



# Disability Services Accommodate Training - Faculty Session



Disability Services  
UNIVERSITY OF COLORADO **BOULDER**

# Agenda

- What is Accommodate?
- Accessing Accommodate
  - If you would like to follow along in Accommodate, link to sign on is available in Zoom link.
- Letters of Accommodation
  - Student and Faculty Responsibilities
- Viewing Students who have Accommodations in your Courses

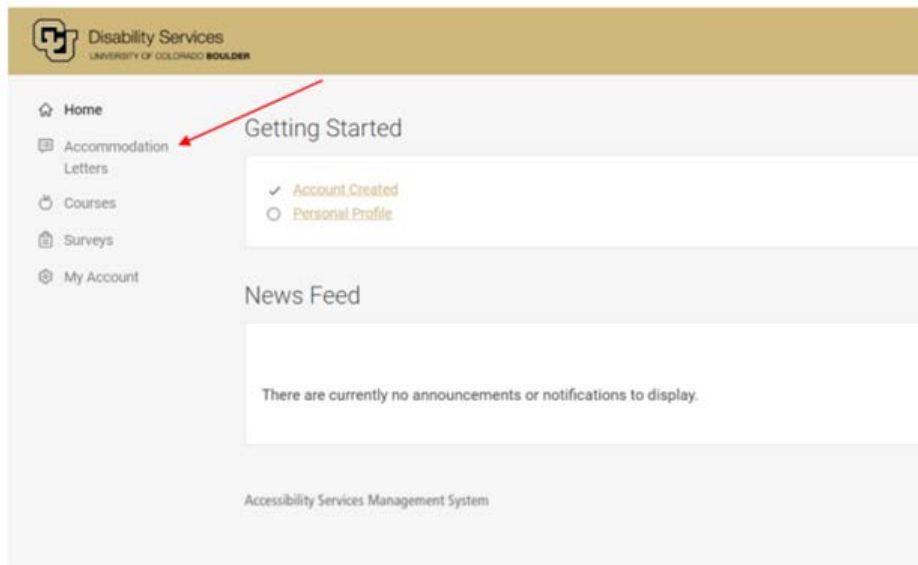


# What is Accommodate?

- A portal that manages the student registration process, accommodation letters and accommodation implementation.
- Launched Accommodate to ease and streamline accommodation management for student, faculty and staff.

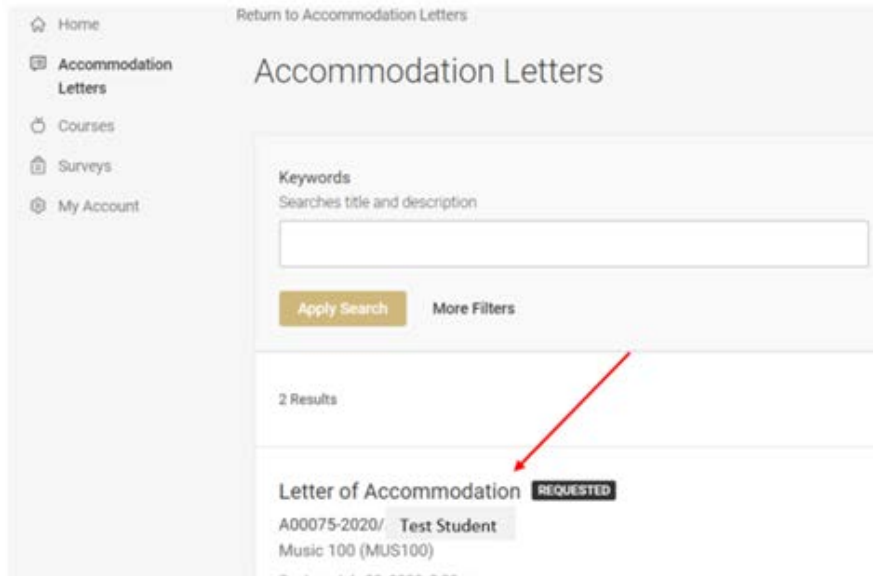
# Letters of Accommodation

1. If a student requests to use accommodations in your course, you will receive an email asking you to review their Letter of Accommodation. You can also view Letters of Accommodation by clicking “Accommodation Letters” on the home screen of Accommodate.



# Letters of Accommodation

2. Click on “Letter of Accommodation” to see the student’s approved accommodations and to review the faculty and student responsibilities.



The screenshot displays a web interface for "Accommodation Letters". On the left is a navigation menu with links for Home, Accommodation Letters, Courses, Surveys, and My Account. The main content area has a header "Return to Accommodation Letters" and "Accommodation Letters". Below this is a search section with a "Keywords" label, a sub-label "Searches title and description", and an empty search input field. There are two buttons: "Apply Search" and "More Filters". Below the search section, it indicates "2 Results". The first result is a "Letter of Accommodation" with a "REQUESTED" status tag. Below the title, it shows "A00075-2020/ Test Student" and "Music 100 (MUS100)". A red arrow points from the search results area towards the "Letter of Accommodation" title.



# Letters of Accommodation

3. Sign your name at the bottom of the Letter of Accommodation and click, "Save."

Home

Accommodation Letters

Courses

Surveys

My Account

Sent/Submitted  
July 09, 2020, 3:20 pm

Recipient Signature

We have read and acknowledge our responsibilities regarding these accommodations.  
Please electronically sign below.

Your Signature \*

Test Professor

Save Print Letter Generate PDF Cancel



# Student and Faculty Responsibilities

## Student responsibilities:

- Schedule a virtual meeting with your professor during posted office hours or at a scheduled meeting time to discuss your letter of accommodation.
- Establish an accommodation plan with each professor regarding the specifics of how accommodations will be implemented. Make sure this agreement is clear to both of you.
- Clarify and/or confirm your accommodation(s) with the professor prior to each exam.

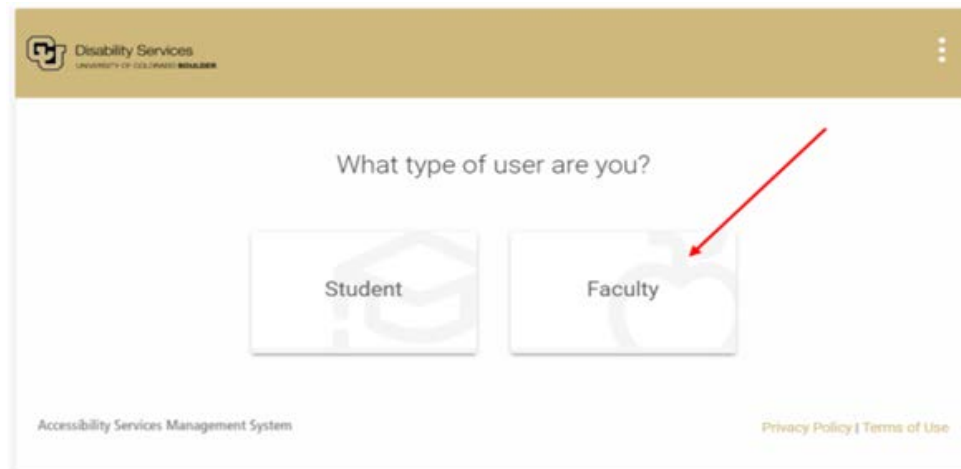
## Faculty responsibilities:

- Schedule a virtual meeting with your student during posted office hours or at a scheduled meeting time to discuss their letter of accommodation.
- Establish an accommodation plan with each student regarding the specifics of how accommodations will be implemented. Make sure this agreement is clear to both of you.
- Clarify and/or confirm their accommodation(s) with the student prior to each exam.



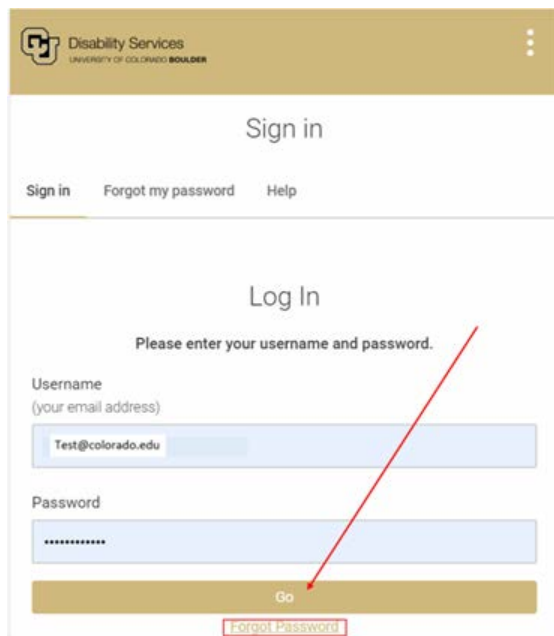
# Accessing and Logging into Accommodate

1. Open up the single sign-on in your web browser: <https://coloradoboulder-accommodate.simplicity.com/>
2. After you open the link, the screen below should appear; select “Faculty.”



# Accessing and Logging into Accommodate

3. Log In using your CU credentials and select, “Go.” If you forgot your password, select “Forgot Password.”

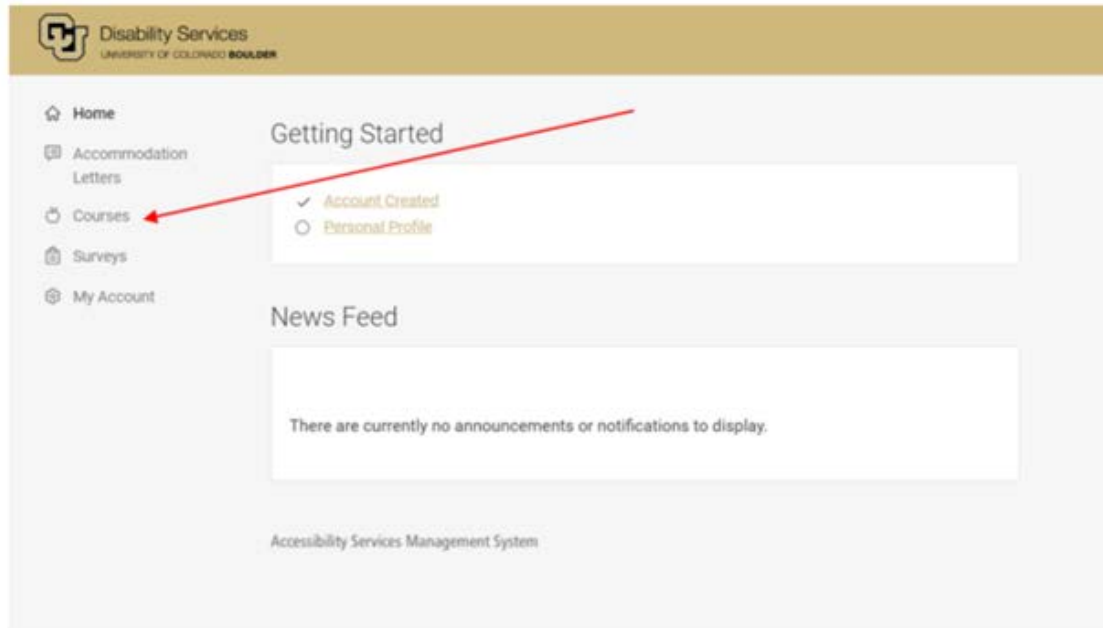


The screenshot shows the login interface for the Accommodate system. At the top, there is a gold header with the "Disability Services UNIVERSITY OF COLORADO BOULDER" logo and a menu icon. Below the header, the page is titled "Sign in". There are three links: "Sign in", "Forgot my password", and "Help". The "Sign in" link is underlined. Below this is a "Log In" section with the instruction "Please enter your username and password." There are two input fields: "Username (your email address)" containing "Test@colorado.edu" and "Password" containing "\*\*\*\*\*". A red arrow points from the "Forgot my password" link to the "Go" button at the bottom of the form. Below the "Go" button is a red-bordered box containing the text "Forgot Password".



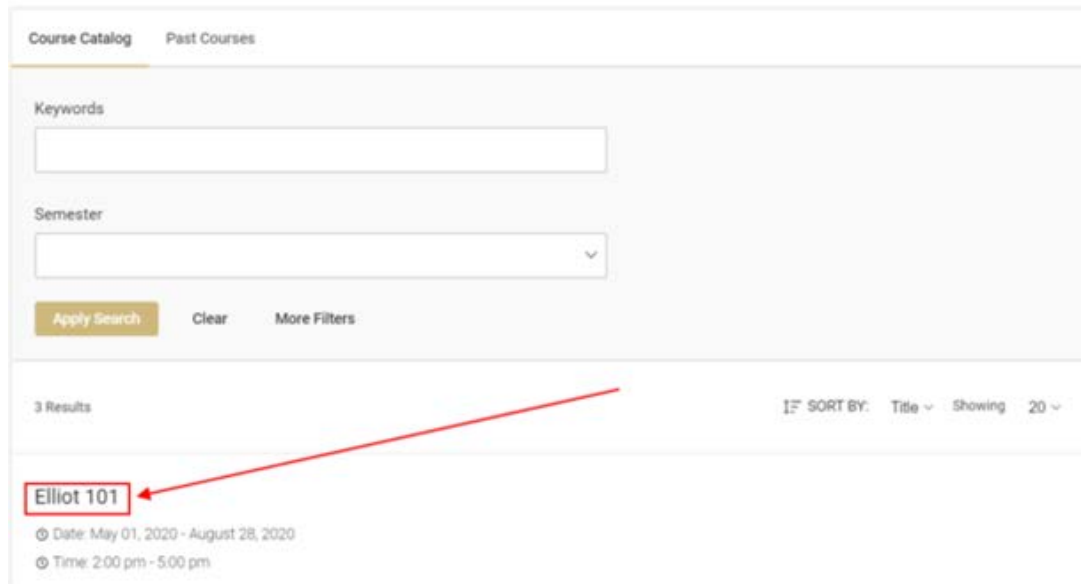
# Viewing Students who have Accommodations in your Courses

1. Once you are logged into Accommodate, select “Courses” on the left side of the screen.



# Viewing Students who have Accommodations in your Courses

2. A list of classes you are currently teaching will appear. To view students who have accommodations by course name, click on the course title.



Course Catalog Past Courses

Keywords

Semester

Apply Search Clear More Filters

3 Results SORT BY: Title Showing 20

**Elliot 101**

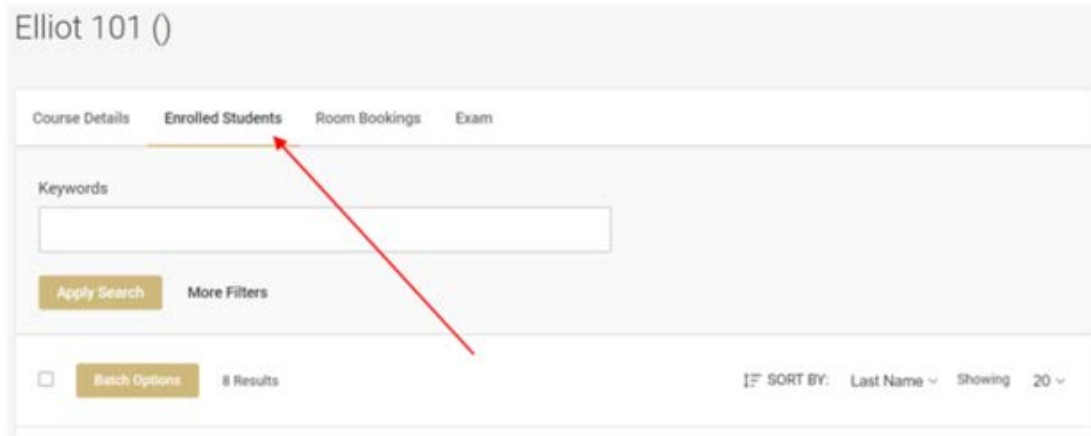
🕒 Date: May 01, 2020 - August 28, 2020

🕒 Time: 2:00 pm - 5:00 pm



# Viewing Students who have Accommodations in your Courses

3. Select, "Enrolled Students"



Elliot 101 ()

Course Details **Enrolled Students** Room Bookings Exam

Keywords

Apply Search More Filters

Batch Options 8 Results

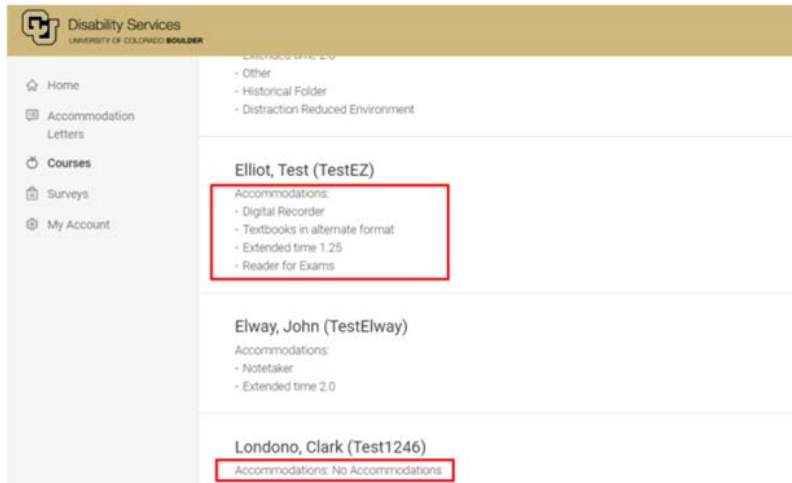
IF SORT BY: Last Name ▾ Showing 20 ▾



# Viewing Students who have Accommodations in your Courses

4. If a student has requested to use their approved accommodations in your class, accommodations will appear under the student name.

a. If a student has elected *not* to use their approved accommodations in your class **OR** they are not registered with Disability Services, “No Accommodations” will appear under the student name.



The screenshot shows the Disability Services portal for the University of Colorado Boulder. The left sidebar contains navigation links: Home, Accommodation Letters, Courses, Surveys, and My Account. The main content area displays a list of students and their accommodations. The first student, Elliot, Test (TestEZ), has accommodations: Digital Recorder, Textbooks in alternate format, Extended time 1.25, and Reader for Exams. The second student, Elway, John (TestElway), has accommodations: Notetaker and Extended time 2.0. The third student, Londono, Clark (Test1246), has accommodations: No Accommodations. Red boxes highlight the accommodation lists for Elliot, Test and Londono, Clark.

Student Name	Accommodations
Elliot, Test (TestEZ)	Digital Recorder Textbooks in alternate format Extended time 1.25 Reader for Exams
Elway, John (TestElway)	Notetaker Extended time 2.0
Londono, Clark (Test1246)	No Accommodations

# Questions?

## Disability Services

Division of Student Affairs

- Center for Community, N200
- (303)-492-8671
- dsinfo@colorado.edu
- <http://www.colorado.edu/disabilityservices/>



Disability Services

UNIVERSITY OF COLORADO BOULDER