setting

The Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973 are designed to ensure that people with disabilities have equal access to public services and programs. In a post-secondary setting, these acts require that reasonable university accommodations be made for qualified students with disabilities and prohibit the university from excluding students from, or denying them the benefits of, its programs or activities. While universities and colleges must "level the playing field," they are not required to ensure that a student reach their potential in their class, or succeed academically. For example, William & Mary may build a ramp so wheelchairs can gain access to buildings and classrooms, or may allow extra test-taking time for a student with a learning disability. However, an accommodation would not be required to ensure that a student get a passing grade in a class, or a 'B' instead of a 'C' on an assignment.

At William & Mary, accommodations are provided for all types of students - undergraduate, graduate, degree-seeking, non-degree seeking, full-time and part-time.

5:04 PM 8/10/2019

Accommodate Faculty Portal: Resources Tab



The screenshot shows the Accommodate Faculty Portal interface. The top navigation bar is dark green with the Accommodate logo (by simplicity™) on the left and two circular icons on the right. A left sidebar contains navigation links: Home, Accommodation Letters, Courses, and Resources. A red arrow points to the Resources link. The main content area has a search bar with 'Apply Search' and 'More Filters' buttons. Below the search bar, it displays '2 Results' and sorting options: 'Sort By: Type' and 'Showing 20'. Two resource items are listed: 'Watson Testing Center Instructions to Professors' (Size 89.8 kb) and 'SAS Student Handbook' (Size 2,422.7 kb) with a 'MANUAL' tag. The footer contains 'Accessibility Services Management System' and 'Privacy Policy | Terms of Use'.

Accommodate
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Home
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Apply Search More Filters

2 Results Sort By: Type Showing 20

Watson Testing Center Instructions to Professors
Size 89.8 kb

SAS Student Handbook **MANUAL**
This is a guide for students to navigate accommodations as well as the Accommodate system.
Size 2,422.7 kb

Accessibility Services Management System Privacy Policy | Terms of Use

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