Disability Faculty Portal User Guide

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If at any time you have questions or concerns regarding:

- The Faculty Portal – please contact Victoria Weber at odsaccommodate@syr.edu, or by calling the front desk at (315) 443-4498
- Exams – please contact examsods@syr.edu, or by calling the exams desk at (315) 443-3606
- A student registered with our office – please contact either the Disability Access Counselor listed on the student’s Accommodation Letter, or the front desk at disabilityservices@syr.edu or (315) 443-4498
- The Office of Disability Services in general – please contact the front desk at disabilityservices@syr.edu or (315) 443-4498
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Logging In

There are 2 ways to log in to the Faculty Portal:

1. You may either follow this link: https://shibboleth-syr-accommodate.sympli.com/sso/faculty - where you will be prompted to log in with your NetID and Password.
2. Or, you may log in through your MySlice using 1 of the 2 available links. Within the Faculty Services pagelet, you can click on Disability Faculty Portal. Within the Disability Resources pagelet, you can click on Disability Faculty Portal.

*If you are a TA and taking classes, or if you have taken a class within the past 2 years, it is important that you use the “Disability Faculty Portal” link to make sure that you are logged in as a faculty member and not as a student.
Viewing Accommodation Letters

If a student has given their permission, you will be able to view Accommodation Letters within the Faculty Portal. These can be found under the Accommodation Letters tab.

If a student has opted to have their Accommodation Letter electronically available to their professors, they will appear here. The student’s name will appear within the Accommodation Request column, and the course will be listed in the Course column.

The last column will state that a signature has been requested by you – this is NOT the case. This is due to how the system sends letters. Our office does not need nor want signatures from professors for accommodation letters. However, you could use this to track which letters you have viewed when you have many students with accommodations enrolled in your course(s).

As the semesters go on, this list will get longer. To view current semester accommodation letters, type and select the semester (i.e. Spring 2019) in the Semester search field, then click Apply Search.
After clicking to view an accommodation letter (using one of the Action buttons on the far left side), you can click the Cancel button at the top to return to the main listing of accommodation letters.
Test Sign Ups

You can view details about students who have signed up for an exam by accessing the Courses/Exams tab and selecting the particular course.

The Cancel button on this Course Details page will be important if you ever need to get out of the current section and into another one. Pressing this Cancel button will bring you back to the above screen.

Next, click on the Testing Sign Ups tab.
You will see a list of students who have signed up to take your exams at ODS and the dates and times they have signed up to take them. Please note that these sign-ups will disappear from this page once the sign-up time has passed.
Uploading Exams

Log into Accommodate and click on the Courses/Exams tab.

Your current courses will be displayed. You will click the course for which you want to upload your exam.

The Cancel button on this Course Details page will be important if you ever need to get out of the current section and into another one. Pressing this Cancel button will bring you back to the screen above.

Next, click on the Exam tab:
If you have uploaded exams, they will be displayed. To upload a new exam, click **Add New Exam**.

You will be asked to complete several questions: (see next page)

- Enter a title for the exam
- Indicate whether this is the Exam itself or Additional Materials for the exam
- Provide your contact information in case any questions arise during the exam
- Select the closest accurate test length from the drop down menu. If the length is not listed, please select the closest length and contact examsods@syr.edu
- Select the day(s) this exam may be administered. This could be either a range of dates or a single day
- Check all approved exam materials.
- Enter any additionally approved exam materials in the open text box as necessary. You may also add any special notes/instructions
- Check “Yes” Hold for Pick Up if you would like to pick up the completed exam yourself from our office instead of having it returned to you by email
- Click on the **Choose File** button to select the exam or additional material for the exam to upload

If it is easier and more convenient for you to upload an exam with multiple files all in one upload, you can compress (zip) the file prior to uploading. Instructions for zipping files for Windows computers can be found here: [https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files](https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files). Zipping files on Mac computers are very similar to the process on Windows computers, and instructions can be found by typing “how to zip a file on a mac” into your internet search browser.

To get out of the Exam Upload submission form, click the **Cancel** button.
Click **Submit** when all information has been completed and uploaded as shown in the image above.
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To know if your exam material has been uploaded properly, you should take a look at the main Exam tab in your course. Your upload was successful if you see it listed and in the Attachment column it says “<file>”. If you would like to verify that your file will open correctly on our end, you can click <file> and open your attachment.
Viewing Course Notes

From your home screen, click the **Courses/Exams** tab.

Your current courses will be listed under **Current Courses**. Click on the course for which you want to view the course notes.

Then click on the **Course Notes** tab.
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All uploaded notes for this course will be listed, along with the time they were uploaded and the name of the person who uploaded them. In the **Dates Note Taken** column, the class date should be indicated. The last column, **Number of Note Views**, lists how many times each individual note document has been opened. Please note that if there are multiple students receiving these notes, that this number is a cumulative of all of these students’ views. To view the notes, click on the **File Name**.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>File Name</th>
<th>File Type</th>
<th>Size</th>
<th>Uploaded</th>
<th>Date Notes Taken</th>
<th>Number of Note Views</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 Notes</td>
<td>Week One notes from August 27 to August 29</td>
<td>soc101_notes_week_1.pdf</td>
<td>application/pdf</td>
<td>65.9</td>
<td>September 03, 2018, 5:52 pm</td>
<td>September 25, 2018</td>
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<td>What is Sociology? First Lecture, introduction to the course.</td>
<td>Sociology_Lecture_1.pdf</td>
<td>application/vnd.openxmlformats-officedocument.wordprocessingml.document</td>
<td>14.1</td>
<td>September 23, 2018, 7:42 pm</td>
<td>August 29, 2018</td>
<td>N/A</td>
</tr>
<tr>
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<td>Lecture 2, interpersonal dynamics.</td>
<td>Lecture_2_interpersonal_dynamics.docx</td>
<td>application/vnd.openxmlformats-officedocument.wordprocessingml.document</td>
<td>16.4</td>
<td>September 23, 2018, 8:37 pm</td>
<td>September 05, 2018</td>
<td>N/A</td>
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