

Faculty Interface Guide—Course Accessibility Letters





The following is a guide from Student Accessibility Services (SAS) at the University of Northern Iowa (UNI) on how to access the Course Accessibility Letters in the faculty interface of Accommodate. You can access [the link for Accommodate](#) via the SAS website or from “Student Accommodations” in MyUNIverse under the My Faculty Center section.

Accommodation Letters

The **Accommodation Letters** tab is where you will locate all notifications of Course Accessibility Letters from any students in your courses. This tab highlights the course for the accommodation notification, the date and time the letter was sent, and whether you as the instructor have electronically signed the Course Accessibility Letter.

Under the Action section, you can select to view or edit each Course Accessibility Letter. To electronically sign a specific Course Accessibility Letter, select the paper and pen symbol to edit it. A new screen will appear, which will display the content of the letter and enable you to electronically sign it.

The screenshot shows the Accommodate web interface. At the top, there are logos for the University of Northern Iowa and Accommodate by simplicity. A navigation bar includes Home, Accommodation Letters (selected), Courses, Resources, and My Account. A user greeting says "Welcome, Kelly J Gibbs." and there is a "Log Out" button. The main heading is "Accommodation Letters". Below this is a search area with fields for "Keywords" (with a note "Searches title and description"), "Semester", and "Course". There are also "Sent/Submitted" date range filters with "Select", "Clear", and "to" buttons. An "Apply Search" button is at the bottom left. The results section shows "Items 1-2 of 2" and a table with two rows of data.

Actions	Subject	Accommodation Request	Course	Sent/Submitted	Signature
 	Letter of Accommodation	/	How to be cool 101 ()	January 22, 2018, 11:41 am	Signed
 	Letter of Accommodation	/	How to be cool 101 ()	January 22, 2018, 11:34 am	Signed

University of Northern Iowa Accommodate

Home Accommodation Letters Courses My Account

Welcome, Kelly G Gibbs. Log Out

Accessibility Letter sent at 2018-01-22 12:41:12

Save Print Letter Generate PDF Cancel

Send Notification

Subject Letter of Accommodation

HTML Body

After reviewing the letter, you simply need to **type your first and last name** in the signature box, and select “Save.”

Sent/Submitted January 22, 2018, 12:34 pm

Recipient Signature

Please electronically sign below.

Your Signature*

Kelly Gibbs

Save Print Letter Generate PDF Cancel

Sent/Submitted January 22, 2018, 12:41 pm

Recipient Signature

Please electronically sign below.

Your Signature*

Your signature will be captured, along with a date and time stamp of when you electronically signed the Course Accessibility Letter. Select the Accommodation Letters tab to return to the list of Course Accessibility Letters.

Sent/Submitted January 22, 2018, 12:41 pm

Recipient Signature

Your Signature
kelly gibbs

Signed On
April 11, 2018, 5:52 pm

On the Accommodation Letters page, the status of the Course Accessibility Letters you have signed will be marked “Signed” under the “Signature” section.

Actions	Subject	Accommodation Request	Course	Sent/Submitted	Signature
	Letter of Accommodation	/	How to be cool 101 ()	January 22, 2018, 12:41 pm	Signed
	Letter of Accommodation	/	How to be cool 101 ()	January 22, 2018, 12:34 pm	Signed

Courses

The **Courses** tab is where you will access all of your current and past courses. Select the paper and magnifying glass symbol under the “Actions” section to view information on a given course. There are three tabs within each specific course—**Course Details**, **Enrolled Students**, and **Room Bookings**.

The screenshot shows the top navigation bar with 'Home', 'Accommodation Letters', 'Courses', 'Resources', and 'My Account'. Below the navigation bar, there is a welcome message 'Welcome, Kelly J Gibbs.' and a 'Log Out' button. The main heading is 'Course'. There are two tabs: 'Course Catalog' (selected) and 'Past Courses'. Below the tabs is a search form with fields for 'Keywords', 'Semester', 'Start Date', and 'End Date'. There are 'Apply Search' and 'Clear' buttons. Below the search form, it says 'Items 1-1 of 1'. At the bottom, there is a table with columns: 'Actions', 'Title', 'Code', 'Start Date', 'End Date', 'Start Time', and 'End Time'. The table contains one row with the following data:

Actions	Title	Code	Start Date	End Date	Start Time	End Time
	How to be cool 101		August 21, 2017	December 08, 2018	11:45 am	2:00 pm

The **Course Details** tab will display specific information regarding the course. The **Enrolled Students** tab will display any students in the course who have an access plan with SAS. The **Room Bookings** tab has no function at this time.

The screenshot shows the 'Course Details' tab selected. The main heading is 'How to be cool 101 ()'. There is a 'Cancel' button. Below the heading, there is a 'COURSE INFO' section with a 'Modified' timestamp: 'Mon, January 22, 2018, 10:58 am'. Below this, there is a list of course details:

Course Title	How to be cool 101
Instructors	Kelly J Gibbs (Kelly.gibbs@uni.edu)
Credit Hours	0
Days	Monday, Wednesday, Thursday
Semester	Spring 2018
Start Date	August 21, 2017
End Date	December 8, 2018

The screenshot shows the 'Enrolled Students' tab selected. The main heading is 'How to be cool 101 ()'. There is a search form with fields for 'Keywords' and 'Semester'. There is an 'Apply Search' button. Below the search form, it says 'Items 1-1 of 1'. At the bottom, there is a table with columns: 'Last Name', 'First Name', 'Student ID', 'Major', 'Email', 'Class Level', 'Graduation Date', and 'Accommodations'. The table contains one row with the following data:

Last Name	First Name	Student ID	Major	Email	Class Level	Graduation Date	Accommodations
Jaeger	Ryan	535452		jaeger@uni.edu		-	Time and a Half

Surveys

The **Surveys** tab is where you will access any surveys SAS creates to obtain feedback from you as an instructor.

Resources

The **Resources** tab is where you will access the multi-media Resource Library to view documents, images, YouTube videos, presentations, and other resources provided by SAS. Items in the Resource Library are categorized and include descriptions in order to identify their focus.

The screenshot displays the 'Accommodate' website interface. At the top, there are logos for the University of Northern Iowa and 'Accommodate by simplicity'. A navigation bar includes 'Home', 'Accommodation Letters', 'Courses', 'Resources', and 'My Account'. The 'Resources' tab is active, leading to a 'Document Library' page. The page title is 'resources'. A search bar is present with a 'Type' dropdown menu and a 'Keywords' input field. Below the search bar, there are 'Tags' for 'Cheat Sheet' and 'Manual', and an 'Apply Search' button. The search results are displayed in a table with columns for 'Name', 'Type', 'Size', and 'Description'. The table shows five items, with the first four being 'Manual' documents and the fifth being a 'Video'. The 'SHOW 20 per page' option is visible in the top right corner of the table area.

Home > Resources > Document Library

resources

Type Keywords

Tags Cheat Sheet Manual

Apply Search

Items 1-5 of 5

SHOW 20 per page

Name	Type	Size	Description
<input type="checkbox"/> Exam Accommodation Request Form	Manual	-	The Academic Learning Center is available as a testing location in the event you can not find a suitable space within your department to accommo...
<input type="checkbox"/> Syllabus Statement	Manual	-	
<input type="checkbox"/> UNI Accommodate-Faculty Guide	Manual	1,568.9 kb	
<input type="checkbox"/> UNI Video Captioning Services	Manual	-	Need a video captioned or audio transcribed? Just contact Carolyn Dorr in IT services and she can assist you. Carolyn.Dorr@uni.edu
<input type="checkbox"/> Disability Sensitivity Training	Video	-	There's no need to be awkward. This video walks you through some basic etiquette of interacting with individuals with differing abilities.

Items 1-5 of 5