



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

# Accommodate Faculty User Guide

## Commonwealth University Disability Services (UDS)

Updated August 2023

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# Welcome to Accommodate

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University Disability Services (UDS) piloted a new disability management system in June 2022, Accommodate, which allows students and faculty to interact with and track accommodation information for approved students.

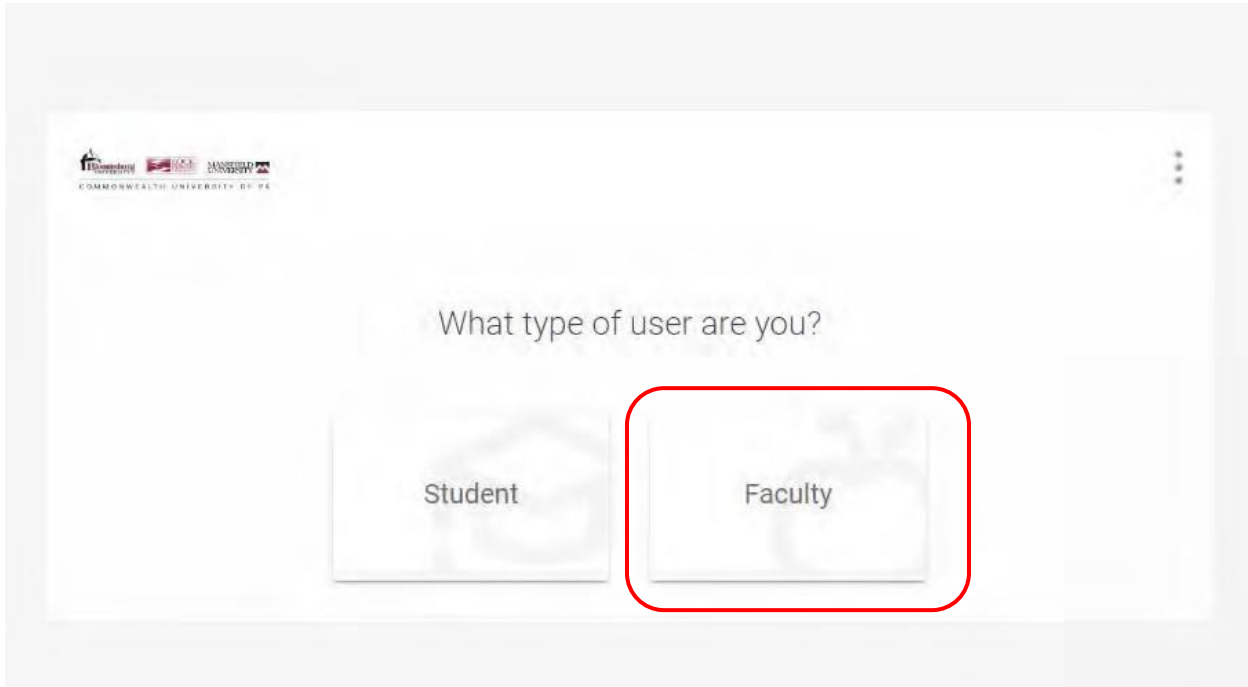
## Accessing your Accommodate Home Page

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To access your **Accommodate Faculty Home Page**, login in through your

[Accommodate Faculty Portal](#). This can be accomplished by following these steps:

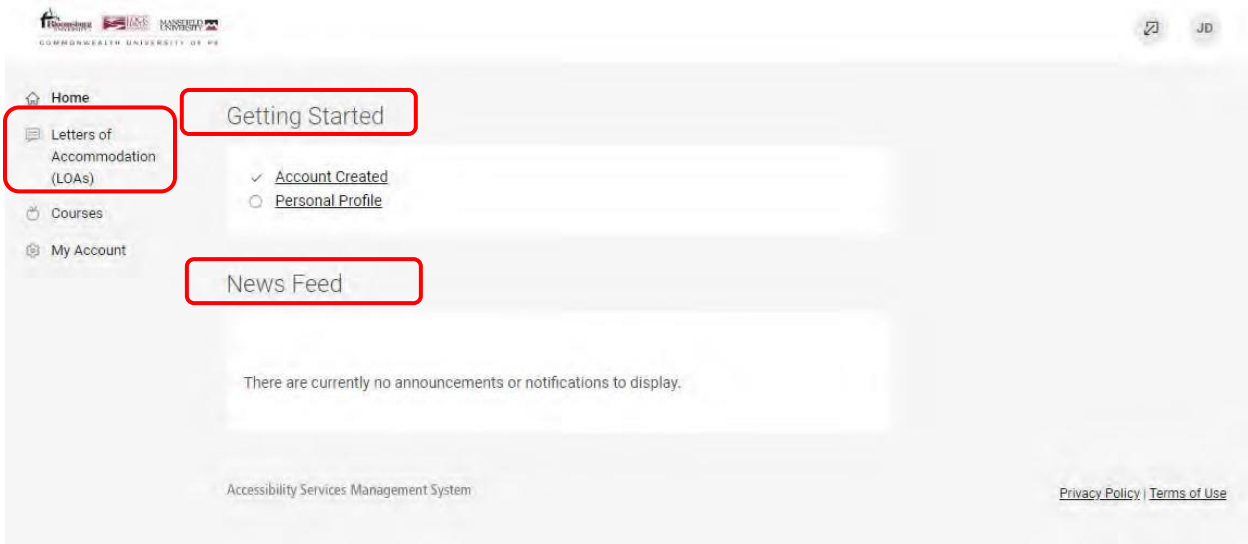
1. Open a web browser (Google Chrome, Firefox, Safari, Edge)  
*Note: Internet Explorer is not recommended and if one browser does not work, try another*
2. Go to <https://commonwealthu-accommodate.symlicity.com/> (Please feel free to bookmark for future use)
3. Select Faculty
4. Enter your Commonwealth University email and password 5. Click the 'Login' button



## Faculty Home Page Features

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In this Section, learn more about the Home Page and Letters of Accommodations.



Once logged in through your 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 UDS!

On the left navigation bar, faculty members can visit the following tab selections: **Letters of Accommodation (LOAs), Courses, and My Account**.

- **Letters of Accommodation (LOAs):** Include all LOAs sent to you from students in your current and past courses.
- **Courses:** Include all Courses (current and past), as well as **Course Details, Enrolled Students, Exam Requests, and Exams**.
- **My Account:** Include your **Profile, Passwords/Preferences**, as well as a **Help** tab

(These are ALL explained in more detail throughout the guide)

## Reviewing your Students' Letters of Accommodations (LOAs)

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You will receive an email indicating "Letter of Accommodation – Signature Needed" with a link to accommodate.

## Letter of Accommodation - Signature Needed

August 14, 2023

A Letter of Accommodation(s) from the University Disability Services (UDS) office is available for you to view regarding Cora Barragan, who is enrolled in Introduction to Art History (ARTHIST 120-03). This student has been approved for academic accommodations in your course. As an employee of Commonwealth University it is your responsibility to provide approved academic accommodations in order to maintain institutional compliance.

Please view and sign the letter by completing the following steps:

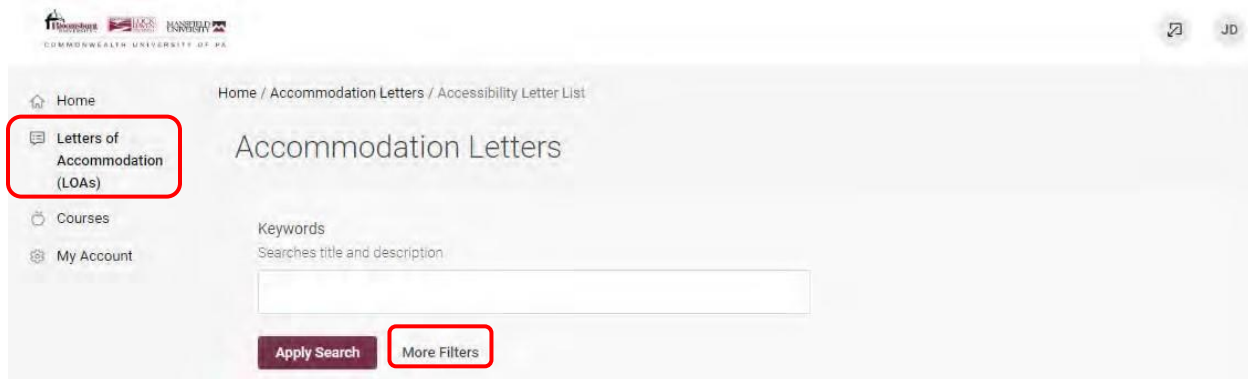
1. [Log into Accommodate \[bloomu-accommodate.symplicity.com\]](#)
2. Click Letter of Accommodation(s)
3. Click the letter name with the notation "Requested"
4. Review the letter and "sign" your name in the text box provided
5. Click Save

Cora Barragan was advised to speak with you about implementing approved accommodations. If you have any questions or concerns, please contact UDS at: 570-389-4491. We are open from 8:00 AM to 5:30 PM, Monday through Friday.

Summer hours for UDS are 8:00 AM – 4:00 PM, Monday through Friday.

Accommodate is the UDS office accommodation management system. Training materials for the use of the system can be found on UDS website: [www.bloomu.edu/offices-directory/disability-services](http://www.bloomu.edu/offices-directory/disability-services)

To review your students' LOAs, select the "Letters of Accommodation (LOA)" tab on the left navigation bar. Then select "More Filters."



Type in the "Semester" block, the semester you want to search (Example: Spring 2023) and then click "Apply Search."

Home / Accommodation Letters / Accessibility Letter List

## Accommodation Letters

Keywords  
Searches title and description

**Semester**  
Completing this field will cause the page to reload. All fields will retain their values.

Course

Sent/Submitted

 to 

**Apply Search** Fewer Filters

Now it will only display all LOAs delivered to you by students enrolled in your courses for the given semester. All new LOAs will ask for your signature.

You can tell if you have reviewed and signed each letter based on the status listed to the right of the LOAs, noted **requested** or **signed** (see image below).

The LOAs are listed with the following information included:

- Student LOA File Number/ Student Name
- Course Information
- Date received

8 Results SORT BY: Sent/Submitted Showing 20

|                                    |                  |
|------------------------------------|------------------|
| Letter of Accommodation            | <b>REQUESTED</b> |
| A00007-2023/Sydney Babbet          |                  |
| Math Thinking (MATH101)            |                  |
| Sent on January 23, 2023 5:28 pm   |                  |
| Letter of Accommodation            | <b>SIGNED</b>    |
| A00818-2022/Cora Barragan          |                  |
| Math Thinking (MATH101)            |                  |
| Sent on January 23, 2023, 11:08 am |                  |

## Reviewing and Signing LOAs

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To review and sign LOAs, select the bolded text to the left of the “Requested” notification titled **Letter of Accommodation (LOAs)**.

The selected student’s approved accommodations will be listed in bold font towards the middle of the letter. Accommodate also allows UDS to add additional links to documents and/or information about implementation for listed accommodations as well.

If you receive more than one LOA from a single student, please use the most recent. This means that a student’s accommodation plan has been updated and the most recent LOA represents all currently approved accommodations.

Example of LOA: (see next page)



## COMMONWEALTH UNIVERSITY OF PA

### Letter of Accommodation - Academic

August 14, 2023

Dear Professor ,

**Cora Barragan (Test1237)**, a student in your course, with the home campus of **Bloomsburg** has requested that you receive this accommodation letter. Please retain a copy for your records.

**Cora** is registered with the University Disability Services Office. After review of documentation and engaging in the interactive process, Disability Services has approved the following accommodations:

**Allow to wear headphones, earplugs, sunglasses or visor in class**

Fall 2023

**Allow use of a manipulative**

Student may use a non-distracting manipulative such as a: stress ball, pop-it, fidget ring, fidget spinner, etc.

Fall 2023

**Test/Quiz/Extended Time (1.5x)**

Student will submit a request to the University Disability Services Office to request an exam with their extended time accommodations.

Fall 2023

**Test/Quiz/Separate Location - Semi-Private**

Fall 2023

Reasonable accommodations help to compensate for a disability and ensure equal access to the classroom, course, lecture, instructional materials, as well as an equal opportunity for students to demonstrate their mastery of the course content.

The student will contact you to discuss their accommodations. Please take some time to review these accommodations with the student and discuss how you will provide the approved accommodations in your class. Be sure to specify any parameters for accommodations that request reasonable flexibility. For guidance on providing Consideration for Absences Procedure refer to: <https://www.bloomu.edu/documents/consideration-absences-procedurepdf>. If note taking is an approved accommodation and your assistance is needed to acquire a note taker, the UDS office will contact you via email.

Feel free to contact our office at (570) 389-4491 if you have any questions about this students accommodations or need assistance with how to implement them in your class.

Sincerely yours,

Erin Heidlauf  
Assistant Director of University Disability Services (UDS)  
Commonwealth University of PA - Bloomsburg  
Warren Student Services Center, Room 043  
Phone: (570) 389-4491 | UDS@commonwealthu.edu

The Confidential Letter of Accommodation is a record of accommodations recommended and authorized by the director of the University Disability Services for the student whose name appears on the document.

**Students Role**

The student requesting services/accommodations provides the University Disability Services with sufficient disability-related documentation from an appropriate licensed professional and describes the impact of the disability in an academic setting. The student meets with the director who discusses and authorizes accommodations as appropriate. The student is expected to contact their faculty and other university personnel in a timely manner to schedule a meeting to discuss their disclosure and accommodations. Accommodations for a particular student may vary from course to course.

**University Disability Services Role**

The University Disability Services reviews disability documentation, verifies that the documentation satisfies disability verification guidelines, and assesses the impact of the disability and the accommodations needed to provide equal access. The director may communicate with departments or individual faculty to clarify the nature of a course or program and the accommodations that may be appropriate. At the conclusion of the intake process, the director issues the students Confidential Letter of Accommodation and office professionals provide training to the student as to their role in requesting specific services. The director is available to discuss student and faculty questions and concerns at (570) 389-4491.

**Faculty Members Role**

The faculty member meets with the student to discuss the student's Confidential Letter of Accommodation and makes suitable arrangements for those accommodations as appropriate. If faculty have questions regarding the provision or appropriateness of the authorized accommodations, they are encouraged to contact us by calling (570) 389-4491.

To sign the LOA, **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  
January 24, 2023, 1:35 pm

Recipient Signature

Please electronically sign below.

Your Signature \*

Save Print Letter Generate PDF Cancel

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

Please be sure to make note of the listed accommodations. While UDS approves academic accommodations, **faculty members are responsible for administering the approved accommodations in accordance with the ADA. UDS is here to help facilitate this process.** Please visit the Faculty Tab on the UDS webpage to learn more about [Accommodations](#) (Screen shot below). For questions or support, please reach out to your University Disability Services office.

## Faculty and Staff Resources

Log into ACCOMMODATE [🔗](#)

|                                |   |
|--------------------------------|---|
| Faculty and Staff              | + |
| Recommended Syllabus Statement | + |
| Forms                          | + |
| Videos                         | + |
| Disability Reference Material  | + |
| Tools and Procedures           | + |

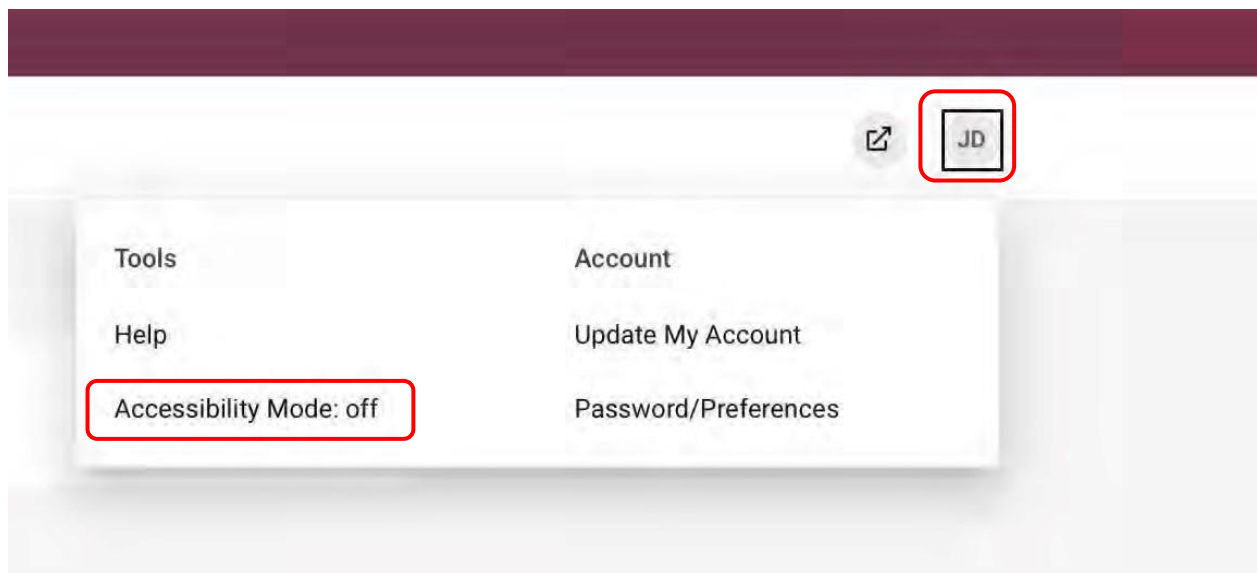
## User Accessibility Mode

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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.**

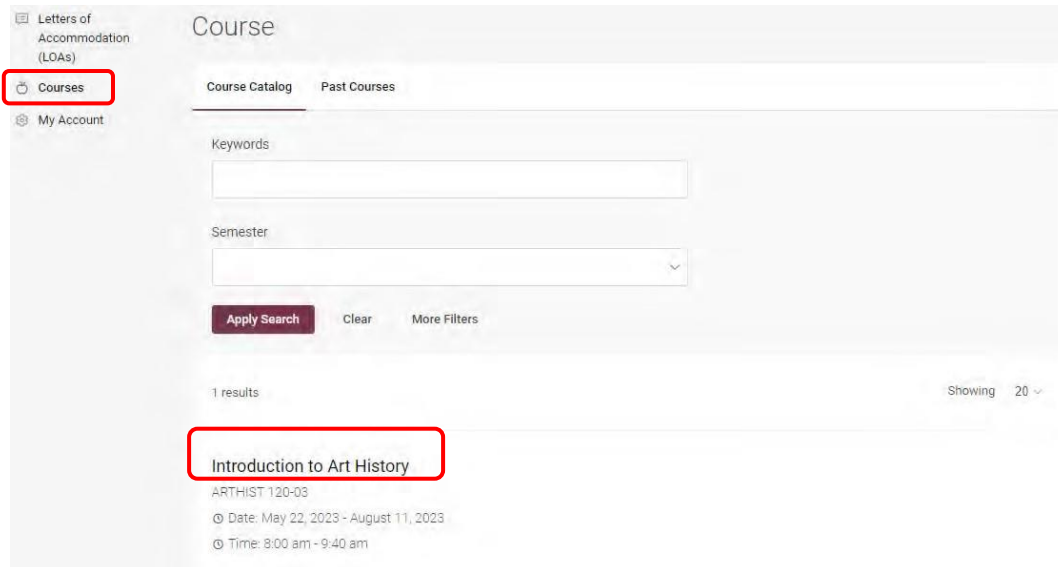
Prior to logging in, users can turn on Accessibility Mode by selecting your user icon on the top right of the login screen and toggling Accessibility **Mode to On**.



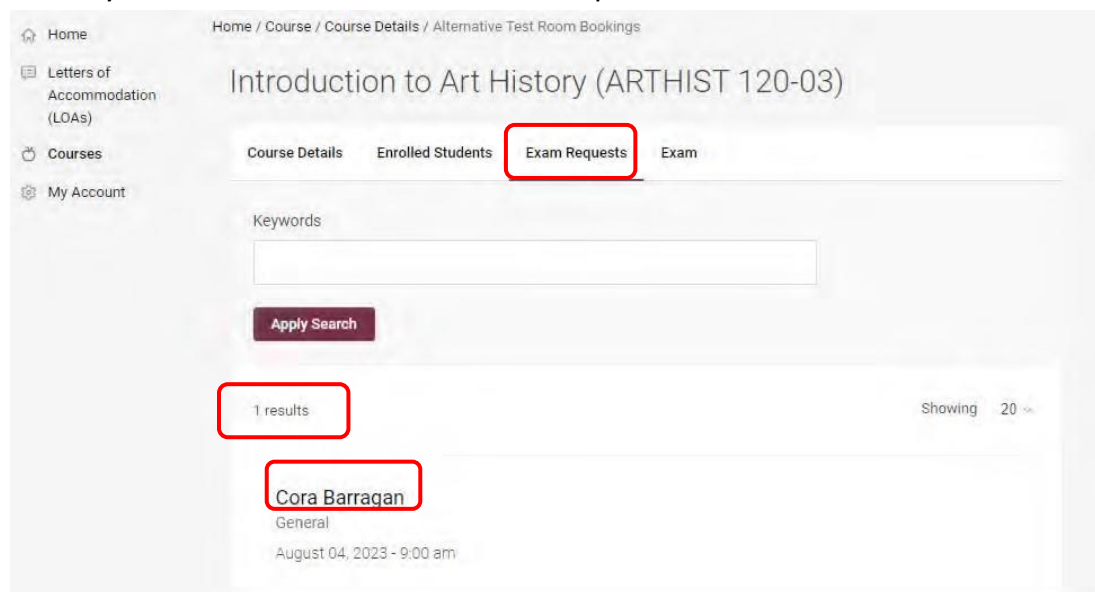
## Review Exam Requests for Students Who Request to Take an Exam in the UDS Office

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



To view 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** for which you want to view student exam requests.



## Student Requested a date/time that is different than class

UDS expects students to schedule exams on the **same days and start time the class meets**. If a student needs to request an alternate exam time due to a time conflict, the student must communicate their time conflict to their instructor(s) in the exam request to obtain instructor approval. Two examples of a time conflict are: student has classes back-to-back thus not allowing for extended time, or exam would conclude after the UDS office closes.

The instructor must confirm the appropriateness of the alternate exam time when filling out the form on their end.

Course Details   Enrolled Students   Exam Requests   Exam

**Submit**   **Save**   Cancel

\* indicates a required field

### Alternative Testing Room Booking

Student \*  
Completing this field will cause the page to reload. All fields will retain their values.  
Cora Barragan

Testing Room \*  
General Finals

Testing Date \*  
August 29, 2023

Testing Time  
9:00 am

Student is requesting to take this exam outside of the normal class meeting time to receive their approved accommodation. \*  
 Yes

Does this date and time seem reasonable? \*  
 Yes    No

## Providing Exam Information/Directions

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You must click **“Upload New Exam”** to provide instructions for proctoring. Follow the **“Exam 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, where you can **SECURELY** upload your exam for UDS professional staff use **ONLY**.

Then **Submit** the form. **If the exam is electronic you still need to answer the questions so UDS can properly proctor the online exam.**

The screenshot shows a web form for setting up an exam. At the top, it displays the course name: "Introduction to Art History (ARTHIST 120-03)". Below this is a section titled "Exam Instructions \*" which contains text explaining that selecting the "Upload New Exam" button is required to provide instructions for proctoring. A red box highlights this entire section. Below the text is a dropdown menu currently showing "[select]" and a "Clear" button. A checkbox labeled "Into to Art Final exam" is checked. Below the dropdown is the text "or" followed by a button labeled "Upload New Exam", which is also highlighted with a red box. Underneath is a section for "Faculty Notes" with a large empty text area, also highlighted with a red box. At the bottom of the form are three buttons: "Submit" (highlighted with a red box), "Save", and "Cancel".

**Please upload any quiz or exam at least two (2) days prior to the test date. We have multiple exams a day. This allows UDS time to print and prepare the exam and address any questions or concerns that we may have before the student arrives at the UDS office.**

Once you hit submit, you will be prompted to upload your exam (if not on Brightspace or publisher company website) and answer several questions. The answers to these questions inform UDS’s administration of the exam. The questions can be viewed below.

## Upload New Exam

\* indicates a required field

Exam

Course \*

Introduction to Art History (ARTHIST 120-03)

Title \*

i.e. Exam #1, Midterm, Final, Quiz, etc.

### Attachments

Multiple documents can be added here, including multiple versions of the exam.



Drop files here to upload  
Each file should be less than 1GB

Upload File

If you are providing multiple versions of the exam, explain how you would like them to be disseminated.

The instructions you select below will apply to all exams unless noted differently in the "Other Exam Instructions" box.

Yes

How much time will the class be given to take the exam? \*

▼

Is this exam online? \*

Yes     No

Are you allowing students to use their own laptop or computer device for this exam? \*

Yes  
 No  
 Does not apply

Use scantron for exam: \*

Yes     No

Allowed to use a calculator: \*

Yes     No

Open book: \*

Yes     No

Open notes: \*

Yes     No

Limited notes allowed: \*

i.e. one page, index cards, etc. More specifics will be asked if Yes.

Yes     No

Ruler: \*

Yes     No

Periodic table: \*

Yes     No

Formula sheet \*

Yes     No

Other Exam Instructions

Please use only if additional instructions are not included in the options above.

Will you be picking up the exam or having it delivered to your Department Secretary? \*

- Pick up in UDS office
- Deliver to department Secretary
- N/A

1st date any student can take test \*

Last date any student can take test \*

Cancel

Submit Request

**Important note:** 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 your campus location UDS office to let them know what you modified. If you don't notify us with this information, we will proctor according to the original submission.

UDS Office Contacts:

Bloomsburg: [UDSbloomsburg@commonwealthu.edu](mailto:UDSbloomsburg@commonwealthu.edu)

Lock Haven: [UDSlockhaven@commonwealthu.edu](mailto:UDSlockhaven@commonwealthu.edu)

Mansfield: [UDSmansfield@commonwealthu.edu](mailto:UDSmansfield@commonwealthu.edu)