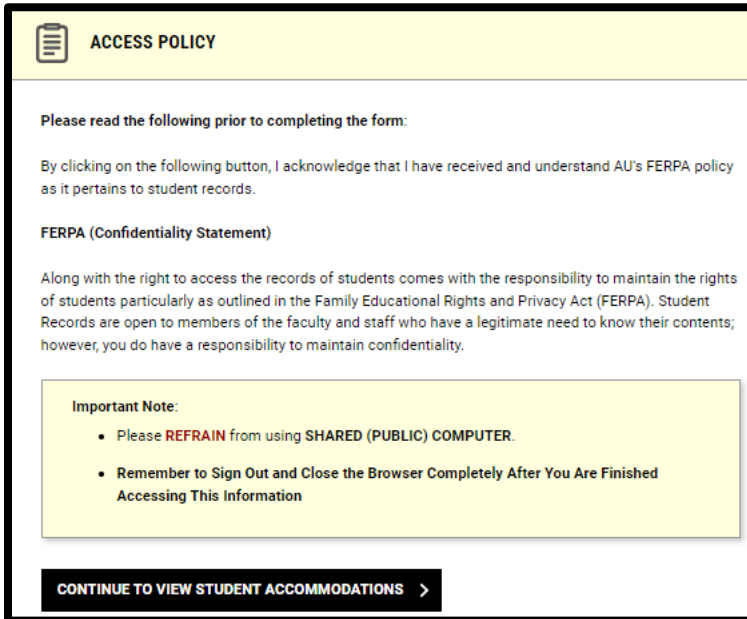


Introduction to the ASAC Instructor Portal

Overview Page

- After logging in to the [ASAC Instructor Portal](#), professors must read and accept the Access Policy.
 - o This policy outlines important requirements to ensure all students' rights to privacy and must be accepted before continuing to your portal
- To accept, select "Continue to View Student Accommodations"



The screenshot shows a web page titled "ACCESS POLICY" with a document icon. The page contains the following text:

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand AU's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information

At the bottom of the page is a black button with white text that reads "CONTINUE TO VIEW STUDENT ACCOMMODATIONS" followed by a right-pointing arrow.

- After accepting the Access Policy, you will be directed to the Overview Page. This page will be your home page for all future logins, and it displays a list of all students who have notified you of their approved disability-related accommodations for your courses. Each notification in the list is associated with a specific CRN (course registration number), Subject, Course, and Section.

[LOGIN AS INSTRUCTOR](#) | Previous Term | Term: 2024 - Summer | [Next Term](#)
[BACK TO MY PROFILE >](#)
STUDENTS WHO REQUESTED ACCOMMODATIONS
[REFINE SEARCH >](#)
EXPORT DATA: STUDENTS

Records Found: 3 (Showing: 1 - 3) | Show Per Page: 500 | Page: 1

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Alternative Formats	Acc Test
View	PDF	101010	INST	101	001	Minnie Mouse		07/01/2024	07/01/2024		Yes
View	PDF	X001	TEST	321	123	Minnie Mouse	Emailed	06/27/2024	06/27/2024		Yes
View	PDF	X001	TEST	321	123	Michael Mouse	Read	05/28/2024	07/02/2024	Yes	Yes

- To view a specific student’s Faculty Notification Letter, click the blue hyperlink on the left side labeled “View”. You will be directed to the online version of the Faculty Notification Letter. This is the same notification that you received via email from the student.

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Req Date
View	PDF	X001	TEST	321	123	Don Duck	Read	07/2
View	PDF	X001	TEST	321	123	Daisy Duck	Read	07/2

- To view a PDF version of the Faculty Notification Letter, click the blue hyperlink, “PDF.”

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Req Date
View	PDF	X001	TEST	321	123	Don Duck	Read	07/2
View	PDF	X001	TEST	321	123	Daisy Duck	Read	07/2

- In this section, you can also view the status (emailed or read), the date sent, and the date of the last update to their Faculty Notification Letter.

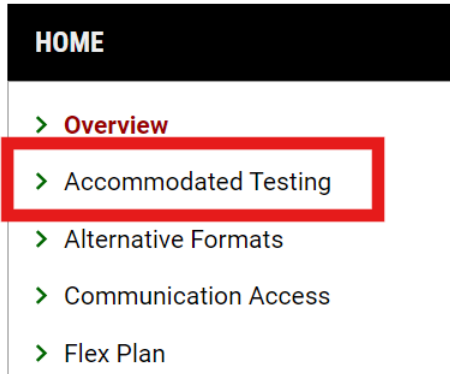
View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated
View	PDF	X001	TEST	321	123	Minnie Mouse	Emailed	06/27/2024	06/27/2024
View	PDF	X001	TEST	321	123	Michael Mouse	Read	05/28/2024	06/26/2024

- The last four columns of this section offer a quick view of some accommodations that may be approved for the student.
 - o You may need to drag the horizontal scroll bar underneath the listed students to view these options.

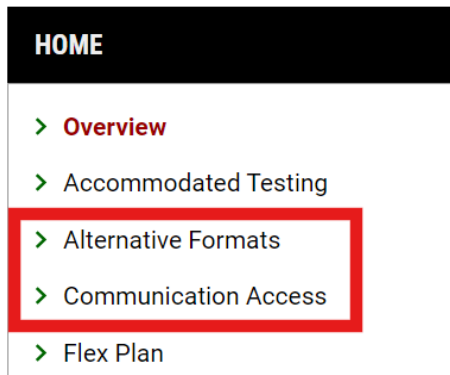
Course	Section	Student's Full Name	Status	Request Date	Last Updated	Alternative Formats	Accommodated Testing	Communication Access	Flex Plan
101	001	Minnie Mouse		07/01/2024	07/01/2024		Yes		
321	123	Minnie Mouse	Emailed	06/27/2024	06/27/2024		Yes		
321	123	Michael Mouse	Read	05/28/2024	07/02/2024	Yes	Yes		Yes

Additional Resources in the ASAC Instructor Portal

- Main Campus faculty- In the navigation menu, click the “Accommodated Testing” link to complete course and test instructions, upload tests, and view upcoming accommodated tests scheduled for your students.
- WCL faculty- WCL is not using this feature, so please disregard.



- Most faculty will not need to use the Alternative Formats & Communication Access links because these accommodations are coordinated by the ASAC team.



- Some accommodations require discussion and agreements between instructors and students. These agreements are called Flex Plans. If you have a student with an approved Flex Plan accommodation, these plans can be accessed through the Flex Plan link.

HOME

- > **Overview**
- > Accommodated Testing
- > Alternative Formats
- > Communication Access
- > Flex Plan