

Disability Faculty Portal User Guide

Contents

Logging In	2
Viewing Accommodation Letters.....	3
Test Sign Ups.....	5
Approving and Declining Student Test Sign-Ups.....	6
Uploading Exams.....	8
Viewing Completed Exams:.....	12
Viewing Course Notes.....	13

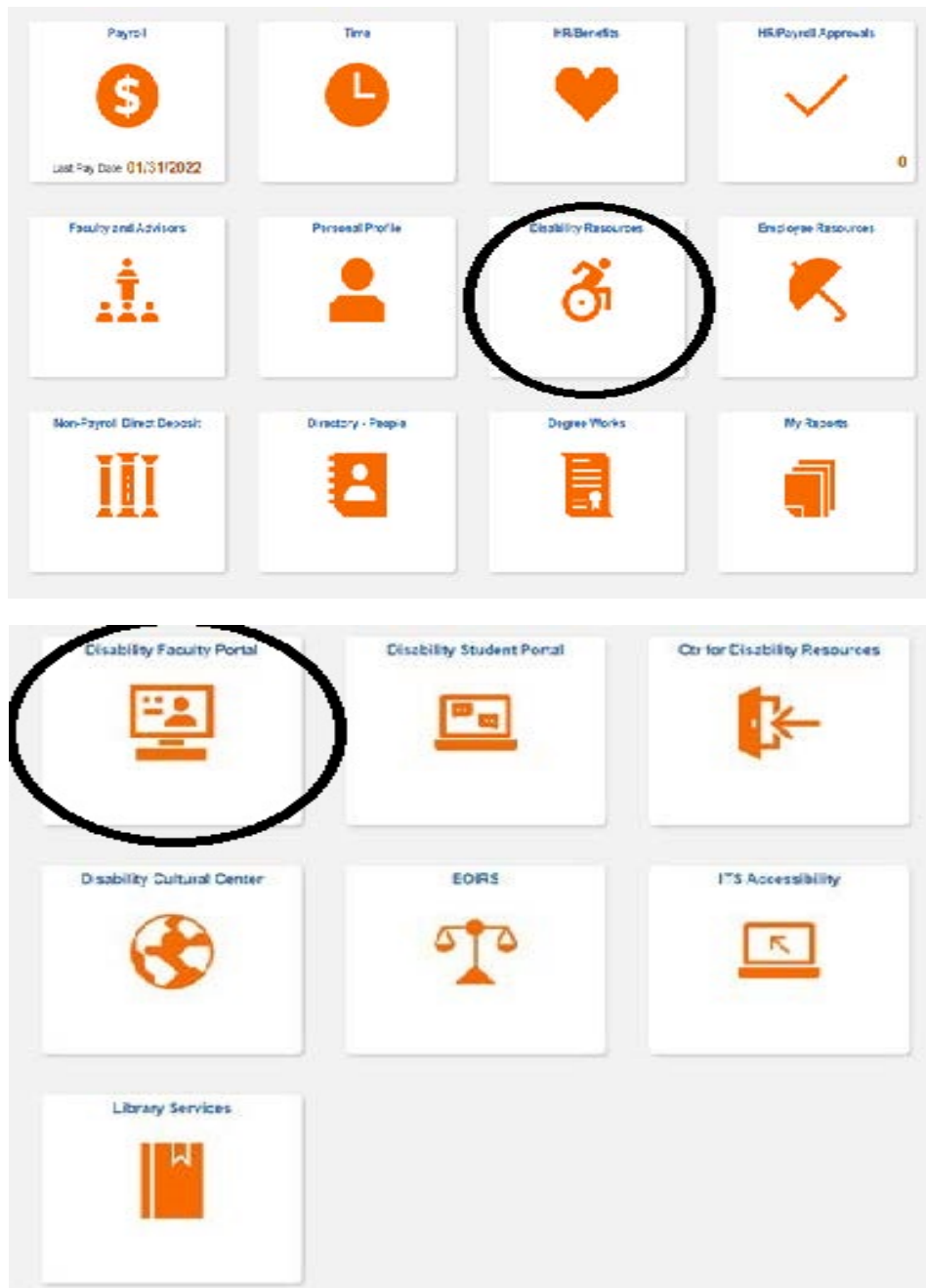
If at any time you have questions or concerns regarding:

- **The Faculty Portal** – please contact Ben Jones 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 Coordinator listed on the student’s Accommodation Letter, or email CDRspecialist@syr.edu or call the front desk and ask to speak to the on-call access coordinator at (315) 443-4498
- **The Center for Disability Resources in general** – please contact the front desk at disabilityresources@syr.edu or (315) 443-4498 or visit our website at disabilityresources.syr.edu

Logging In

Log in through your MySlice. Click the Disability Resources tile, then click the **Disability Faculty Portal** tile.

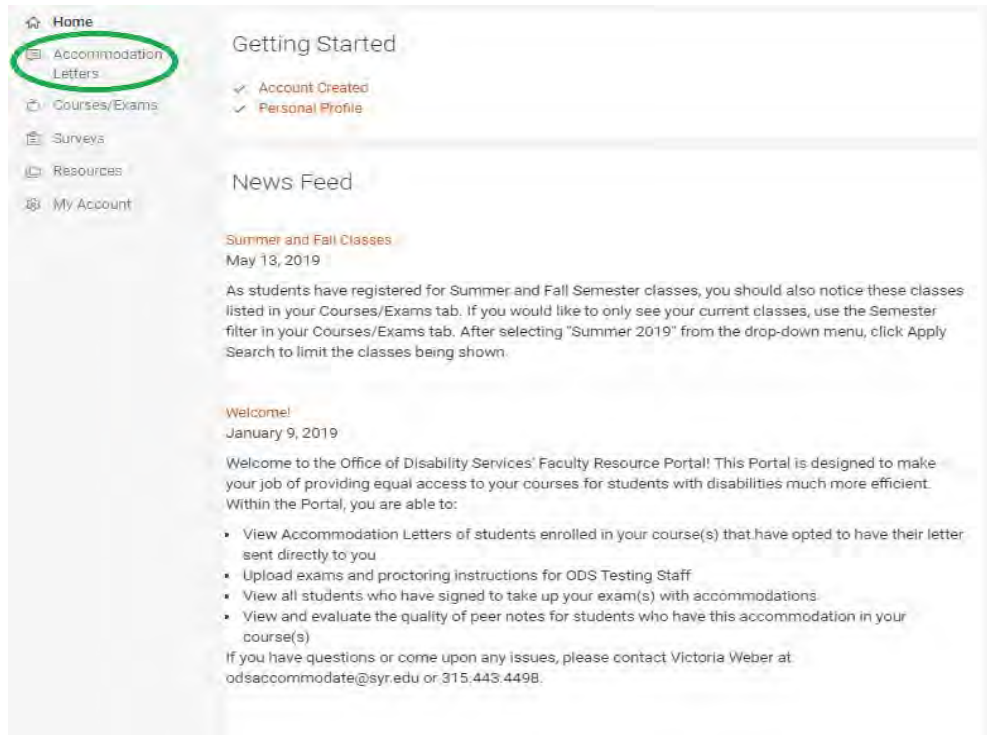
*If you are a TA and taking classes, or if you have taken a class within the past 2 years, it is important that you note when signing into to MySlice, you sign in as Faculty and not Student.



Viewing Accommodation Letters

When an accommodation letter is generated, you will receive an email notification indicating you that you have a student with a disability in your course. You will be directed to the Disability Faculty Portal to view the Accommodation Letter.

These can be found under the **Accommodation Letters** tab.



If a student has a current Accommodation Letter in one of your courses they will appear here. The student's name along with the course in which they are enrolled will be listed.

Next to the student name, a REQUESTED note will show. This is due to how the system sends letters and is **NOT NECESSARY** for you to sign the letters. Our center does not need 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, click the More Filters button, which will provide fields to search by semester and/or course. Click **Apply Search** when you have entered the information.

Home return

Accommodation Letters

Courses/Exams

Surveys

Resources

My Account

Keywords
Searches title and description

Apply Search More Filters

7 Results

Accommodation Letter **REQUESTED**

BIO121-General Biology I SEC (M001)
Sent on May 28, 2019, 12:02 pm

Assignment Extensions **REQUESTED**

BIO121-General Biology I SEC (M001)
Sent on May 13, 2019, 1:29 pm

Accommodation Letter **REQUESTED**

BIO121-General Biology I SEC (M001)
Sent on May 13, 2019, 1:28 pm

After clicking to view an accommodation letter (simply click the title of the letter), you can either click the **Cancel** button or the **Return to list (Accommodation Letters)** button at the top to return to the main listing of accommodation letters.

Return to Accommodation Letters | Return to list (Accommodation Letters)

Accessibility Letter sent at 2019-05-28 12:02:54

Save Print Letter Generate PDF Cancel

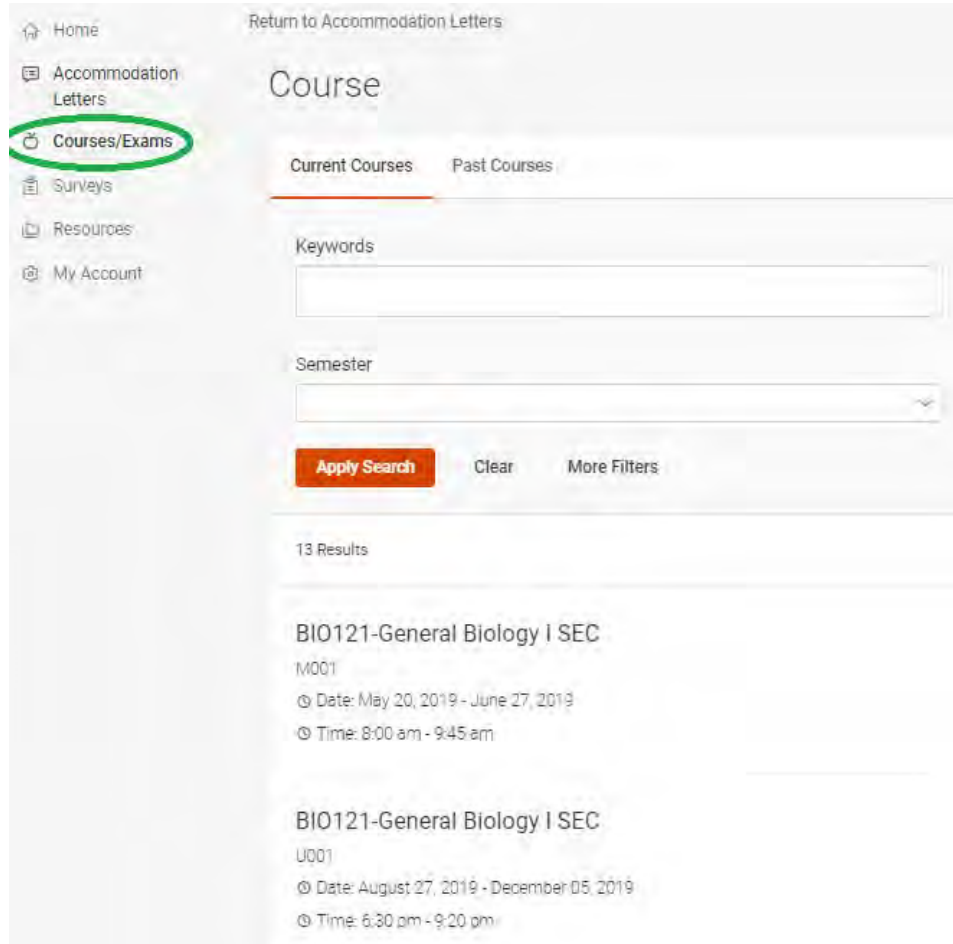
* indicates a required field

Send Notification

Subject
Accommodation Letter

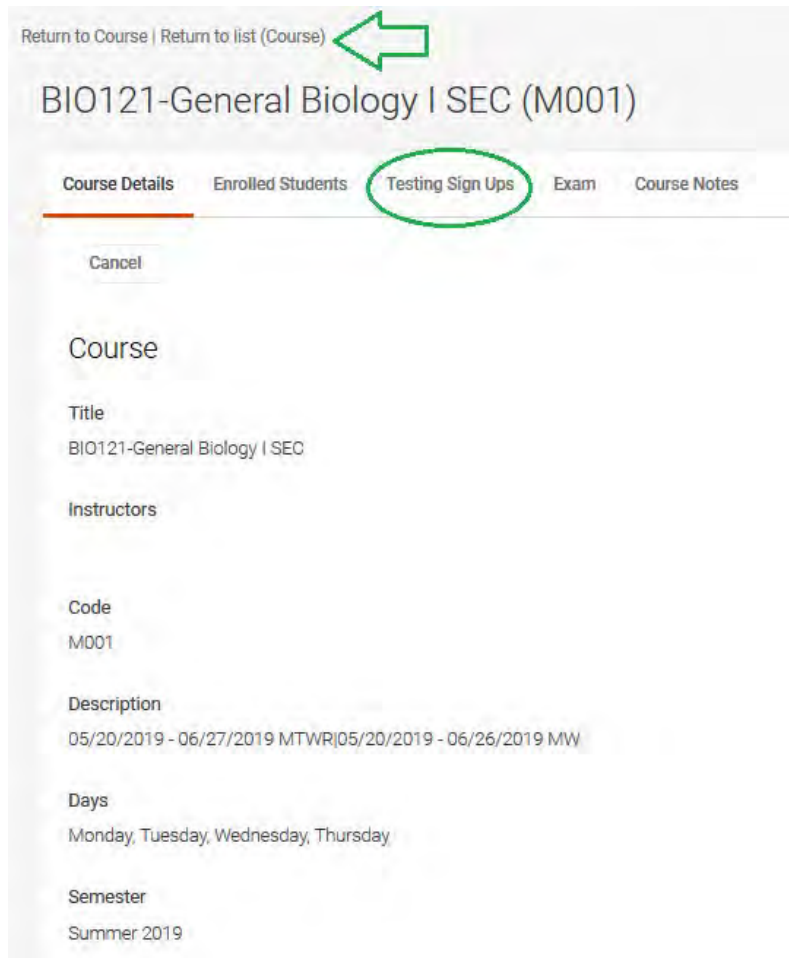
Test Sign Ups

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



To return to the overall listing of your courses, you can click on the **/Course/** at the top of your 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 CDR 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. You can click the More Filters button if you wish to only view students signed up for specific dates/ and or times.

Approving and Declining Student Test Sign-Ups

You can select a student's name to access more details regarding their test sign up. To approve or decline testing sign-ups, you can either **check the individual check boxes** next to their names, **or check the check box next to the Batch Options button** to select all sign-ups. Then, select **Batch Options** and choose to **Approve** or **Decline** the request(s).

AAS232-African Amer Lit:20&21Century DIS (M003)

Course Details Enrolled Students **Testing Sign Ups** Exam Course Notes

Approved **Pending**

Keywords

Apply Search

More Filters

Batch Options

1 Results

Student Name

Authorized ODS Testing Space

Date January 10, 2020

Time 8:00 am

Batch Options

1 Results 1 selected

Approve Request

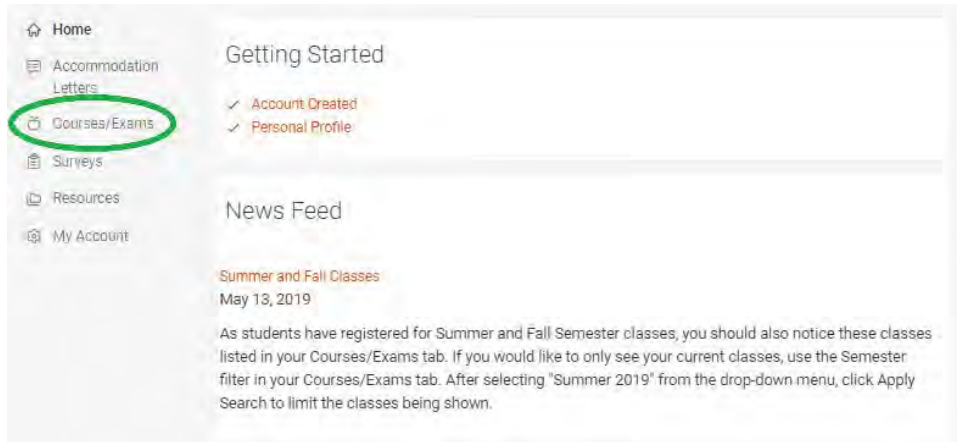
Decline Request

Date January 10, 2020

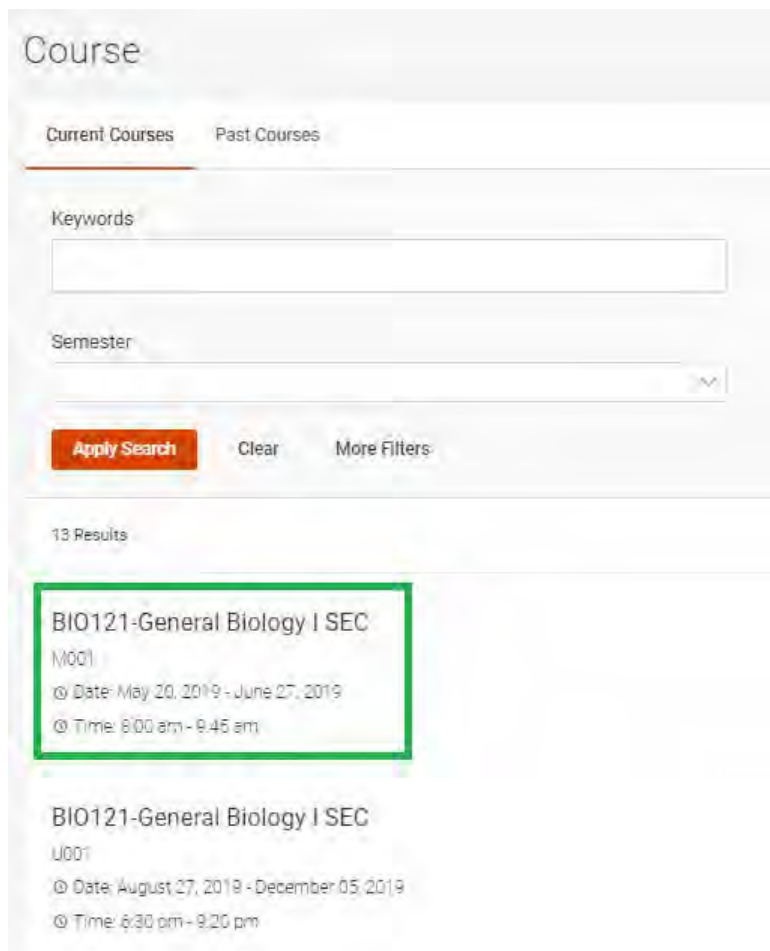
Time 8:00 am

Uploading Exams

Exams can be uploaded through the **Courses/Exams** tab.

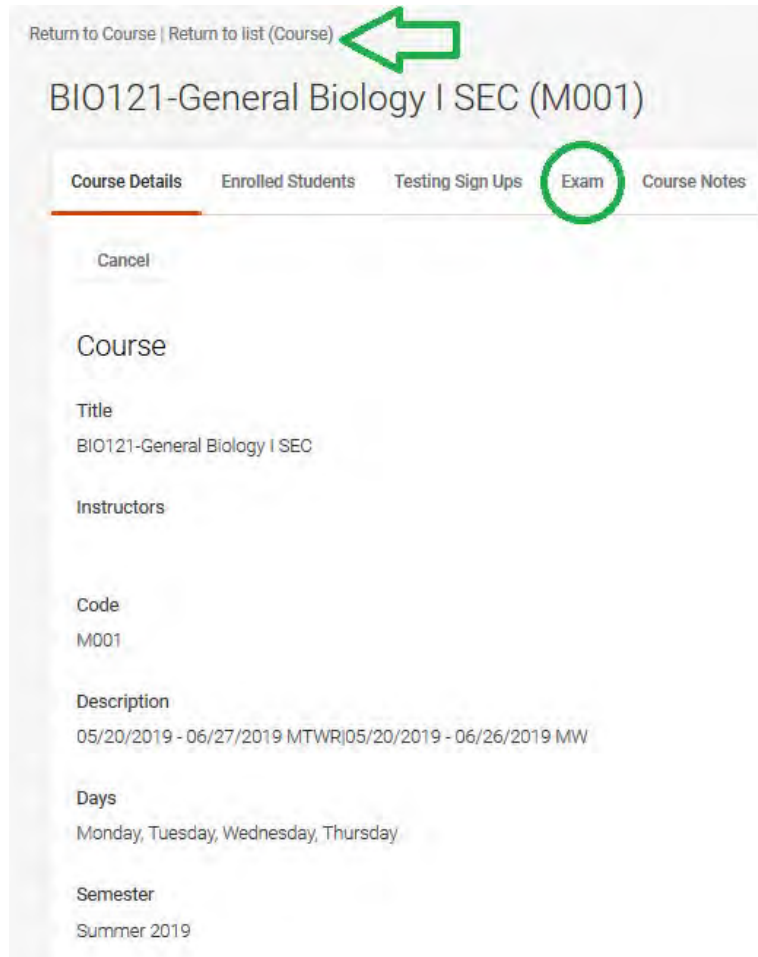


Your current courses will be displayed. You should click the title of the course for which you want to upload your exam.



To return to the overall listing of your courses, you can click on the **Return to list (Course)** button at the top of your screen.

Next, click on the **Exam** tab:



If you have uploaded exams, they will be displayed. To upload a new exam, click **+Add New Exam/Materials**.

BIO121-General Biology I SEC (M001)

[Course Details](#) | [Enrolled Students](#) | [Testing Sign Ups](#) | **[Exam](#)** | [Course Notes](#)

Keywords

Apply Search

Add New Exam/Materials

Batch Options

2 Results

- BIO 121 Exam-1**
BIO121-General Biology I SEC (M001)
⌚ Starts May 29, 2019
⌚ Ends May 29, 2019
Duration: 90
<file>
- BIO 121 Exam-2**
BIO121-General Biology I SEC (M001)
⌚ Starts June 11, 2019
⌚ Ends June 11, 2019
Duration: 90
<file>

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

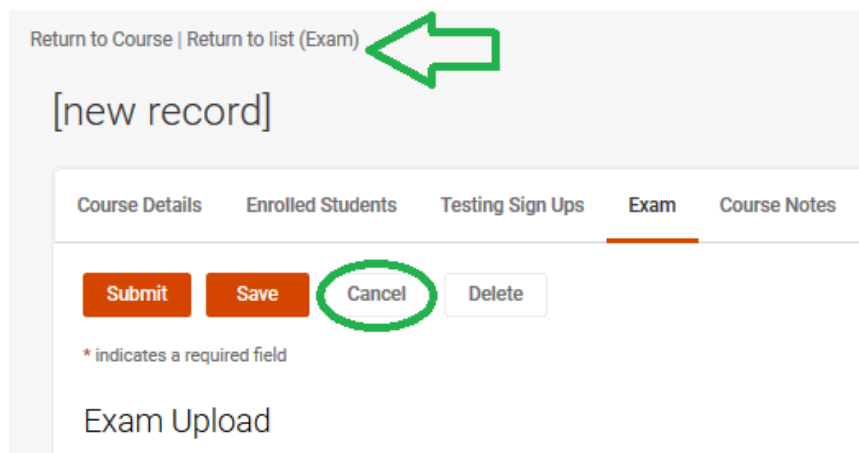
EXAM	
Course	EAR111-Climate Change:Past&Pre:
Title	Exam 1
Test Length	105
Attachments	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p>DOCUMENT INFORMATION #</p> <p>Document Title Exam 1.docx</p> <p>File Name <u>Exam 1.docx</u></p> <p>Size 1110945</p> </div>
Start Date	July 14, 2022
End Date	July 14, 2022
Apply to all current student sign-ups for this specific course section	Yes
Instructor Names	
Contact Information for Instructor During Exam	
What type of quiz/test/exam is this?	Paper-based
Approved Exam Materials	NOTHING ALLOWED

- Enter a title for the exam
- Indicate whether this is the Exam itself or Additional Materials for the exam (once you select Exam, the additional questions will appear)
- 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 cdrexams@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 (such as Use For All Sections)
- Check “Yes” Hold for Pick Up if you would like to pick up the completed exam yourself from our office in addition to the exam being uploaded to the Portal.
- 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>. 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, you can either click the **Cancel** button or click the **Return to list (Exam)** button at the top of your screen.

Click **Submit** when all information has been completed and uploaded as shown in the image above. 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 the last line of information says “<file>”, showing there is an attachment. If you would like to verify that your file will open correctly on our end, you can click <file> and open your attachment.



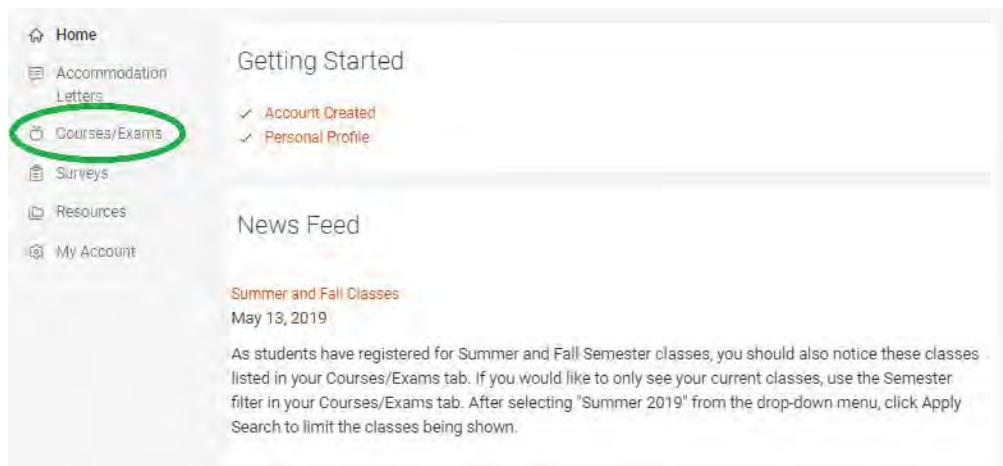
Completed Exams: All completed exams will be uploaded to the Faculty Portal.

1. Log into the Disability Faculty Portal via MySlice or <https://shibboleth-syr-accommodate.symlicity.com/sso/faculty>
2. Use the Courses/Exams tab along the left navigator bar
3. Select the course you wish to view
4. Select the Testing Sign Ups tab and then the Approved sub-tab. There will be a list of students, most recent first, who have signed up to take your exam since the beginning of the semester.
5. Under each student, there will be a Completed Exams notation. The completed exam is saved there.

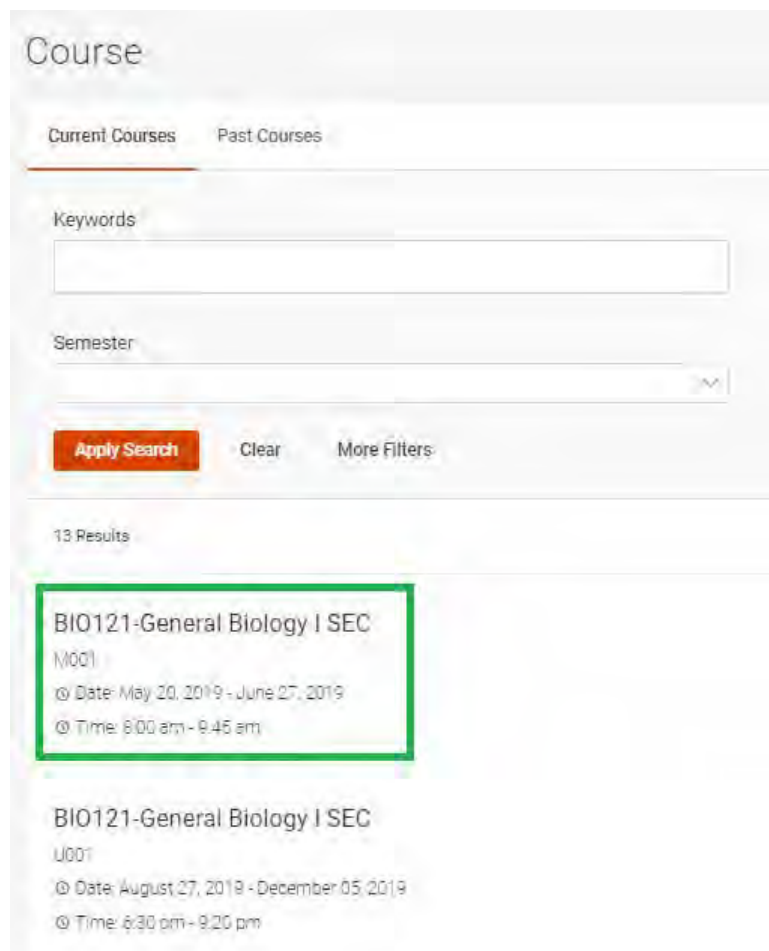
IF YOU FIND THAT THERE IS NO COMPLETED EXAM ATTACHED, THAT MEANS THE STUDENT WAS A NO-SHOW.

Viewing Course Notes

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

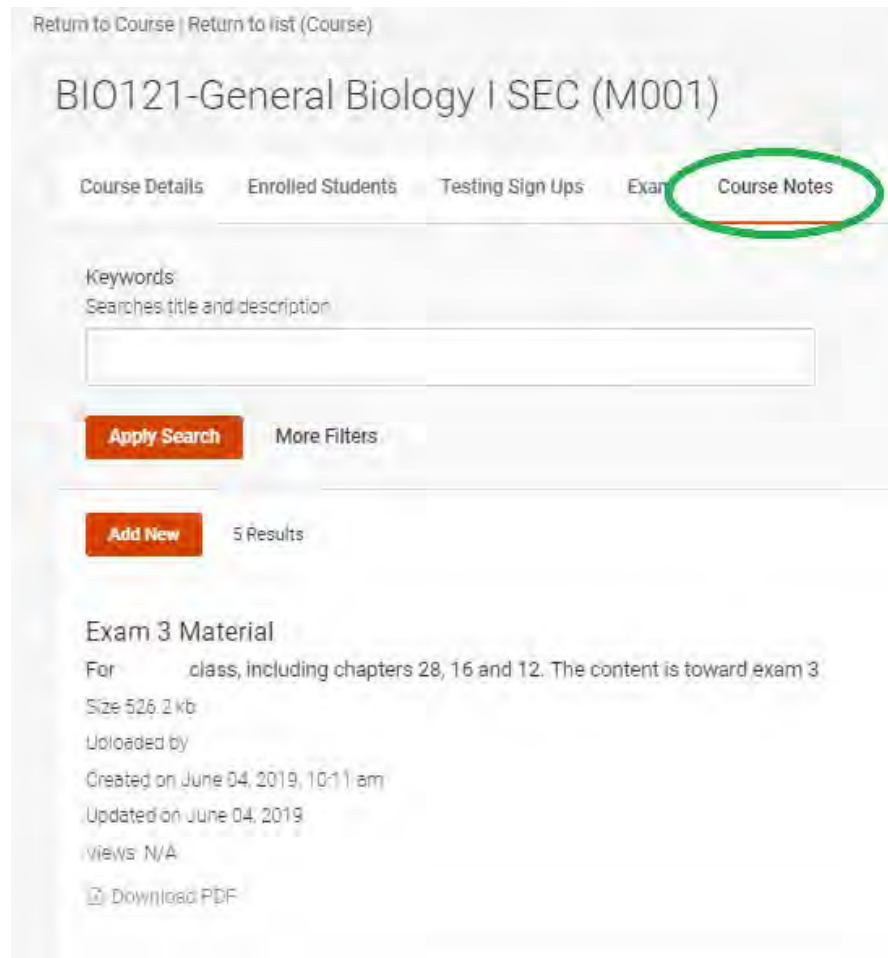


Your current courses will be listed under **Current Courses**. Click on the course for which you want to view the course notes.



Then click on the **Course Notes** tab.

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. **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 **Download PDF**.



The screenshot shows a web interface for a course page. At the top, there are links for "Return to Course" and "Return to list (Course)". The course title is "BIO121-General Biology I SEC (M001)". Below the title, there are several tabs: "Course Details", "Enrolled Students", "Testing Sign Ups", "Exam", and "Course Notes". The "Course Notes" tab is highlighted with a green circle. Below the tabs, there is a search section with the label "Keywords:" and the text "Searches title and description". There is a text input field for keywords. Below the input field, there are two buttons: "Apply Search" and "More Filters". Below the search section, there is a section for "Add New" and "5 Results". The first result is titled "Exam 3 Material" and includes the following information: "For class, including chapters 28, 16 and 12. The content is toward exam 3", "Size 526.2 kb", "Uploaded by", "Created on June 04, 2019, 10:11 am", "Updated on June 04, 2019", "Views: N/A", and a "Download PDF" link.