

Accommodate BY SYMPPLICITY

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** | **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](#)

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

[Home](#)[Accommodation
Letters](#)[Courses](#)[My Account](#)

Letters to Review

Mind Control (MDCL_1101_01) , 3 New Letters

Jean GreySent on May 7, 2024 7:56 AM
Accommodation Letter[Review](#)**Scott Summers**Sent on May 6, 2024 10:56 AM
Accommodation Letter[Review](#)**Oro Munroe**Sent on May 1, 2024 11:15 AM
Accommodation Letter[Review](#)

Mutations (MUTN_1102_01) , 2 New Letters

James HowlettSent on May 6, 2024 8:05 AM
Accommodation Letter[Review](#)**Jean Grey**Sent on May 2, 2024 7:57 AM
Accommodation Letter[Review](#)

- From the Dashboard you will see a Letters to Review section and 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.

When there are letters that need attention, the Letters to Review panel will display. The panel is organized per course.

When the course section is expanded all letters for that course which need faculty review and signature will display.

Letters to Review	
> Accounting Spring 2020-4 (AS)	6 New Letters
> Applied STEM In Education S2020-2 (EUN638)	4 New Letters
> Math 1 (M1301)	1 New Letter
> Math 2 (Math2)	5 New Letters
> Statistics Fall 2019-2 (SF)	4 New Letters

When Review is selected a pop up displays the letter information including the subject, letter body and date/time it was sent.

Under the letter information the signature form is displayed.

Letters to Review

Accounting Spring 2020-4 (AS) 6 New Letters

George Jetson Review

Sent on May 20, 2020 10:40 AM

Testing

Send Notification

Subject
Letter of Accommodation

Dear Judith,

Thank you for submitting your request with the Office of Accessibility Services. Your accommodation request has been processed.

Accommodations

Alternative Testing Room

Students with the Alternative Testing Room Accommodation have the ability to schedule alternative test times with the testing center. You will be asked to provide the testing center with a copy of the exam and any additional instructions in advance of the student's scheduled time.

Approved Accommodations

Alternative Testing Room

Students with the Alternative Testing Room Accommodation have the ability to schedule alternative test times with the testing center. You will be asked to provide the testing center with a copy of the exam and any additional instructions in advance of the student's scheduled time.

Please contact us if you have any further questions.

thulo test user


Email: thulotestuser@demo.edu
Phone:

Sent/Submitted
May 8, 2024 8:30 AM

Please electronically sign below.

Your Signature *

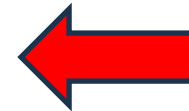
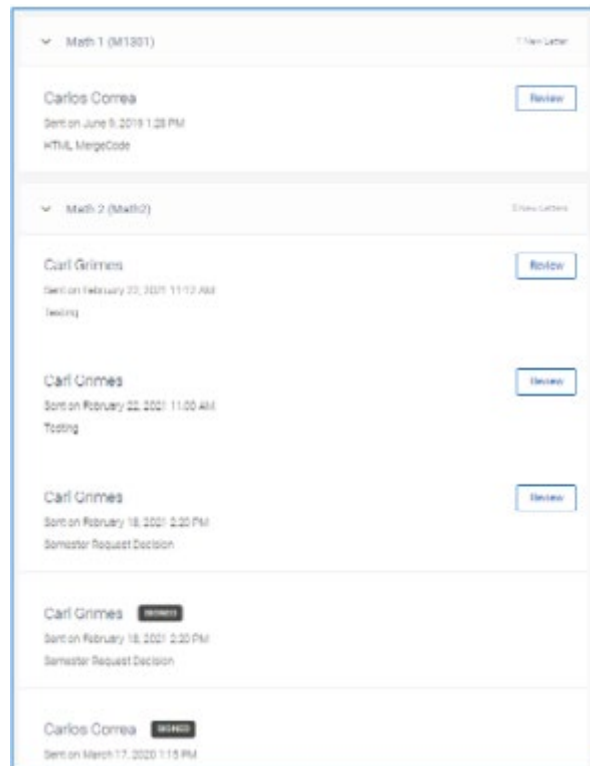
Sign



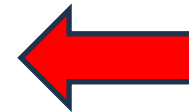
After completing the necessary information for the signature and selecting the sign button, the data is saved and becomes read only. Faculty can either exit out of the pop up or utilize the next and previous buttons to navigate to other letters for that course.

Upon navigation back to the home page, letters that were signed will show signed and remaining letters will still have the review button.

It is not necessary to sign the letters you receive. But, if you would like to acknowledge receipt that is an option.



Review



Signed

Signed letters will no longer display after the next navigation away from the home page.

All letters including signed are available to review in the Accommodation Letters section of the interface. 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 in Letters to Review, Accommodation Letters, 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.

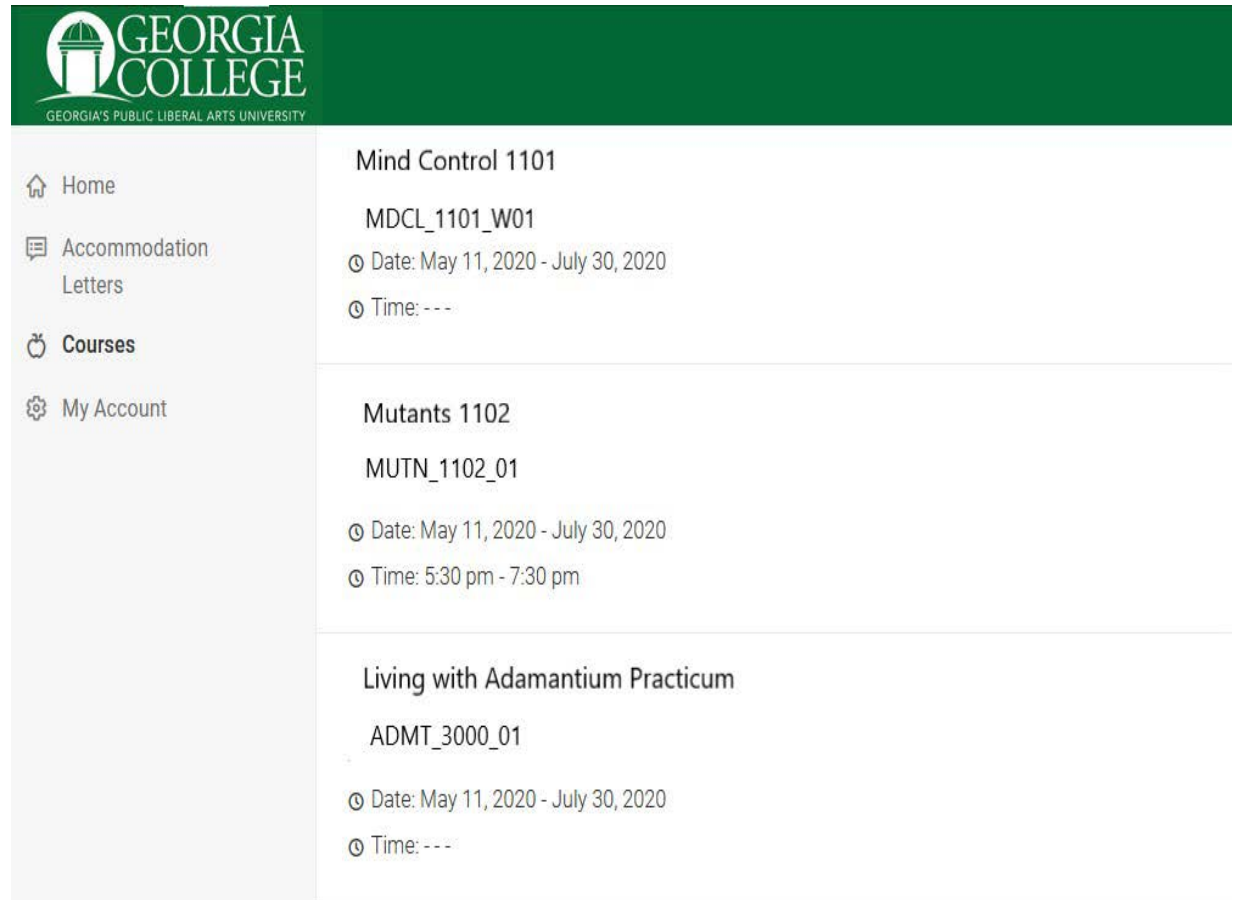
You may refer to the Student Disability Resource Center website at <http://www.gcsu.edu/disability/information-faculty> for more information and supplemental documents about how accommodations work and their limitations, where applicable.

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". Under the "Course Catalog" tab, there is 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

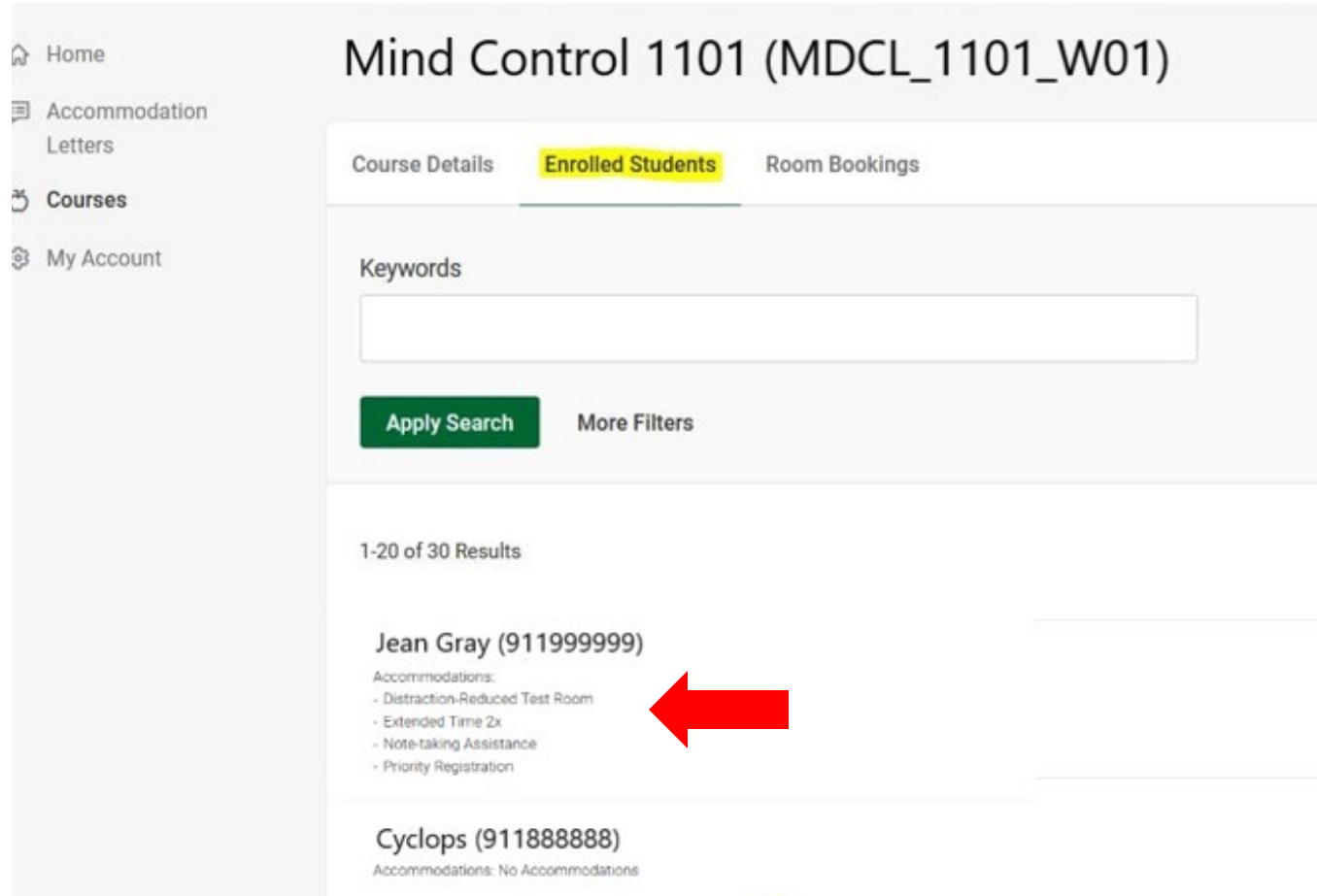
Start Time
2:00 pm

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, see in the Letters to Review on your Dashboard, 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 it in Letters to Review, Accommodation Letters, 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.



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

Please be sure to add the following required syllabus statement to your syllabi!

<https://www.gcsu.edu/registrar/required-syllabus-statements>

ASSISTANCE FOR STUDENT NEEDS RELATED TO DISABILITY

If you have a disability as described by the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, you may be eligible to receive accommodations to assist in programmatic and physical accessibility. The Student Disability Resource Center can assist you in formulating a reasonable accommodation plan and in providing support in developing appropriate accommodations to ensure equal access to all GC programs and facilities. Course requirements will not be waived, but accommodations may assist you in meeting the requirements. For documentation requirements and for additional information, we recommend that you contact the Student Disability Resource Center located in Russell Library 109 at 478-445-5931.

Thank you!

If you have any questions,
please email

disability@gcsu.edu

or call x5931.