



# Tutorial for Faculty

Accommodate is our web-based accessibility management system. Within Accommodate you will be able to see all accommodation letters sent to you per the student's request as well as class rolls with accommodations listed for students in a particular class. You will also receive an email at your gcsu.edu account with an accommodation letter so you have several options to access accommodations for a particular student.

We apologize if you receive a letter for a student who is no longer enrolled in your class. It may be that the student submitted a request for a letter prior to dropping your class.

To access Accommodate, login to Unify, go to the Start Here tab. Scroll down to Unified Resources. Click on Accommodate - Faculty

Start Here | Unify Password Guide | Staff | Campus Resources | Microsoft 365 | My GC | Service Apps | Student Information | GC Signat

## Log-Out

It is critical to Log-Out of the Unify system to protect your Identity and System access.

### Unify Login

Welcome, **Rebecca Miles**  
Password Utilities  
Days remaining: **135**  
Expires: **Jul-23-2022**

#### Top Links

- [Bobcat Card Deposits](#)
- [Bookstore](#)
- [Campus Directory](#)
- [Holiday Schedule](#)
- [Intranet](#)
- [Student Complaint Portal](#)
- [Parking](#)
- [Training](#)
- [Temporary Parking Permit Request](#)

my GC | PAWS | Banner | Microsoft Email | GEORGIA VIEW  
Service Apps | ThunderCloud | Help Ticket | Submit Serve Ticket | OneUSG Connect | Enroll  
Self Service | Cisco webex

## Welcome to Unify

### Unified Resources

- [Accommodate - Faculty](#)
- [Accommodate - Manager](#)
- [Accommodate - Student](#)
- [Handshake – Career Center](#)
- [Institutional Review Board](#)
- [Intranet](#)

- From the Dashboard you will be able to navigate to a list of accommodation letters you have received and your courses.
- Nothing needs to be done in Personal Profile or My Account.

The screenshot shows a web dashboard for Professor X (professor.x@gcsu.edu) with a dark green header. The header includes a navigation menu with 'Core', 'Eventlog', 'Courses', and 'Login As'. Below the header is the Georgia College logo and the text 'GEORGIA COLLEGE' and 'GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY'. The main content area is divided into two columns. The left column contains a sidebar with icons and labels for 'Home', 'Accommodation Letters', 'Courses', and 'My Account'. The right column has a 'Getting Started' section with a white box containing a checked radio button next to 'Account Created' and an unchecked radio button next to 'Personal Profile'. Below this is a 'News Feed' section with a white box containing a link 'Test Announcement' and the text 'Remember to register for classes'. At the bottom right of the news feed is a link 'View All Announcements'. At the very bottom of the page is the text 'Accessibility Services Management System'.

When you click on Accommodation Letters you will see all accommodation letters that have been sent to you for students in your classes. When you click on the link for the letter you will see the entire letter. See the next slide for an example.

\*Please keep in mind that students have to login to Accommodate and request letters for their classes. **If a student says they should have a letter and you do not see it here, in the Enrolled Students list for their class in Accommodate, or in your gcsu.edu email, please have them check their account in Accommodate or refer them to the Student Disability Resource Center.**

**GEORGIA COLLEGE**  
GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY

Home  
Accommodation Letters  
Courses  
My Account

Keywords  
Searches title and description

Apply Search More Filters

2 Results SORT BY:

Accommodations Memorandum **REQUESTED**  
A00555-2020/Jean Gray  
MDCL\_1101\_W01  
Sent on June 04, 2020, 4:22 pm

Accommodations Memorandum **REQUESTED**  
A00444-2020/Cyclops  
MUTN\_1102\_01  
Sent on June 04, 2020, 3:16 pm



**Student Disability Resource Center**  
CBX 123  
Milledgeville, GA 31061  
Phone 478-445-5931  
Fax 478-445-1959  
disability@gcsu.edu

Accommodations Memorandum for: **Jean Gray, 911999999**

This accommodation letter verifies the student named above is registered with the Student Disability Resource Center and eligible to receive academic accommodations. The purpose of providing accommodations is to ensure students with disabilities have equal access to all aspects of the course/program. Faculty are responsible for providing the accommodations listed below and should contact the Student Disability Resource Center with any questions. This letter is valid only for the academic term and course listed below.

This student has a documented disability and has engaged in the interactive process to determine reasonable accommodations as defined by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

#### **Classroom/Leave Class Suddenly**

Some students require accommodation to manage pain, anxiety or other disability related occurrences. Students are responsible for discussing leaving class with the instructor.

#### **Test/Quiz/Distraction-Reduced Test Room**

#### **Test/Quiz/Stop-the-Clock Breaks**

Students who have online exams should receive double time.

#### **Classroom/Books in Digital Format (CIDI)**

#### **Classroom/Disability Related Absences**

If the student must be absent due to disability related reasons, the discussion between the instructor and student should include: 1. What the instructor considers to be a reasonable amount of absences in this class. 2. The instructor's preferred method of being contacted and what he/she considers timely notification of the student's absence. 3. The time table to make up missed assignments and exams/quizzes, if applicable. 4. Documentation of the agreement via email between the student, instructor and The Student Disability Resource Center. For more information, please see the link below.

**Additional Comments for Faculty:** It is the student's responsibility to contact you to discuss these accommodations. Please respect the student's right to confidentiality and limit your discussion to one that is private and confidential, focused only on the accommodations listed above, and not on the nature of the student's disability. It is the student's right to choose whether to share details about their disability, and the faculty should not share this information with others.

The Center for Testing will assist you with testing accommodations. Please contact them at 445-5016 for further information.

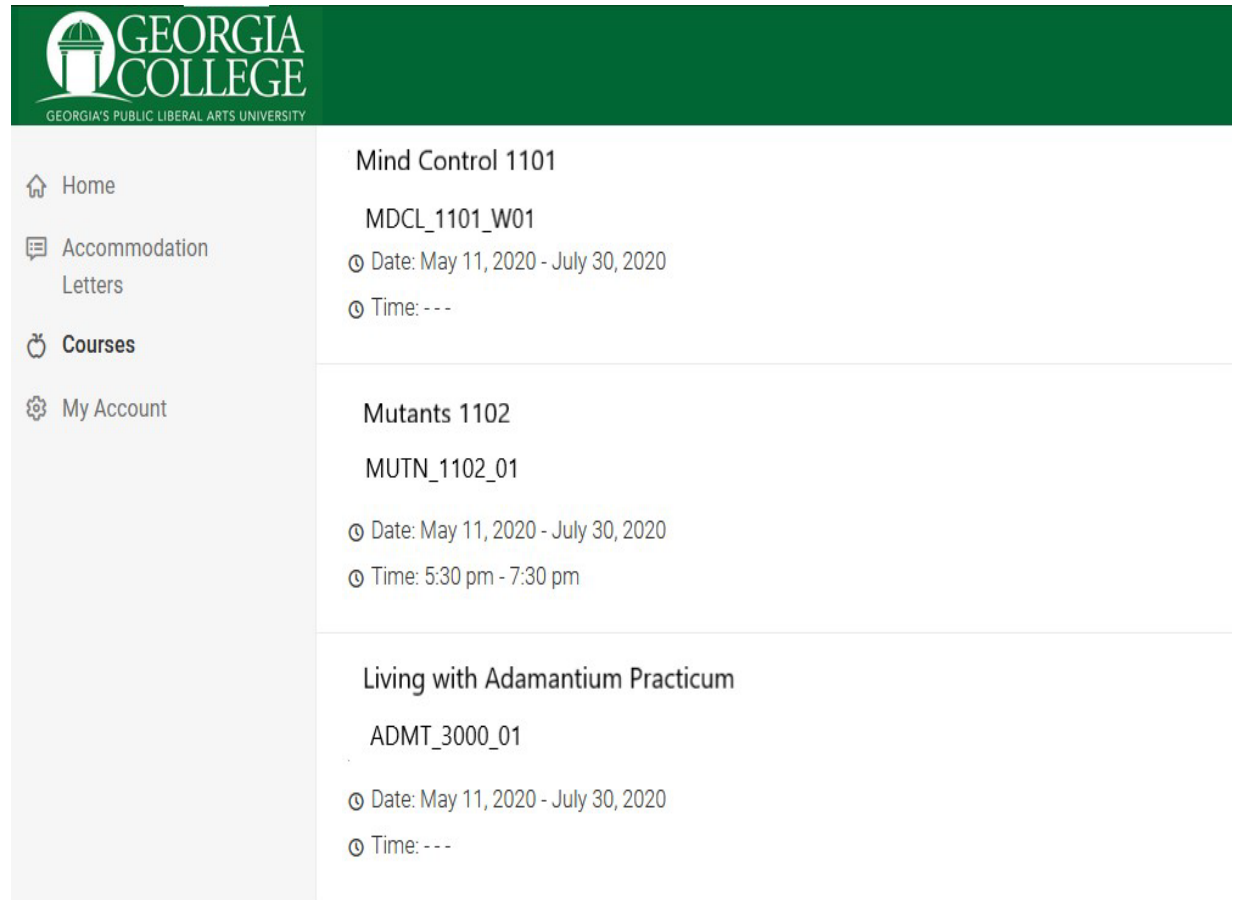
You may refer to the Student Disability Resource Center website at <http://www.gcsu.edu/disability/information-faculty> for more information and supplemental documents about how accommodations work and their limitations, where applicable.

Thank you for helping to create equal access for students, and please don't hesitate to contact us with any questions.

Clicking on Courses will bring you to the Course Catalog. Choose the correct semester and Apply Search.

The screenshot shows the Georgia College website's Course Catalog. At the top, there is a green header with the Georgia College logo and the text "GEORGIA COLLEGE" and "GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY". Below the header, there is a navigation menu on the left with icons and text for "Home", "Accommodation Letters", "Courses", and "My Account". A red arrow points to the "Courses" link. To the right of the navigation menu, there is a "Return to Course" link and the word "Course". Below the navigation menu, there are two tabs: "Course Catalog" (which is active) and "Past Courses". The main content area has a search form with a "Keywords" input field, a "Semester" dropdown menu set to "Fall, 2020", and an "Apply Search" button. There are also "Clear" and "More Filters" links. At the bottom of the search results area, it says "4 Results" and "SORT BY: Title" with a dropdown arrow.

Scrolling down, you will see a list of courses you are teaching for the chosen semester. You can click on each course title to get detailed information about the course and to see who is enrolled in each course.



The screenshot displays the Georgia College website interface. At the top, there is a green header with the Georgia College logo and the text "GEORGIA COLLEGE" and "GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY". Below the header is a navigation menu with four items: "Home", "Accommodation Letters", "Courses", and "My Account". The "Courses" item is highlighted. The main content area shows a list of three courses:

- Mind Control 1101**  
MDCL\_1101\_W01  
Date: May 11, 2020 - July 30, 2020  
Time: ---
- Mutants 1102**  
MUTN\_1102\_01  
Date: May 11, 2020 - July 30, 2020  
Time: 5:30 pm - 7:30 pm
- Living with Adamantium Practicum**  
ADMT\_3000\_01  
Date: May 11, 2020 - July 30, 2020  
Time: ---

Return to Course | Return to list (Course)

# Mind Control 1101 (MDCL\_1101\_W01)

Home  
Accommodation Letters  
**Courses**  
My Account

Course Details   Enrolled Students   Room Bookings

Cancel

**Course**

**Title**  
Mind Control 1101

**Instructors**  
Professor X (professor.x@gcsu.edu)

**Code**  
MDCL\_1101\_W01

Home  
Accommodation Letters  
**Courses**  
My Account

**Days**  
Tuesday, Thursday

**Semester**  
Fall, 2020

**Start Date**  
August 17, 2020

**End Date**  
December 11, 2020

**Start Time**  
2:00 pm

**End Time**  
3:15 pm

**Course Unique ID**  
80125\_202008\_TR\_1400



From Enrolled Students you will be able to see if a student has requested accommodations for your class and the specific accommodations. This can be used in addition to the accommodation letter you will receive in an e-mail and the one you can view on the Accommodation Letters screen.

\*Again, please keep in mind that students have to login to Accommodate and request letters for their classes. **If a student says they should have a letter and you do not see accommodations here, in the Accommodation Letters section of Accommodate, or in your gcsu.edu email, please have them check their account in Accommodate or refer them to the Student Disability Resource Center.**

Home  
Accommodation Letters  
Courses  
My Account

## Mind Control 1101 (MDCL\_1101\_W01)

Course Details **Enrolled Students** Room Bookings

Keywords

**Apply Search** More Filters

1-20 of 30 Results

**Jean Gray (911999999)**  
Accommodations:  
- Distraction-Reduced Test Room  
- Extended Time 2x  
- Note-taking Assistance  
- Priority Registration

**Cyclops (911888888)**  
Accommodations: No Accommodations

Thank you!

If you have any questions,  
please email

[disability@gcsu.edu](mailto:disability@gcsu.edu)

or call x5931.