

Disability Faculty Portal User Guide

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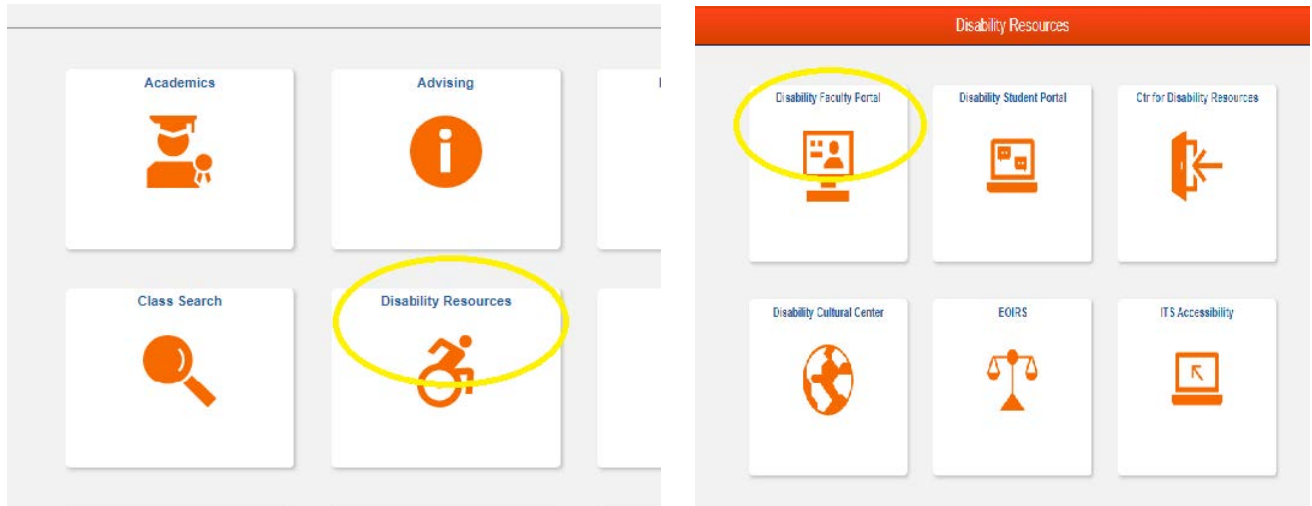
If at any time you have questions or concerns regarding:

- **The Faculty Portal** – please contact Ben Jones at cdaccommodate@syr.edu, or by calling the front desk at (315) 443-4498
- **Exams** – please contact cdrexams@syr.edu, or by calling the exams desk at (315) 443-3606/4231
- **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. If you need immediate assistance you can 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.

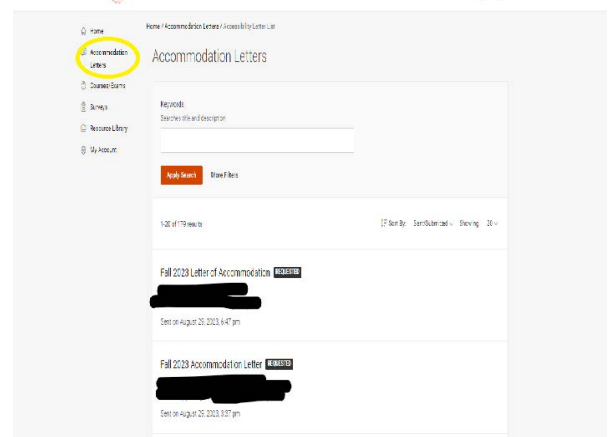
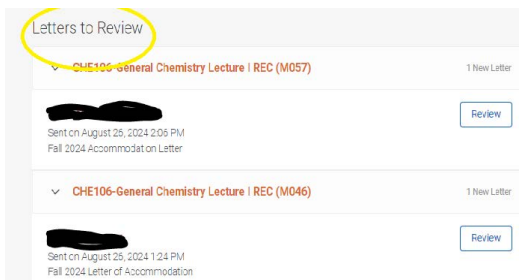
**If you are a TA and taking classes, or if you have taken a class within the past 2 years, to see students' accommodation letters, it is important that when you sign into to MySlice, you do so as Faculty and not as Student.



Viewing Accommodation Letters

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

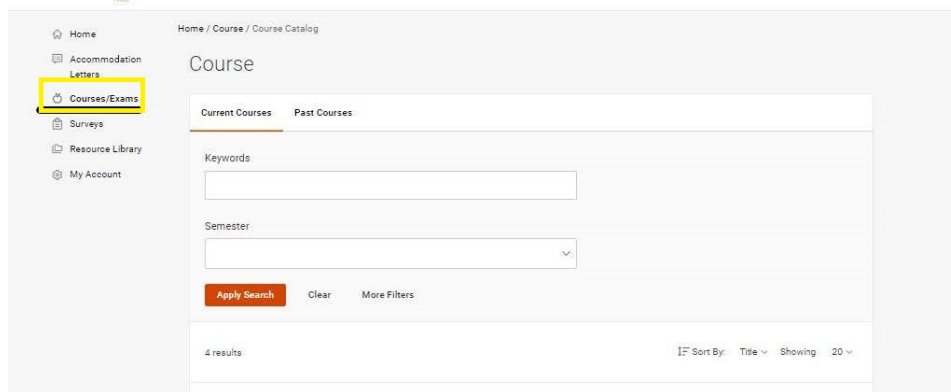
New Fall 2024: A new section, Letters to Review, was added to the faculty portal home page. This gives easy access to view student accommodation letters. Letters are organized per course. Click Review to view the students accommodation letter. To remove the letters from this section, sign at the bottom of the letter. Signing each letter is a great way to track which letters you have viewed.



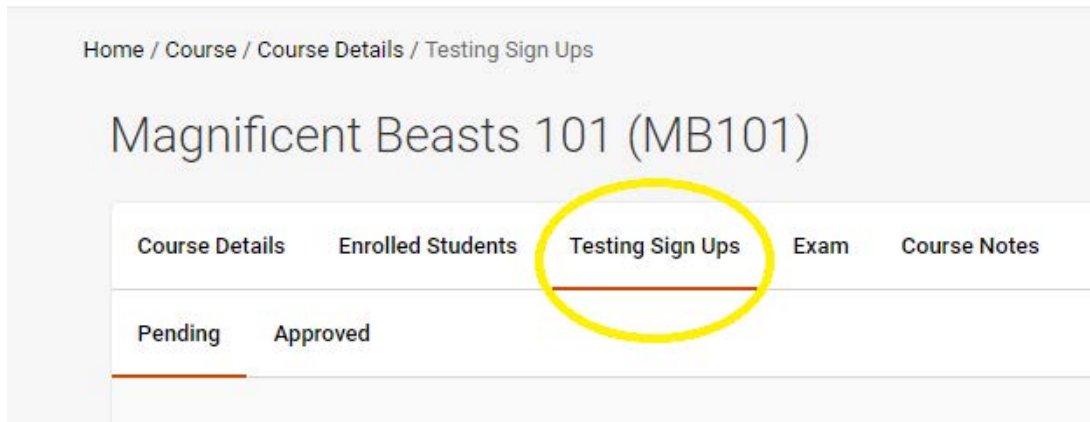
You can return anytime to view letters by clicking **Accommodation Letters** located on the side menu. A list will show, starting with the most recent letter received.

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.



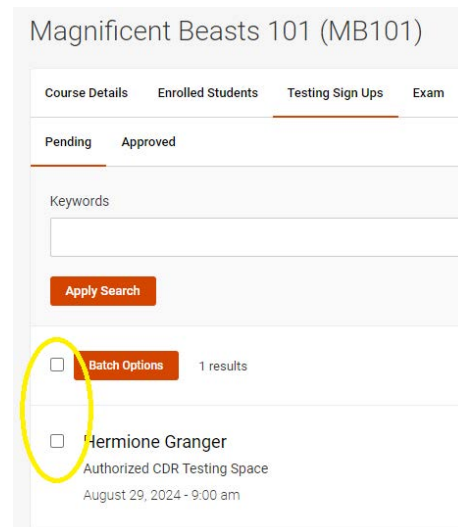
To return to the overall listing of your courses, you can click on the **/Course/** at the top of your screen. Next, click on the **Testing Sign Ups** tab.



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.

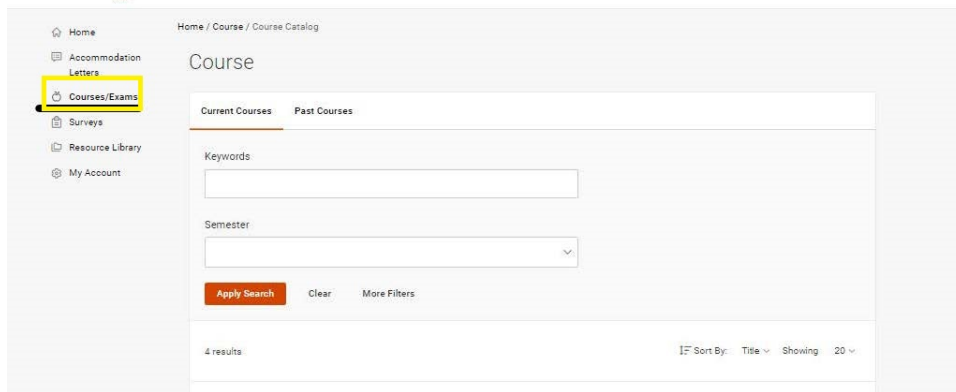
Approving and Declining Student Test Sign-Ups

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).

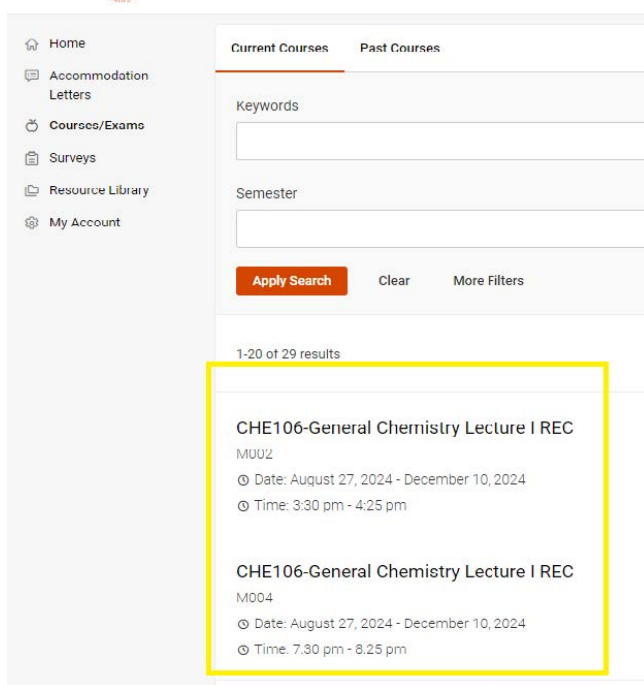


Uploading Exams

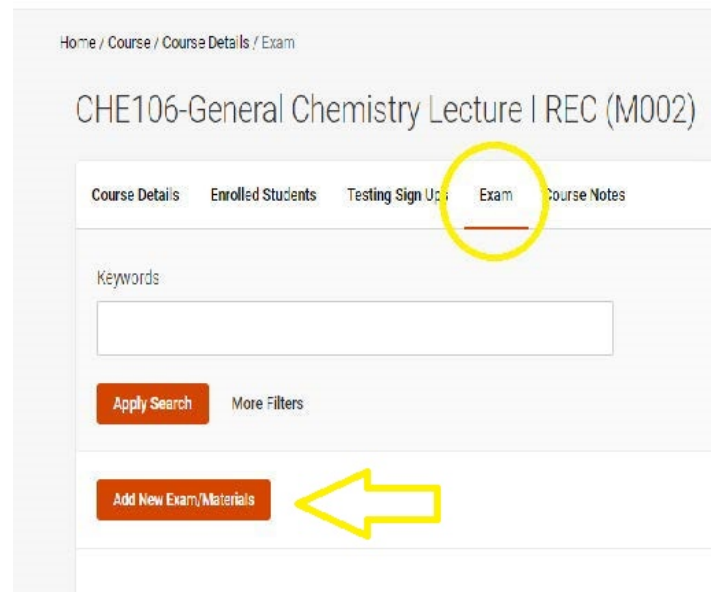
Exams can be uploaded through the **Courses/Exams** tab.



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



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



To upload a new exam, click **+Add New Exam/ Materials**.

Completing the Exam Information Form

You will be asked to complete several questions:

1. Instructor Name
2. What type of quiz/test is this (paper-based or Online)
3. Contact Information for instructor or TA during exam. Either cell phone for texts or a monitored email.
4. Exam Start Date – earliest a student can take this exam.
5. Exam Expiration Date – latest date a student can take this exam.
6. Approved Exam Materials – there will be a list to check off from.
7. Additional Approved Exam Materials - example Calculator
8. Additional Faculty Notes – text box
9. Hold Paper Copies for pick-up from CDR
10. Attachments – You can upload multiple files at once
11. Apply to all records – Yes or No

*Click Yes if you want all students to take this exam who are in the same section and signed up to take the exam between the start and expiration dates given. Click Submit.

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 Exam Files: [name of your exam_date.docx].

Apply to all records *

If yes is selected, exam will be added to all existing approved or pending requests for the same course with a test date in between the exam start and end date.

Yes No

Submit Save Cancel Delete

Completed Exams

All completed exams will be uploaded to the Faculty Portal unless marked Hold for Pickup and during final exams when all exams will be pick-up only.

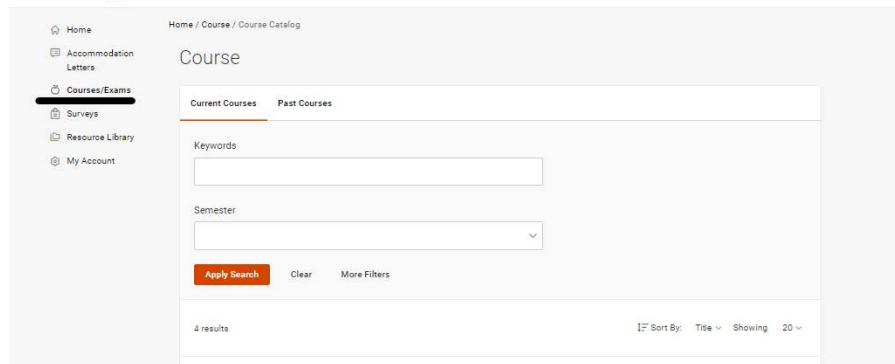
1. Log into the Disability Faculty Portal via MySlice or <https://syr-accommodate.symlicity.com/sso/faculty/login>
2. Use the Courses/Exams tab along the left navigator bar
3. Select the course you wish to view
4. Select the Testing Sign Ups tab and then the Approved sub-tab. There will be a list of students, most recent first, who have signed up to take your exam since the beginning of the semester.
5. Under each student, (do not click on name) there will be a Completed Exams notation. The completed exam is saved there.

If you find that there is no completed exam attached, either the exam has not been uploaded yet or the student did not take the exam at CDR. Please call the office at 315-443-3606 with any questions.

Viewing Course Notes

If there is a peer note taker assigned to your course, below, please find the instructions for how you can review the submitted notes in the portal.

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**.

