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.

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

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.

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 **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.

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.