Faculty Notification Letters

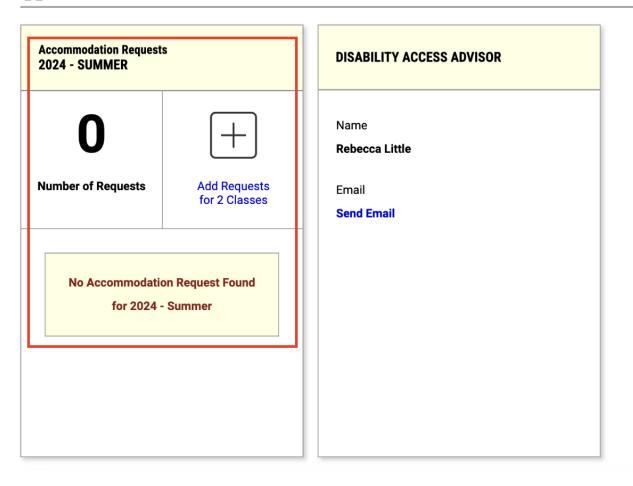
<u>Overview</u>

Students are now responsible for sending information regarding approved accommodations to their professors. Email notifications around accommodations will no longer be sent by WCL Disability Support. Students must complete this process in order for their accommodations to be applied to their courses.

- Log in to the ASAC Dashboard.
 - a. If you have not done so already, you must review and accept the **Required E-Form Agreements** before sending your Faculty Notification Letter.
- After accepting the required E-form Agreements, you are redirected to your ASAC Dashboard. The Overview page shows the courses you are registered for and your assigned ASAC staff member's name.

Accommodation Requests 2024 - SUMMER	W OVERVIEW	DISABILITY ACCESS ADVISOR
O Number of Requests	Add Requests for 2 Classes	Name Rebecca Little Email Send Email
No Accommodation for 2024 - S		

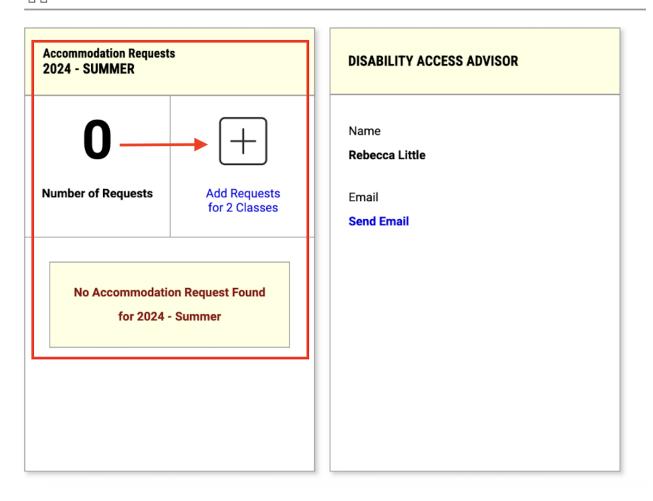
- In your dashboard, you can view the courses in which you submitted your Faculty Notification
 Letter. Your dashboard shows the current semester.
- > MY DASHBOARD > OVERVIEW



Sending your Faculty Notification Letter

 From your dashboard, select the plus sign that states Add requests. This option is in the left side of dashboard in the box labeled "Accommodation Requests." Click the plus sign on the right side of this box.

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> MY DASHBOARD > OVERVIEW
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a. You will be directed to this page:

ACCOMMODATION REQUESTS				
LOGIN AS USER	WY DASHBOARD ACCOMMODATION	IS » ACCOMMODATION REQUESTS	OVERVIEW	BY TERM
BACK TO MY PROFILE >	Previous Term	Term: 2024 - Summer		Next Term
MY DASHBOARD	ACCOMMODATION REQUESTS			
Overview Announcements	How to Request Accommodations			
Equipment Information Release Consents Login and Security	STEP: SELECT COURSES			
My Appointments My Files	INST 102.001 - USING AIM FOR INSTRUCTORS (CRN: 101011)			
My Eligibility My E-Form Agreements My Mailbox (Sent Emails)	 Apply the same accommodations to all selected courses. 			
ACCOMMODATIONS List Requests	CONTINUE TO NEXT STEP >			
Kequests Requests Accommodation(s) or Submit Documentation	The following classes are no longer available because they are 14 days away from the end of the term or no longer in session:			
 Accommodated Testing Flex Plan 	• INST 101.001 - USING AIM FOR STUDENTS (CRN: 101010)			

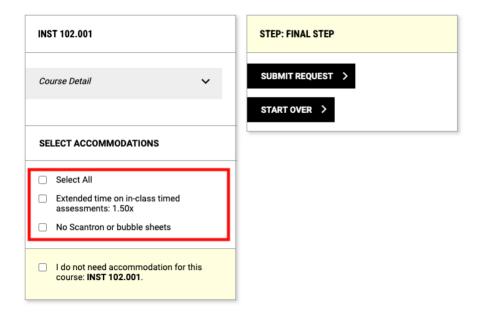
- Select the course(s) you would like to send your Faculty Notification Letter to.
 - a. If you want to use the same approved accommodations in each course, select "Apply the same accommodations to all selected courses."
 - b. If you do not wish to send your Faculty Notification Letter to the instructor of each of your courses, you can send a letter to each course separately by completing this process one course at a time.
 - c. For a reminder on this process, select the drop-down arrow on the gray box labeled, *How* to *Request Accommodations*.

Previous Term	
ACCOMMODATION REQUESTS	
How to Request Accommodations	~

- After you select your courses, click **Continue to Next Step**.

ACCOMMODATION REQUESTS
How to Request Accommodations
STEP: SELECT COURSES
INST 102.001 - USING AIM FOR INSTRUCTORS (CRN: 101011)
 Apply the same accommodations to all selected courses.
CONTINUE TO NEXT STEP >
The following classes are no longer available because they are 14 days away from the end of the term or no longer in session:
• INST 101.001 - USING AIM FOR STUDENTS (CRN: 101010)

- Select the accommodations you want implemented for the selected course(s) by clicking the checkboxes on the left of each accommodation.
 - a. AUWCL students can choose to include their testing accommodations in their faculty notification letters. Any testing accommodations students select for courses WILL be shared with their professors. If students wish to keep their testing accommodations anonymous, they SHOULD NOT select their testing accommodations to include in their letters.



- a. If you do not wish to use accommodations in the selected course, you can select the yellow
 - box, "I do not need accommodation for this course: COURSE NAME.
 - i. <u>Please note that accommodations CANNOT be applied retroactively!</u>

INS	T 102.001	
Co	urse Detail	*
SE	LECT ACCOMMODATIONS	
0	Select All	
0	Extended time on in-class tim assessments: 1.50x	ed
	No Scantron or bubble sheets	
0	I do not need accommodation course: INST 102.001.	n for this

 Once you have selected the accommodations you want implemented for the selected course(s), select Submit Request located on the right side of the course box.

Previous Term		Term: 2024 - Summ
NST 102.001	STE	EP: FINAL STEP
Course Detail	~ su	BMIT REQUEST >
	ST	ART OVER >
ELECT ACCOMMODATIONS		
Select All		
Extended time on in-class timed assessments: 1.50x		
No Scantron or bubble sheets		
I do not need accommodation for course: INST 102.001.	this	

- Next time you log in, your Dashboard should look like the image below.
 - *a.* If you have requested accommodations for more than one course, each request submitted will show below the "List of Accommodation Requests"
 - The terminology in the dashboard implies these are "requested" accommodations. This simply means you are asking your professor to implement the accommodations you are approved for by your DAA. This is a separate "request" than your initial accommodation request with the ASAC.

LOGIN AS USER	MY DASHBOARD ≫ OVERVIEW			
BACK TO MY PROFILE >	Accommodation Requests 2024 - SUMMER		DISABILITY ACCESS ADVISOR	
MY DASHBOARD	5	$\left +\right $	Name Rebecca Little	
> Overview	Mumber of Democrate			
> Announcements	Number of Requests View Request Detail	Add Requests	Email	
> Equipment	view nequest betain		Send Email	
> Information Release Consents	List of Accommodation Requests: • AIM 101.004 - INSTRUCTOR PORTAL TESTING (CRN: 10105) • AIM 101.007 - INSTRUCTOR EXAM			
> Login and Security				
> My Appointments				
> My Files				
> My Eligibility	PORTAL (CRN: 1010)6)		
> My E-Form Agreements	CHEM 797.006 - MASTER'S THESIS RESEARCH (CRN: X367355)			
> My Mailbox (Sent Emails)				
ACCOMMODATIONS	- INST 101 001 - HSING AIM FOD			