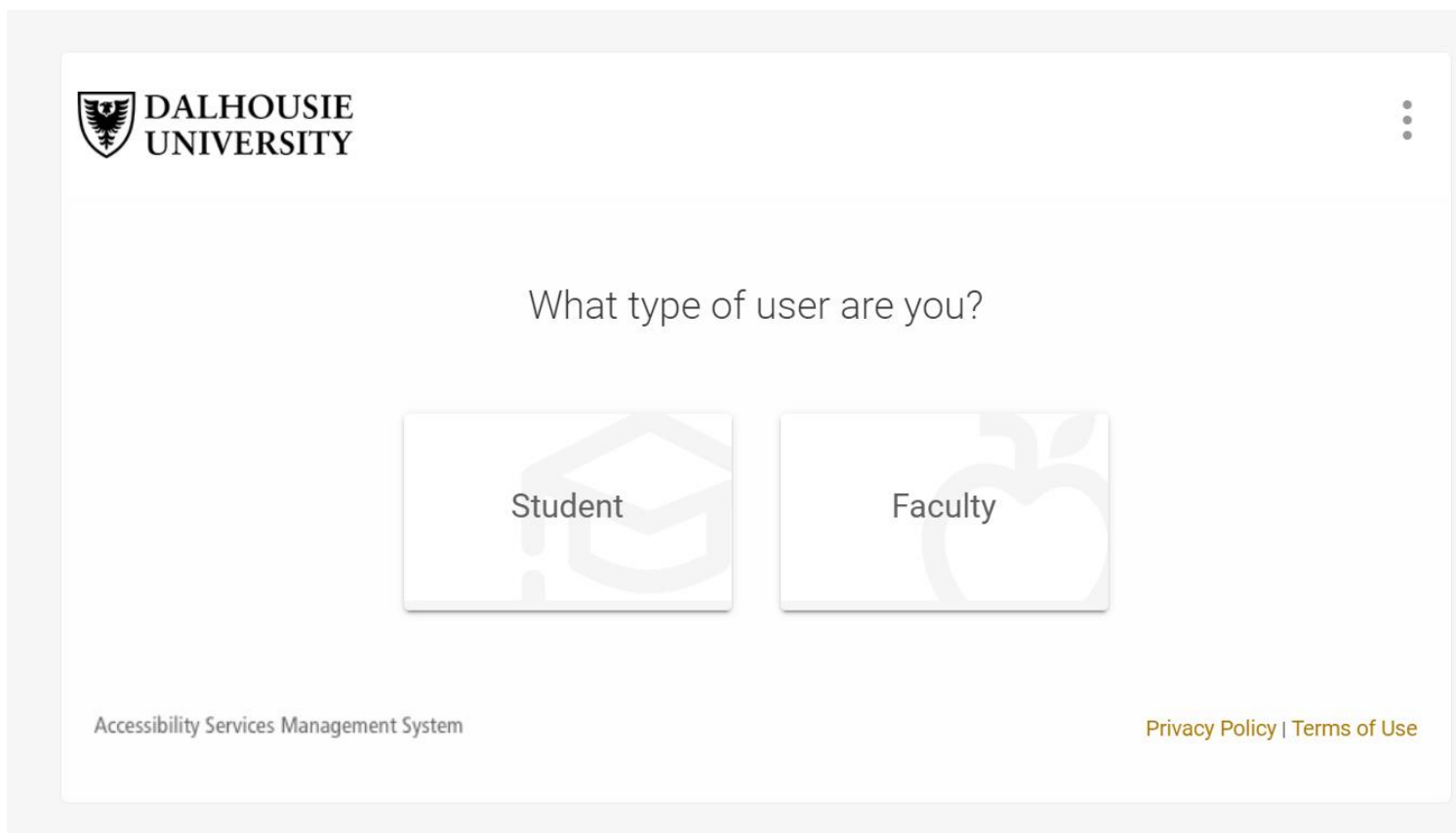


Accommodate Faculty User Instructions

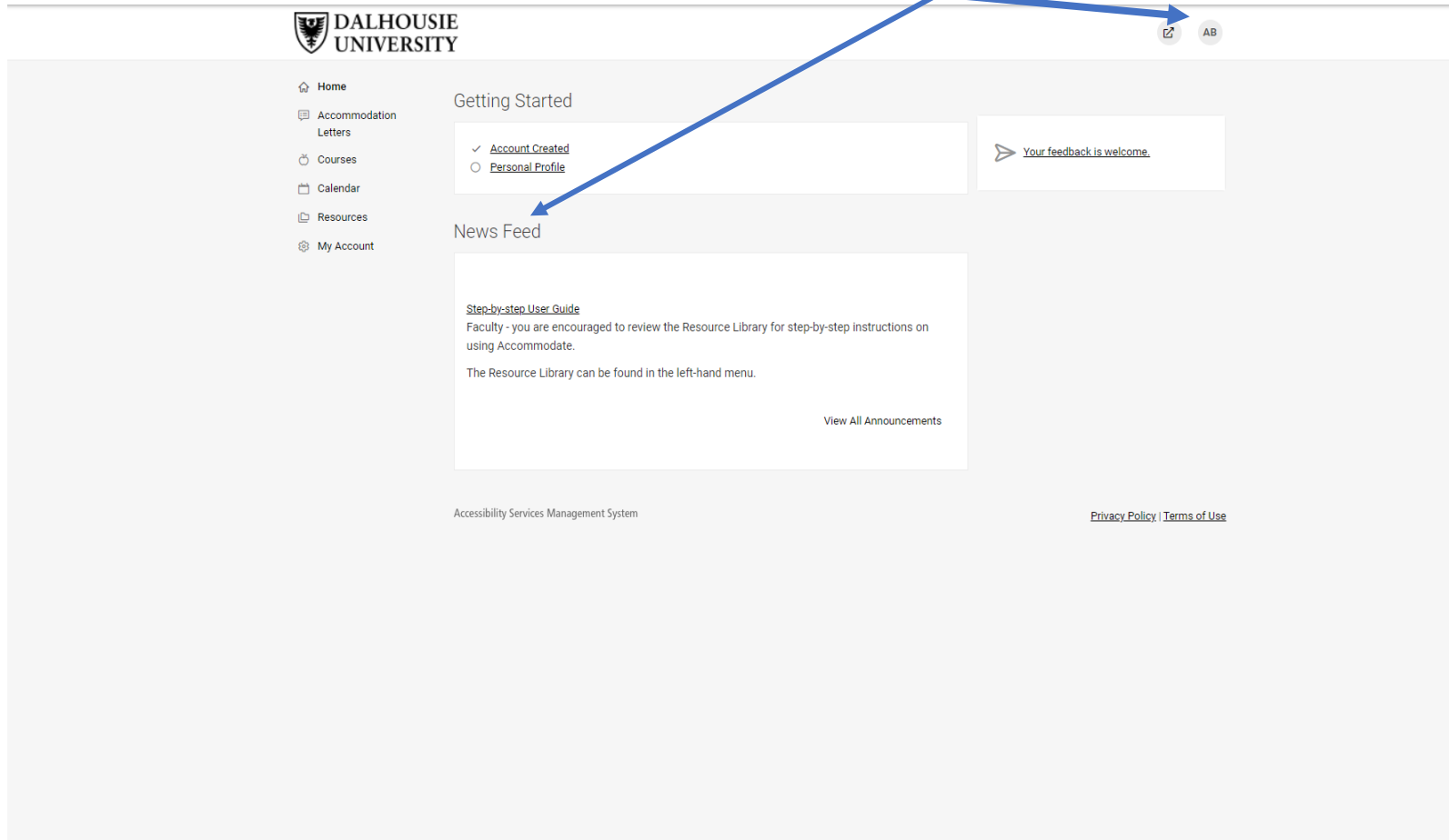
Dalhousie University

The Student Accessibility Centre (Halifax) and Student Success Centre (Truro) have implemented a new accommodation management platform called Accommodate. Your Accommodate portal will house important information about your students' accommodations. Please follow the step-by-step instructions below to access and navigate your Accommodate portal.

Log-in to Accommodate with your NetId (e.g. JD123456) here: <https://dal-accommodate.symplicity.com> and select "Faculty"

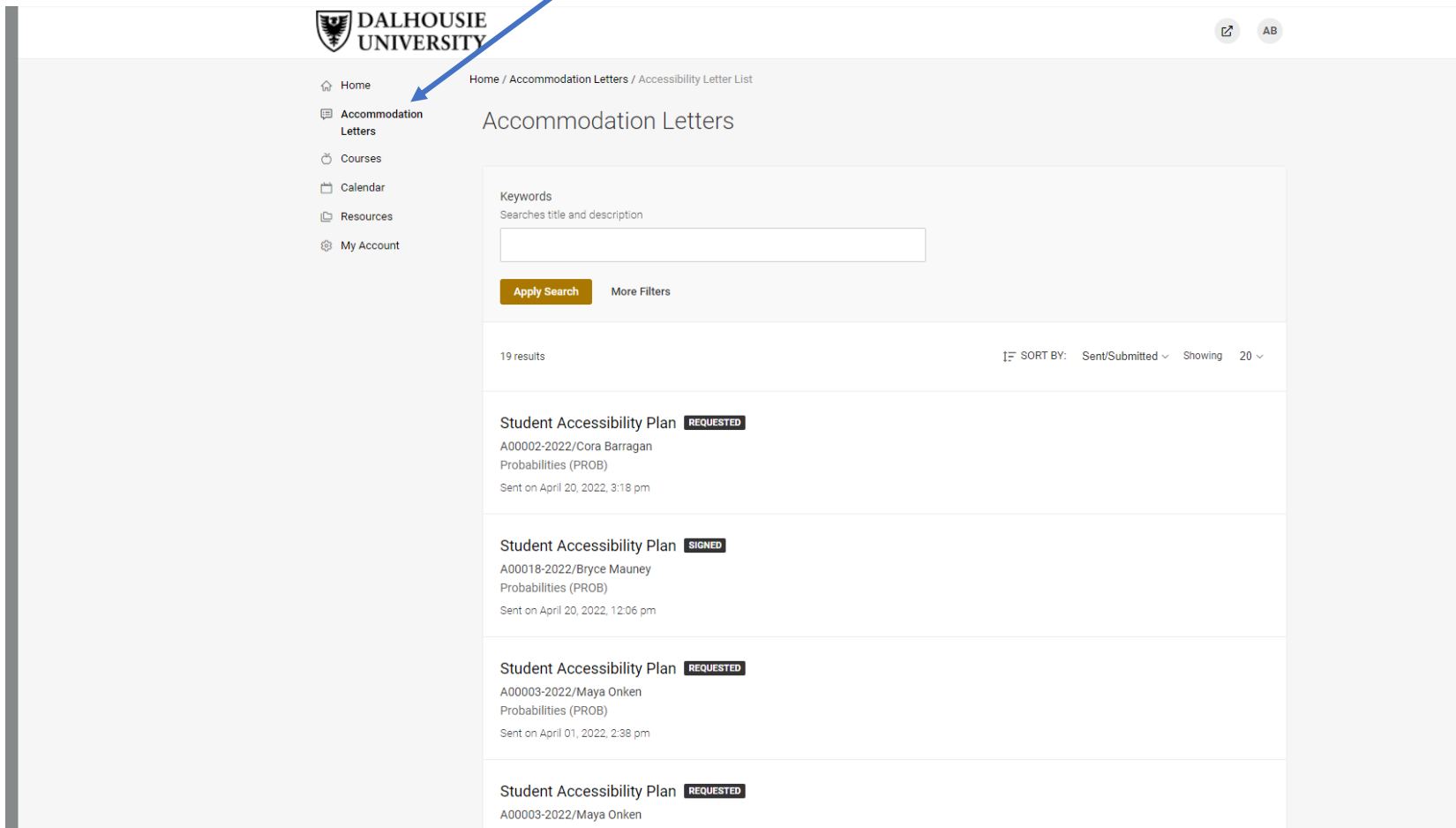


After you log-in you will arrive in the “Home” section. Important announcements will be listed in your “News Feed”. Accessibility Mode can be activated by clicking on your initials in the top right corner.



The screenshot displays the user interface of the Accessibility Services Management System. At the top left is the Dalhousie University logo. The top right corner contains a small icon and the initials 'AB'. A navigation menu on the left lists: Home, Accommodation Letters, Courses, Calendar, Resources, and My Account. The main content area is titled 'Getting Started' and includes a checklist with 'Account Created' (checked) and 'Personal Profile' (unchecked). To the right of this is a box that says 'Your feedback is welcome.' Below the checklist is the 'News Feed' section, which contains a link to a 'Step-by-step User Guide' and an announcement for faculty to review the Resource Library. At the bottom of the page, there is a footer with 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'. Two blue arrows originate from the text above: one points to the 'News Feed' section, and the other points to the 'AB' initials in the top right corner.

To view a student's accommodation letter, select "**Accommodation Letters**" then the letter that you wish to view. You will be prompted for a signature for all new student notifications. Your signature acknowledges receipt of the letter.

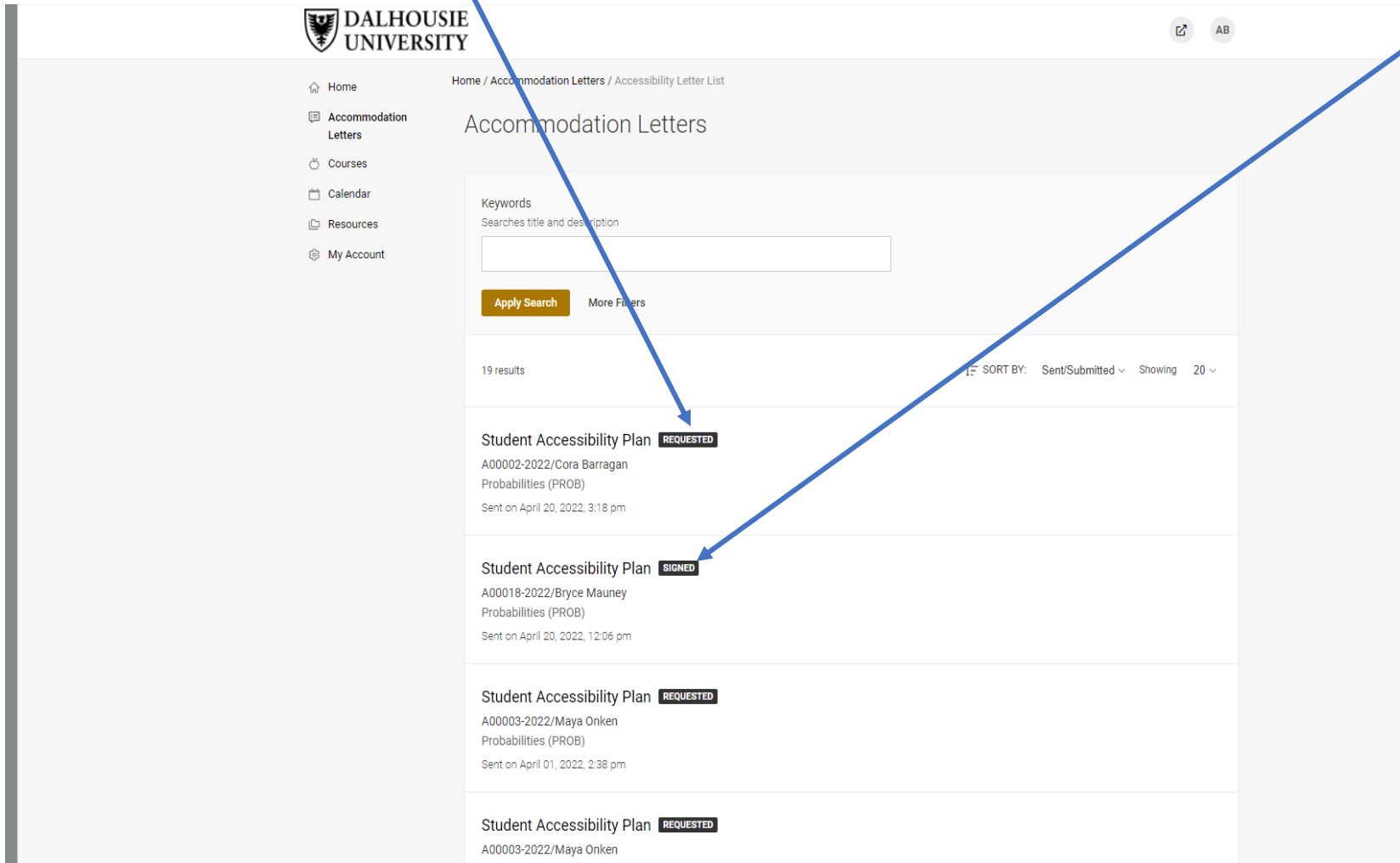


The screenshot displays the Dalhousie University website interface for viewing accommodation letters. The top navigation bar includes the Dalhousie University logo and the text 'DALHOUSIE UNIVERSITY'. A breadcrumb trail reads 'Home / Accommodation Letters / Accessibility Letter List'. The left sidebar contains navigation links: Home, Accommodation Letters (highlighted with a blue arrow), Courses, Calendar, Resources, and My Account. The main content area is titled 'Accommodation Letters' and features a search section with a 'Keywords' input field and an 'Apply Search' button. Below the search section, it indicates '19 results' and provides sorting options: 'SORT BY: Sent/Submitted' and 'Showing 20'. The results list includes four entries for 'Student Accessibility Plan':

- Student Accessibility Plan** **REQUESTED**
A00002-2022/Cora Barragan
Probabilities (PROB)
Sent on April 20, 2022, 3:18 pm
- Student Accessibility Plan** **SIGNED**
A00018-2022/Bryce Mauney
Probabilities (PROB)
Sent on April 20, 2022, 12:06 pm
- Student Accessibility Plan** **REQUESTED**
A00003-2022/Maya Onken
Probabilities (PROB)
Sent on April 01, 2022, 2:38 pm
- Student Accessibility Plan** **REQUESTED**
A00003-2022/Maya Onken
Probabilities (PROB)

***Please note: names in this document are used as test subjects and are *not* Dalhousie students *or* Dalhousie faculty.**


If your signature is requested, “Requested” will appear in a black rectangle next to the letter. Once a letter is signed, the text will indicate “Signed.”





The screenshot displays the 'Accommodation Letters' page on the Dalhousie University website. The page features a navigation menu on the left with options: Home, Accommodation Letters, Courses, Calendar, Resources, and My Account. The main content area shows a search bar with the text 'Keywords' and 'Searches title and description'. Below the search bar is an 'Apply Search' button and a 'More Filters' link. The results section shows 19 results, sorted by 'Sent/Submitted' and showing 20 items per page. The list contains several entries for 'Student Accessibility Plan' for 'Probabilities (PROB)'. The first entry is marked 'REQUESTED' and was sent on April 20, 2022, at 3:18 pm. The second entry is marked 'SIGNED' and was sent on April 20, 2022, at 12:06 pm. The third and fourth entries are marked 'REQUESTED' and were sent on April 01, 2022, at 2:38 pm. Blue arrows from the text above point to the 'REQUESTED' and 'SIGNED' status indicators.

Once the letter is open, while you have the option to print or generate a PDF of the accommodation notice, we do not recommend printing the letter unless there is a records management process in place to safely store and dispose of this confidential information.

In this example, the letter has been signed (see next page). Each letter includes the student's approved accommodations and other relevant details on how to implement the accommodation (e.g., confirming exam details, guide for deadline extensions).

 DALHOUSIE
UNIVERSITY

- Home
- Accommodation Letters
- Courses
- Calendar
- Resources
- My Account

Home / Accommodation Letters / Accommodations Letters Details

Accessibility Letter sent at 2022-04-20 11:06:24

Send Notification

Subject
Student Accessibility Plan

Spring 2022 (test) Student Accessibility Plan

If you have questions or concerns regarding the student's plan, please contact me directly.

CONFIDENTIAL PROFESSOR/INSTRUCTOR NOTIFICATION

Bryce Mauney (Test1239) has made a request for accommodation which is informed and supported by Dalhousie's [Student Accommodation Policy](#).

Course: Probabilities (PROB)

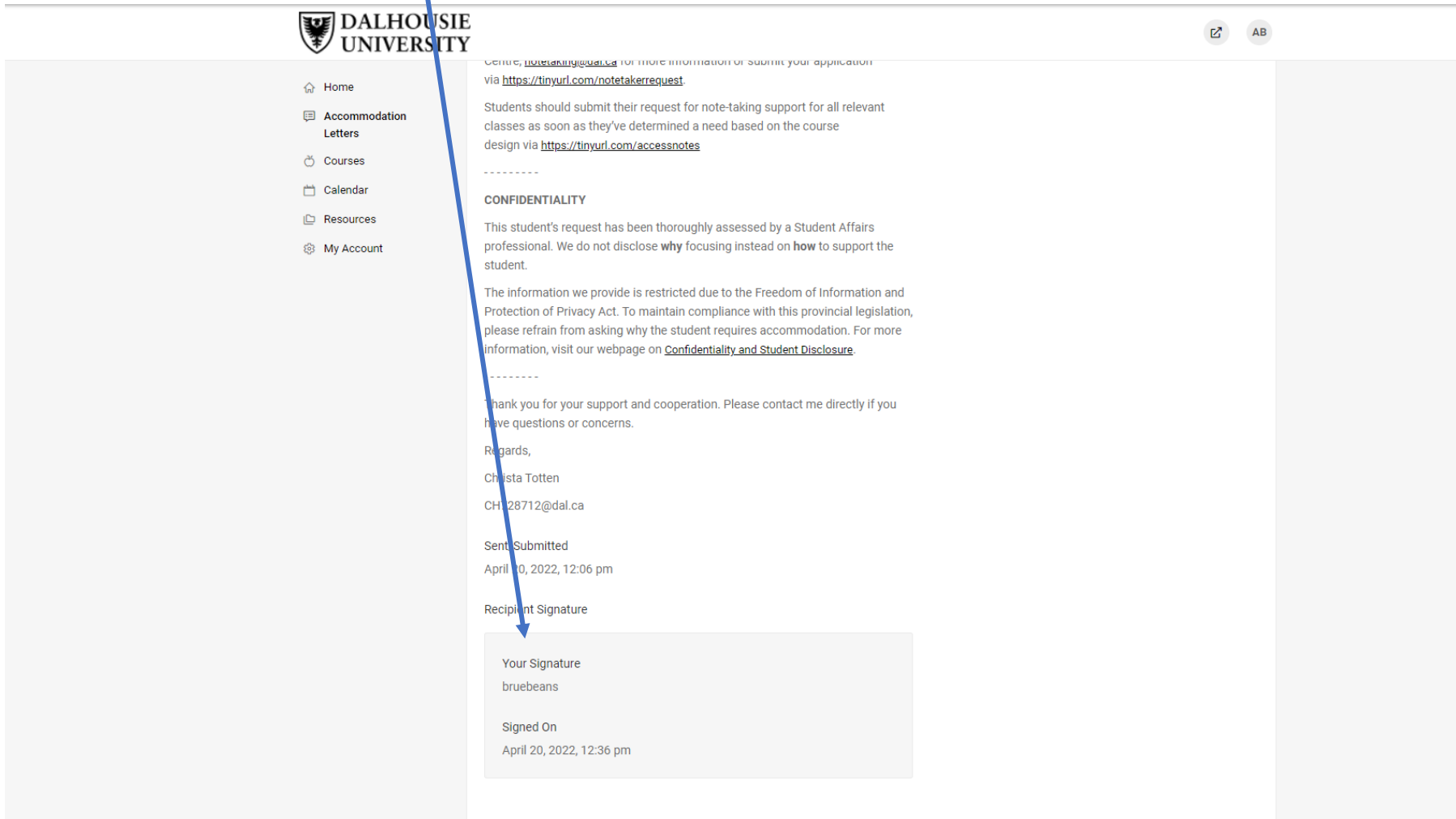
Accommodations are often determined prior to the start of term thus not course-specific. What is below *may or may not apply* to your course depending upon the type of assessments you use, or how you share materials as part of an [inclusive classroom](#). If you have questions about the application of this plan, please contact me to discuss.

ACCOMMODATIONS INCLUDE:


Time extension of time and a quarter for quizzes, tests and exams

Spring 2022 (test)

In this example, the letter has been **signed**.



The screenshot shows an email interface for Dalhousie University. On the left is a navigation menu with items: Home, Accommodation Letters, Courses, Calendar, Resources, and My Account. The main content area displays an email from Christa Totten. The email text includes a header with contact information, a paragraph about note-taking support, a 'CONFIDENTIALITY' section, and a signature block. The signature block is highlighted with a blue box and labeled 'Recipient Signature'. A blue arrow points from the word 'signed' in the text above to the signature block. The signature block contains the text: 'Your Signature', 'bruebeans', 'Signed On', and 'April 20, 2022, 12:36 pm'. The email footer shows 'Sent: Submitted' and 'April 20, 2022, 12:06 pm'.

 DALHOUSIE
UNIVERSITY

Centre, bruebeans@dal.ca for more information or submit your application via <https://tinyurl.com/notetakerrequest>.

Students should submit their request for note-taking support for all relevant classes as soon as they've determined a need based on the course design via <https://tinyurl.com/accessnotes>.

CONFIDENTIALITY

This student's request has been thoroughly assessed by a Student Affairs professional. We do not disclose **why** focusing instead on **how** to support the student.

The information we provide is restricted due to the Freedom of Information and Protection of Privacy Act. To maintain compliance with this provincial legislation, please refrain from asking why the student requires accommodation. For more information, visit our webpage on [Confidentiality and Student Disclosure](#).

Thank you for your support and cooperation. Please contact me directly if you have questions or concerns.

Regards,
Christa Totten
CH128712@dal.ca

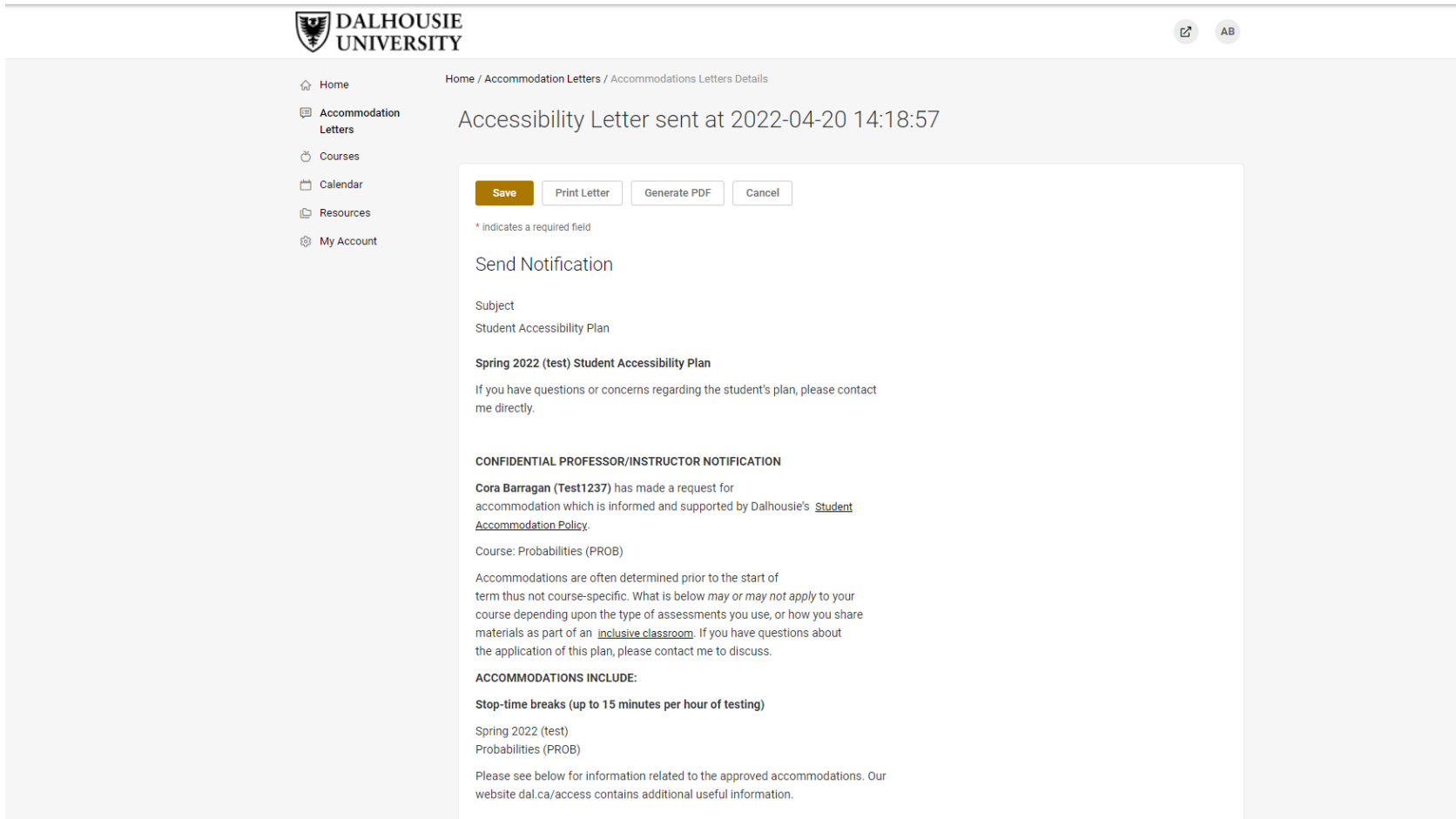
Sent: Submitted
April 20, 2022, 12:06 pm

Recipient Signature

Your Signature
bruebeans

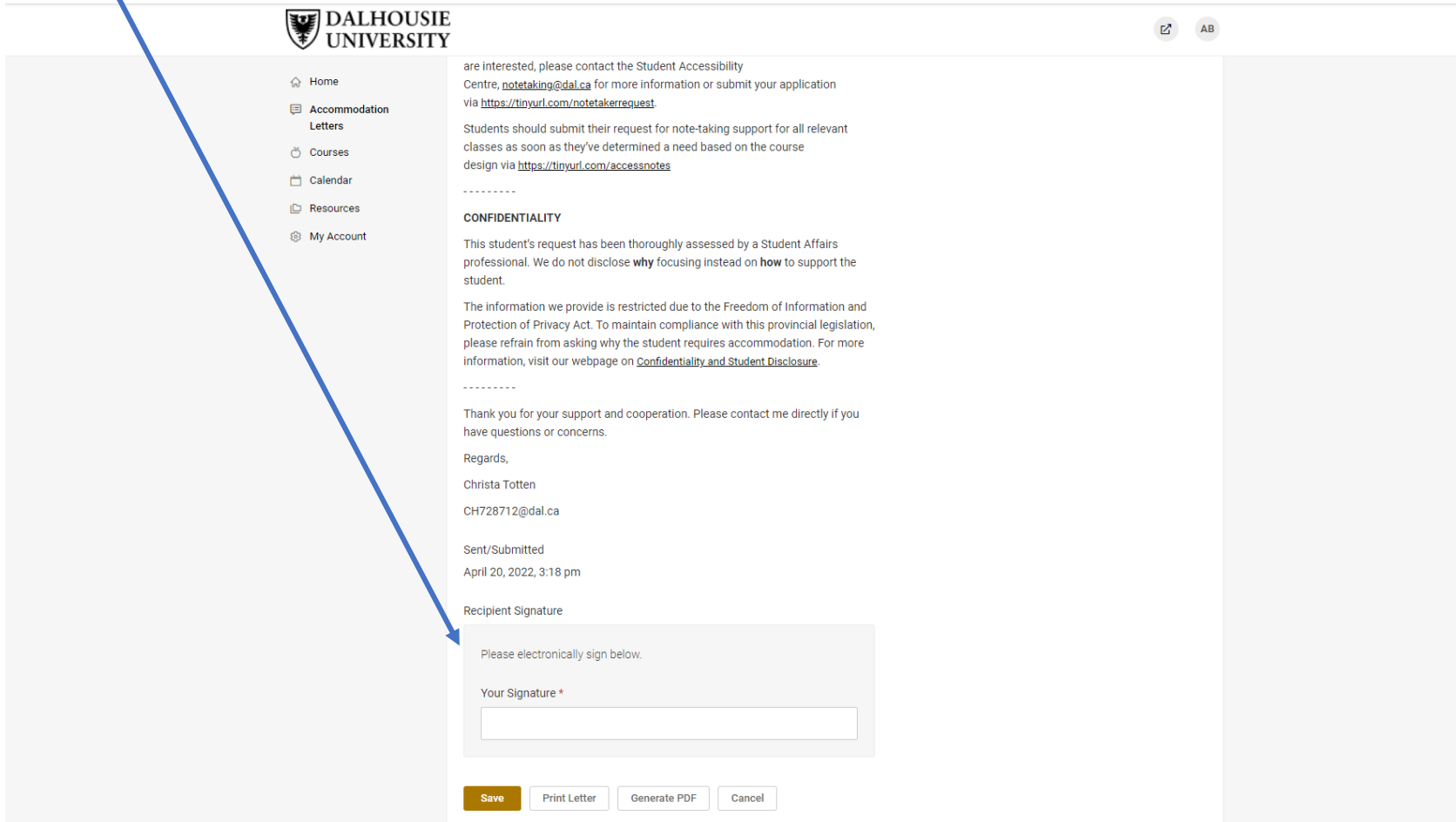
Signed On
April 20, 2022, 12:36 pm

This screenshot shows the top part of a letter for a student where the faculty signature is outstanding (reference 1 of 2) – see next page.



The screenshot shows a web application interface for Dalhousie University. The top left features the Dalhousie University logo and name. The top right has a user profile icon with the initials 'AB'. Below the header is a navigation menu on the left with items: Home, Accommodation Letters, Courses, Calendar, Resources, and My Account. The main content area shows the breadcrumb 'Home / Accommodation Letters / Accommodations Letters Details' and the title 'Accessibility Letter sent at 2022-04-20 14:18:57'. A toolbar contains buttons for 'Save', 'Print Letter', 'Generate PDF', and 'Cancel'. A note states '* indicates a required field'. The main text is titled 'Send Notification' and includes a 'Subject' field with the text 'Student Accessibility Plan'. Below this is a bolded section header 'Spring 2022 (test) Student Accessibility Plan' followed by a paragraph: 'If you have questions or concerns regarding the student's plan, please contact me directly.' This is followed by a bolded section header 'CONFIDENTIAL PROFESSOR/INSTRUCTOR NOTIFICATION' and a paragraph: 'Cora Barragan (Test1237) has made a request for accommodation which is informed and supported by Dalhousie's [Student Accommodation Policy](#).' Below this is the text 'Course: Probabilities (PROB)'. Another paragraph explains that accommodations are often determined prior to the start of term and may not apply to all courses. This is followed by a bolded section header 'ACCOMMODATIONS INCLUDE:' and a sub-section 'Stop-time breaks (up to 15 minutes per hour of testing)'. The text then lists 'Spring 2022 (test)' and 'Probabilities (PROB)'. A final paragraph states: 'Please see below for information related to the approved accommodations. Our website dal.ca/access contains additional useful information.' The text ends with a series of dashes '-----'.

This screenshot shows the bottom part of a letter for a student where the faculty signature is outstanding (reference 2 of 2). If your signature is “Requested”, complete the form as directed then “Save”.



The screenshot displays a web interface for Dalhousie University. On the left is a navigation menu with links for Home, Accommodation Letters, Courses, Calendar, Resources, and My Account. The main content area shows a letter template. The letter text includes information about the Student Accessibility Centre, confidentiality requirements, and a sign-off from Christa Totten. At the bottom of the letter, there is a section for the recipient's signature, which contains a text input field labeled "Your Signature *". Below this field are four buttons: "Save", "Print Letter", "Generate PDF", and "Cancel". A blue arrow points from the text above to the "Your Signature *" input field.

DALHOUSIE UNIVERSITY

Home
Accommodation Letters
Courses
Calendar
Resources
My Account

are interested, please contact the Student Accessibility Centre, notetaking@dal.ca for more information or submit your application via <https://tinyurl.com/notetakerrequest>.

Students should submit their request for note-taking support for all relevant classes as soon as they've determined a need based on the course design via <https://tinyurl.com/accessnotes>.

CONFIDENTIALITY

This student's request has been thoroughly assessed by a Student Affairs professional. We do not disclose **why** focusing instead on **how** to support the student.

The information we provide is restricted due to the Freedom of Information and Protection of Privacy Act. To maintain compliance with this provincial legislation, please refrain from asking why the student requires accommodation. For more information, visit our webpage on [Confidentiality and Student Disclosure](#).

Thank you for your support and cooperation. Please contact me directly if you have questions or concerns.

Regards,
Christa Totten
CH728712@dal.ca

Sent/Submitted
April 20, 2022, 3:18 pm

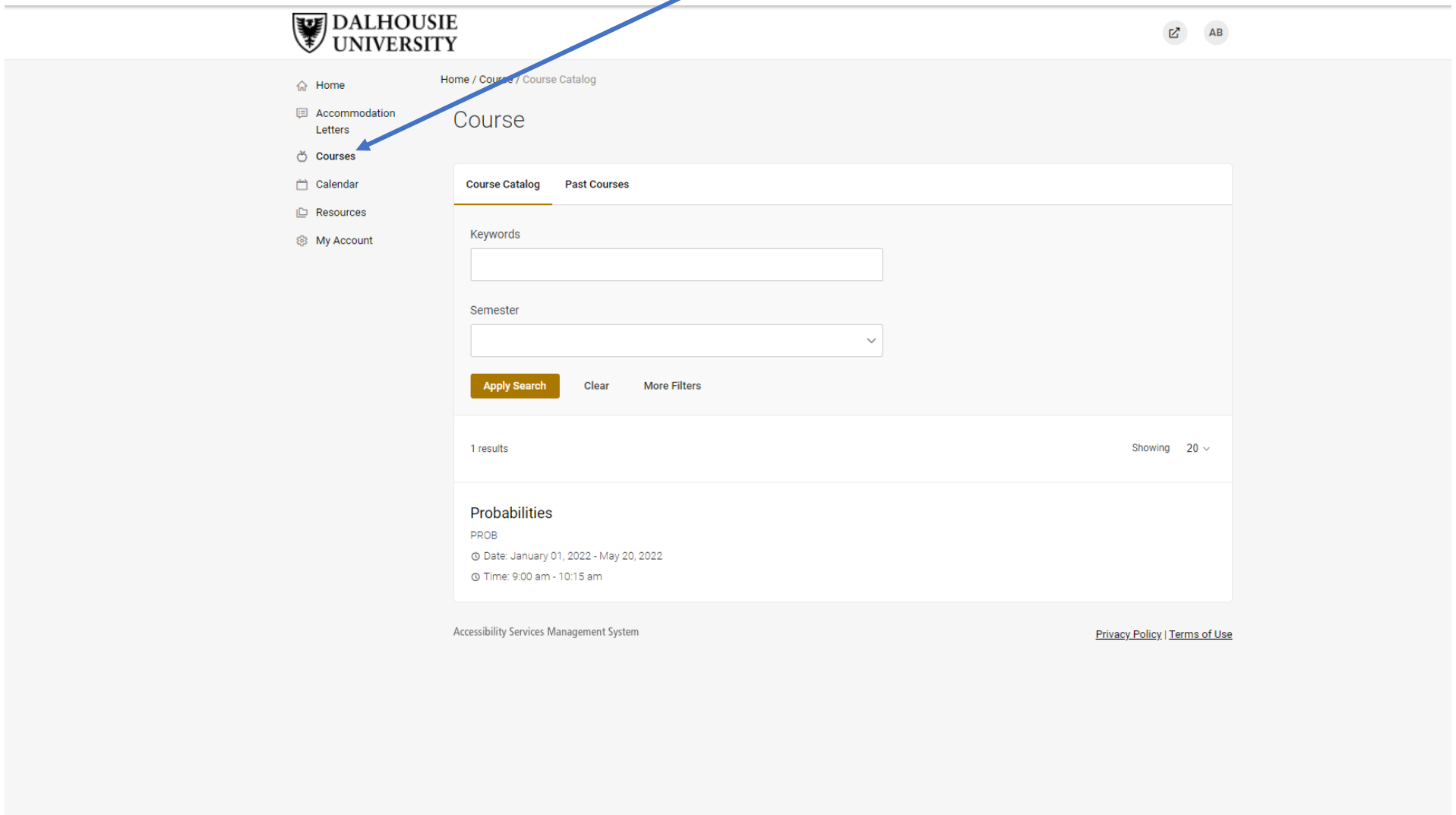
Recipient Signature


Please electronically sign below.

Your Signature *

Save Print Letter Generate PDF Cancel

To view a list of students with accommodations enrolled in a course, select “Courses.”



 DALHOUSIE
UNIVERSITY

Home / Course / Course Catalog

Home

Accommodation Letters

Courses

Calendar

Resources

My Account

Course

Course Catalog Past Courses

Keywords

Semester

Apply Search Clear More Filters

1 results Showing 20

Probabilities

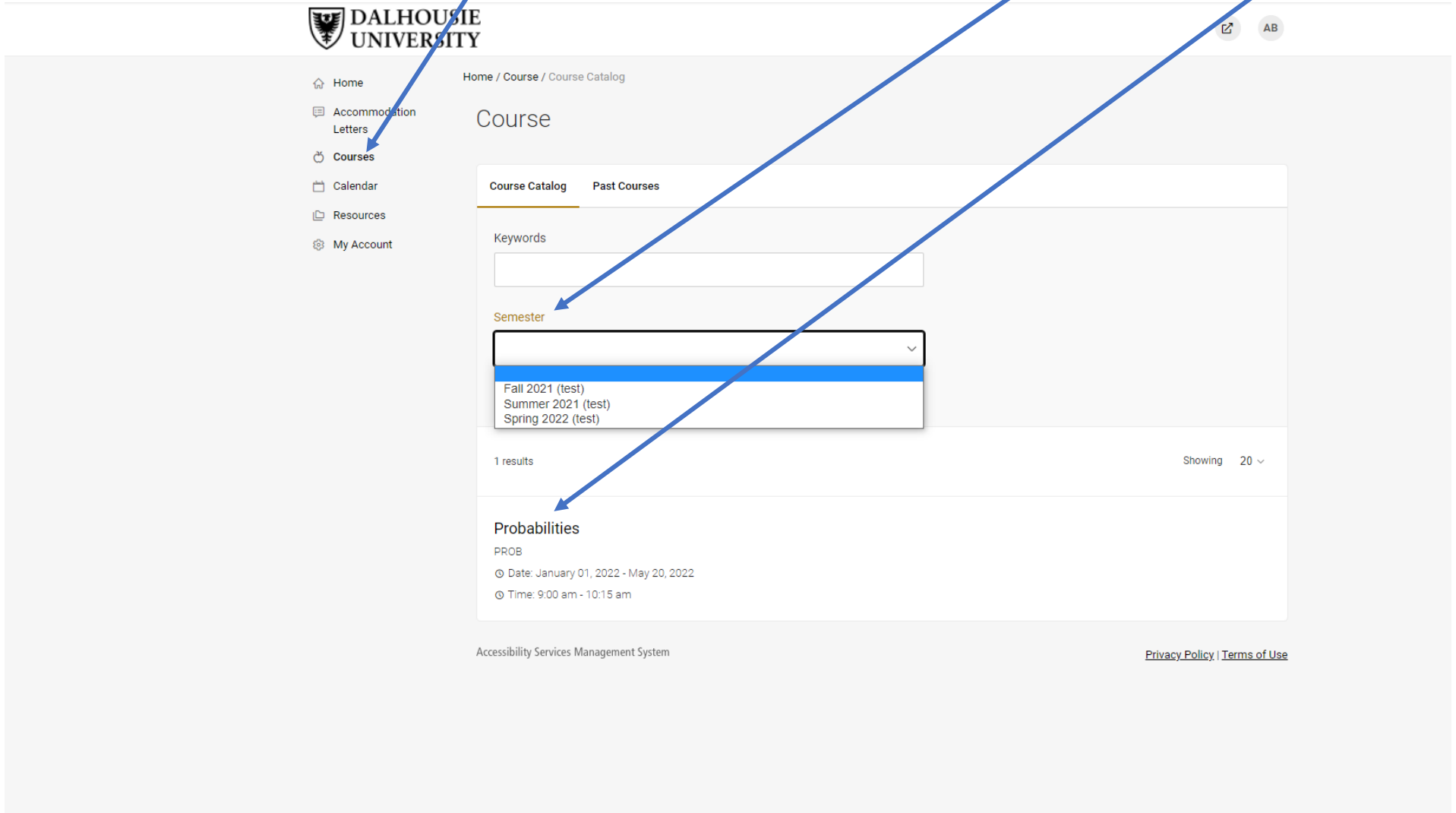
PROB

⌚ Date: January 01, 2022 - May 20, 2022

⌚ Time: 9:00 am - 10:15 am

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)

Teaching more than one course? After selecting “**Courses**”, you will be presented with a list. You can also filter by “**Semester**”. Select the **course** you wish to view.

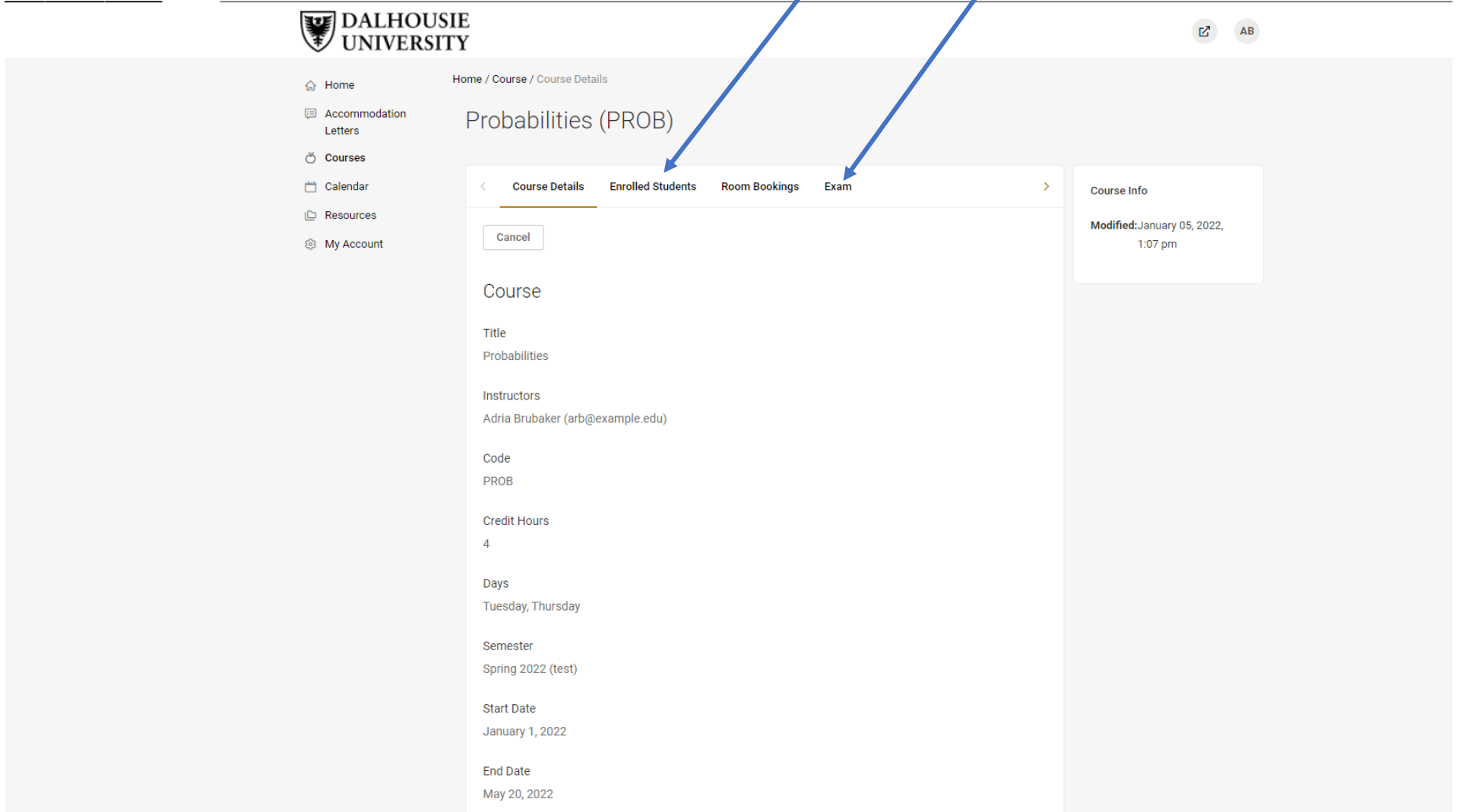


The screenshot shows the Dalhousie University Course Catalog interface. The navigation menu on the left includes Home, Accommodation Letters, **Courses**, Calendar, Resources, and My Account. The main content area is titled "Course" and has tabs for "Course Catalog" and "Past Courses". Below the tabs is a "Keywords" search box and a "Semester" dropdown menu. The dropdown menu is open, showing options for "Fall 2021 (test)", "Summer 2021 (test)", and "Spring 2022 (test)". Below the dropdown, it indicates "1 results" and "Showing 20". The first result is "Probabilities" (PROB) with a date range of "January 01, 2022 - May 20, 2022" and a time of "9:00 am - 10:15 am".

Annotations with blue arrows point from the text above to the "Courses" menu item, the "Semester" dropdown menu, and the "Probabilities" course result.

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)

Once you select the course you wish to view, you will have access to your “Enrolled Students” and “Exam” information.

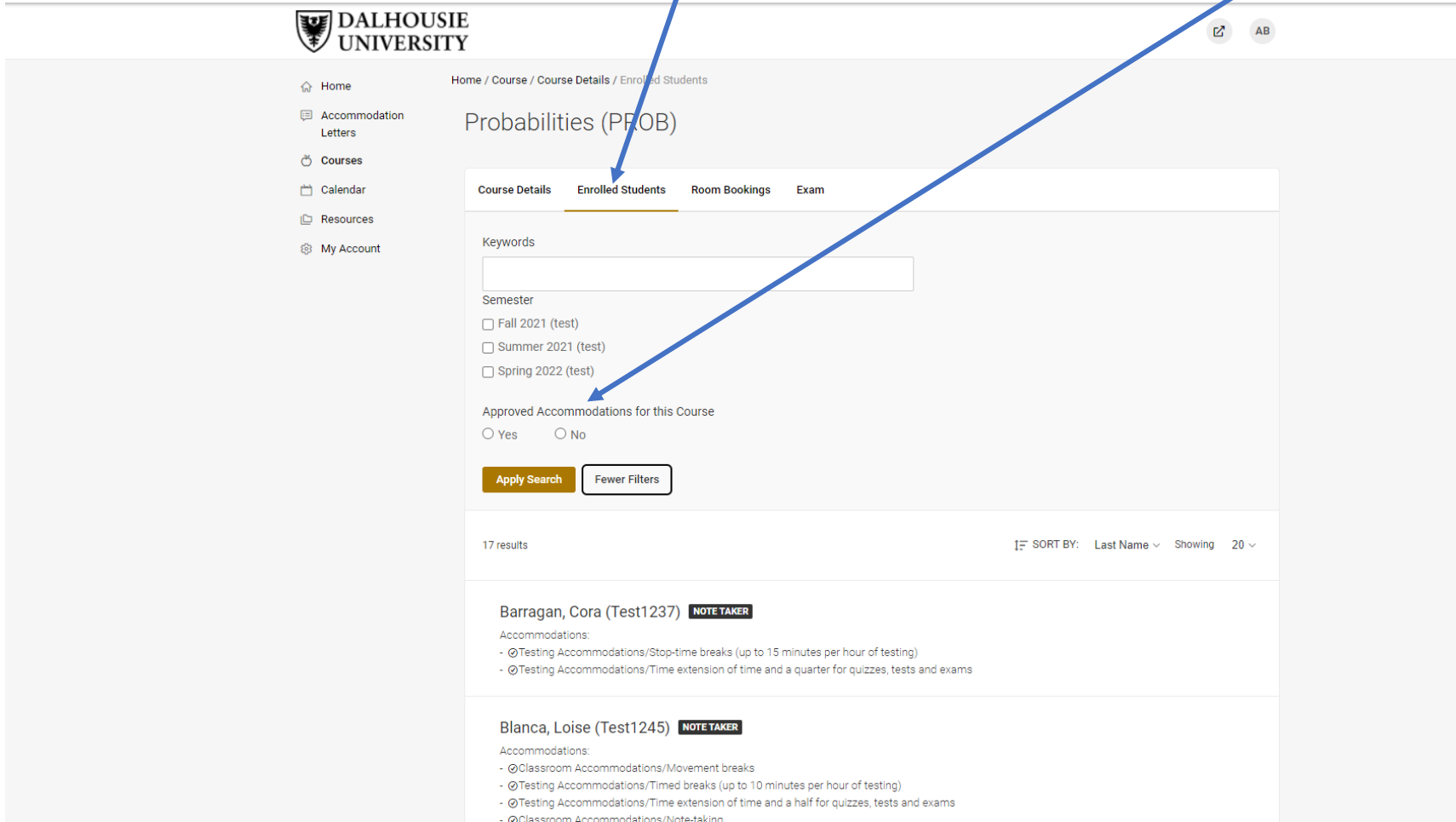


The screenshot displays the Dalhousie University website interface for a course page. The top navigation bar includes the Dalhousie University logo and a user profile icon labeled 'AB'. The main content area is titled 'Probabilities (PROB)' and features a navigation menu with tabs for 'Course Details', 'Enrolled Students', 'Room Bookings', and 'Exam'. The 'Enrolled Students' and 'Exam' tabs are highlighted with blue arrows pointing from the text above. The 'Course Details' tab is active, showing a 'Cancel' button and the following course information:

- Course**
- Title**: Probabilities
- Instructors**: Adria Brubaker (arb@example.edu)
- Code**: PROB
- Credit Hours**: 4
- Days**: Tuesday, Thursday
- Semester**: Spring 2022 (test)
- Start Date**: January 1, 2022
- End Date**: May 20, 2022

On the right side, a 'Course Info' box displays the modification date: 'Modified: January 05, 2022, 1:07 pm'. A sidebar on the left contains navigation links: Home, Accommodation Letters, Courses, Calendar, Resources, and My Account.

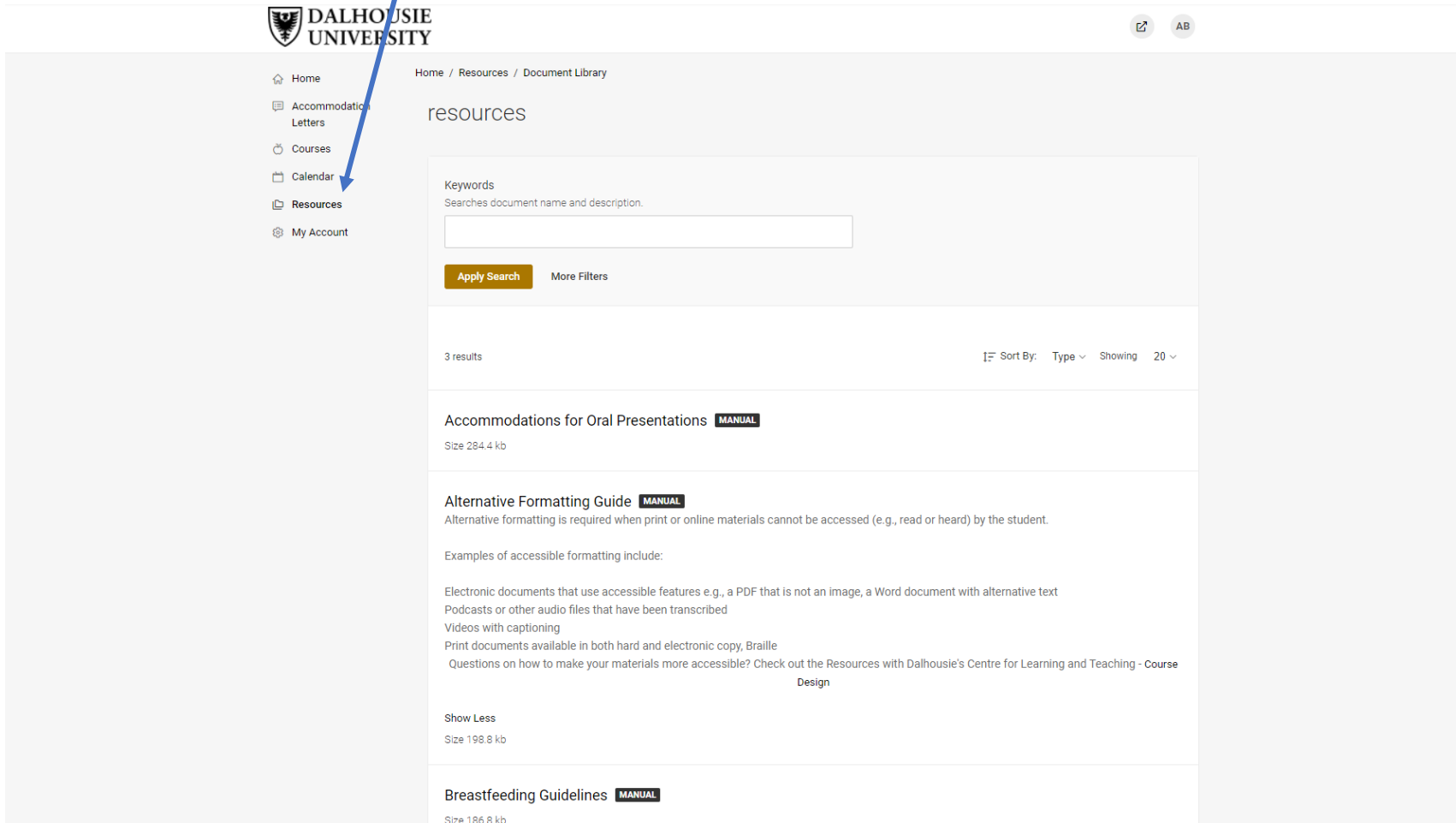
To view enrolled students with accommodations, select “**Enrolled Students**” and then “**More Filters.**” Select “**Yes**” “**Under Approved Accommodations for this Course**” to view only those students who are approved for accommodations in this course.



The screenshot shows the Dalhousie University website interface for the course 'Probabilities (PROB)'. The page is titled 'Home / Course / Course Details / Enrolled Students'. The main content area is divided into several sections:

- Navigation:** A sidebar on the left contains links for Home, Accommodation Letters, Courses, Calendar, Resources, and My Account.
- Course Details:** A tabbed interface with 'Enrolled Students' selected. Other tabs include 'Course Details', 'Room Bookings', and 'Exam'.
- Filters:** A 'Keywords' search box, a 'Semester' section with radio buttons for 'Fall 2021 (test)', 'Summer 2021 (test)', and 'Spring 2022 (test)', and an 'Approved Accommodations for this Course' section with radio buttons for 'Yes' and 'No'. Below these are 'Apply Search' and 'Fewer Filters' buttons.
- Results:** A section showing '17 results' with a 'SORT BY: Last Name' dropdown and a 'Showing 20' dropdown.
- Student List:** Two student entries are visible:
 - Barragan, Cora (Test1237) NOTE TAKER**
Accommodations:
 - ☉ Testing Accommodations/Stop-time breaks (up to 15 minutes per hour of testing)
 - ☉ Testing Accommodations/Time extension of time and a quarter for quizzes, tests and exams
 - Blanca, Loise (Test1245) NOTE TAKER**
Accommodations:
 - ☉ Classroom Accommodations/Movement breaks
 - ☉ Testing Accommodations/Timed breaks (up to 10 minutes per hour of testing)
 - ☉ Testing Accommodations/Time extension of time and a half for quizzes, tests and exams
 - ☉ Classroom Accommodations/Note-taking

This concludes the general overview of Accommodate. To view resources uploaded by the Student Accessibility Centre (Halifax) or the Student Success Centre (Truro), select “Resources”. If you have recommendations for resources to include, let us know!



The screenshot shows the Dalhousie University Accommodate website. The top left features the Dalhousie University logo. The top right has a share icon and the letters 'AB'. The main navigation sidebar on the left includes: Home, Accommodations Letters, Courses, Calendar, Resources (highlighted with a blue arrow), and My Account. The breadcrumb trail reads 'Home / Resources / Document Library'. The page title is 'resources'. Below the title is a search bar with the placeholder text 'Keywords' and 'Searches document name and description.' Below the search bar are two buttons: 'Apply Search' and 'More Filters'. The search results section shows '3 results' and a sorting option 'Sort By: Type' with a dropdown arrow. The first result is 'Accommodations for Oral Presentations' with a 'MANUAL' tag and a size of '284.4 kb'. The second result is 'Alternative Formatting Guide' with a 'MANUAL' tag and a size of '198.8 kb'. The text for the second result includes: 'Alternative formatting is required when print or online materials cannot be accessed (e.g., read or heard) by the student. Examples of accessible formatting include: Electronic documents that use accessible features e.g., a PDF that is not an image, a Word document with alternative text Podcasts or other audio files that have been transcribed Videos with captioning Print documents available in both hard and electronic copy, Braille Questions on how to make your materials more accessible? Check out the Resources with Dalhousie's Centre for Learning and Teaching - Course Design'. Below the second result is a 'Show Less' button and a size of '198.8 kb'. The third result is 'Breastfeeding Guidelines' with a 'MANUAL' tag and a size of '186.8 kb'.