



Accommodate Faculty User Guide

The College of New Jersey
Accessibility Resource Center

Updated August 2024

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Accessing your Accommodate Home Page

To access your Accommodate Faculty Home Page, login through your [Accommodate Faculty Portal](#) and follow the steps provided:

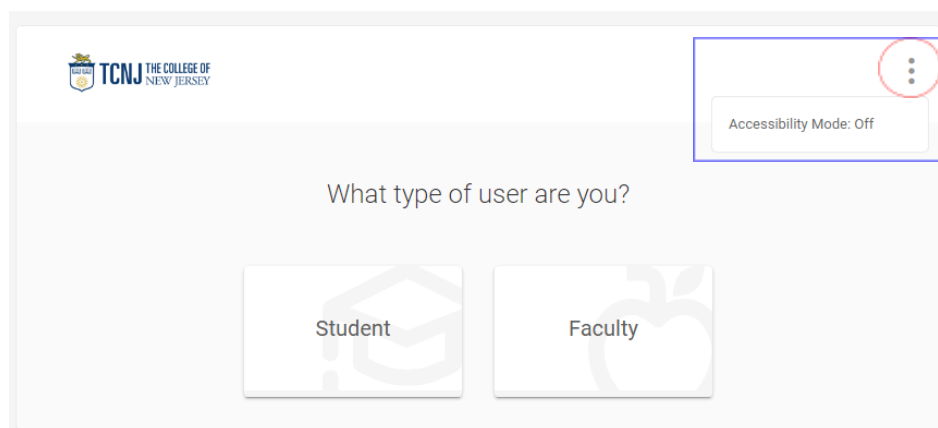
1. Open a web browser (Google Chrome, Firefox, Safari, etc.)
Note: Internet Explorer is not recommended
2. Go to <https://tcnj-accommodate.symplicity.com/>
3. Select Faculty
4. Enter your TCNJ email address and password
5. Click the 'Login' button

User Accessibility Mode

The Accommodate Software has an Accessibility Mode that can be turned on by the user.

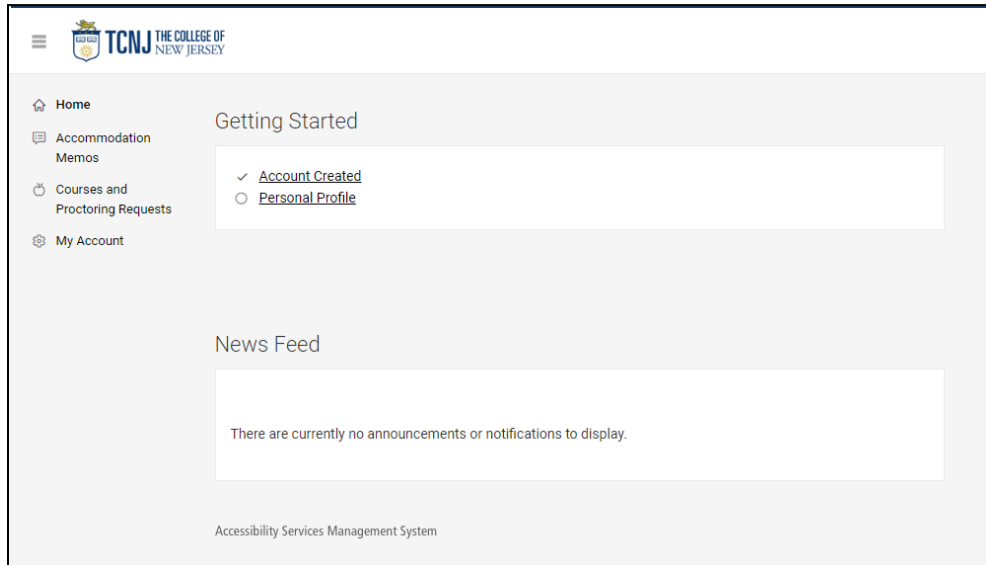
Accessibility Mode is recommended for users of assistive technologies. Functionality and content are equivalent in Accessibility Mode, but some interface elements will be formatted differently for optimal compatibility.

Prior to logging in, users can turn on Accessibility Mode by selecting the three (3) vertical dots in the top right of the login screen. Click on "Accessibility Mode: Off" and it will switch to "Accessibility Mode: On".



Faculty Home Page Features

In this section, learn more about the home page and Accommodation Memos.



Once logged in through your Accommodate Faculty Portal, you will have access to your home page. The home page contains a **Getting Started** section and a **News Feed** section. The **Getting Started** section will include pending tasks for account set up.

We encourage you to complete the tasks in the **Getting Started** section to finish setting up your account and updating your Personal Profile.

The **News Feed** section will include any updates, reminders, or announcements from ARC! Pay attention to the **News Feed** section for opportunities with the ARC or other campus partners.

On the left navigation bar, faculty members can visit the following tab selections:

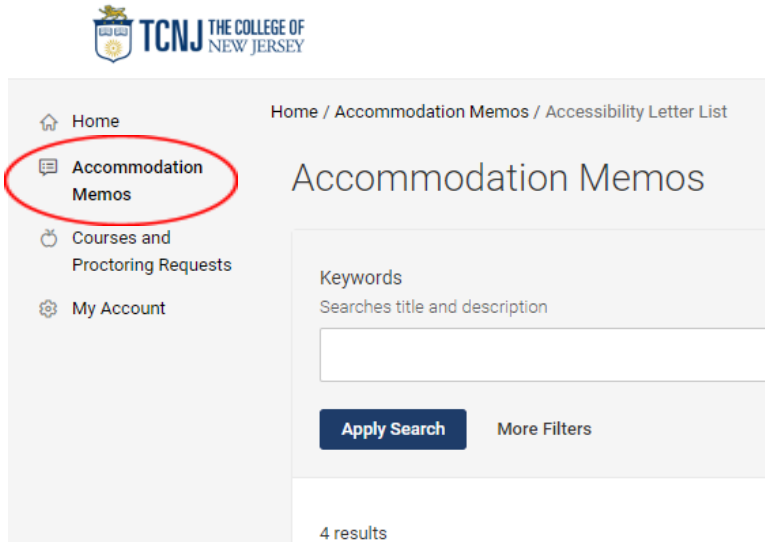
Accommodation Memos, Courses and Proctoring Requests, and My Account.

- **Accommodation Memos:** Includes all Accommodation Memos sent to you from students in your current and past courses.
- **Courses and Proctoring Requests:** Includes all Courses (current and past), as well as Course Details, Enrolled Students, ARC Test Requests, Providing Testing Information, and Notetaker Notes.
- **My Account:** Includes your personal information

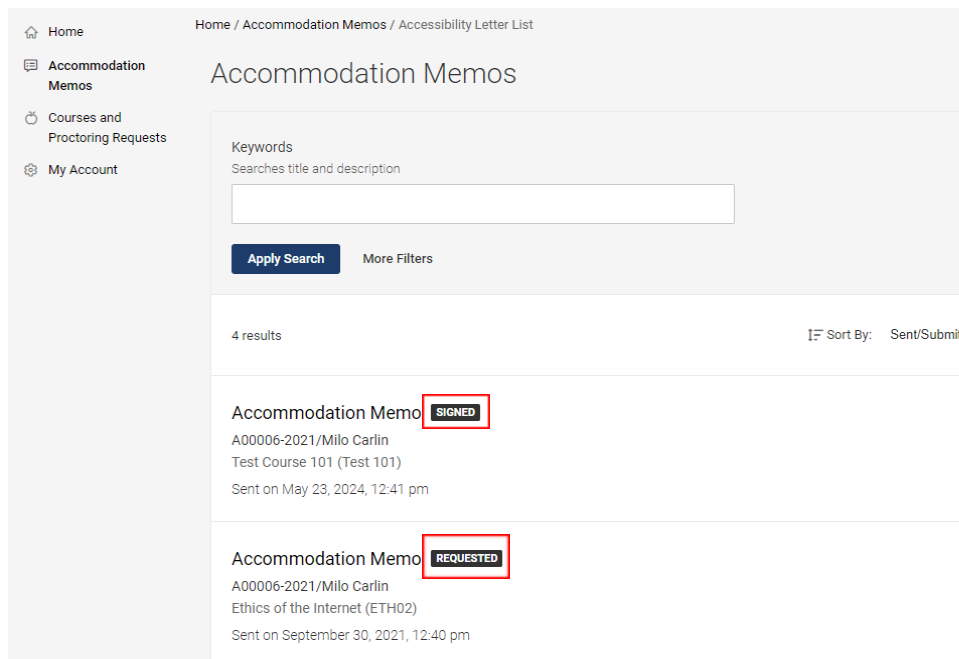
Tip: Using the Keywords/Search box at the top of each tab will allow you to search for specifics!

Reviewing your Students' Accommodation Memos

To review your students' Accommodation Memos, select the Accommodation Memos tab on the left navigation bar.



The Accommodation Memos section will display all memos delivered to you by students enrolled in your courses. The letters in this section will require your signature. You can tell if you have reviewed and signed each letter based on the status listed to the right of the Accommodation Memos, noted signature requested or signed.



The Accommodation Memos are listed with the following information included:

- Student ARC File Number/Student Name
- Course Information
- Date Sent

Reviewing and Signing Accommodation Memos

To review and sign Accommodation Memos, select the bolded text to the left of the Signature Requested notification titled **Accommodation Memo**. The selected student's approved accommodations will be listed in bold font towards the middle of the letter.

Example of an approved Accommodation Memo:

Accessibility Resource Center

This letter is not valid without a date within the current semester.

TO: Faculty and Instructors of **Milo Carlin**, mcarlin@example.edu

FROM: Megan Guiry, Accessibility Specialist, guiry@tcnj.edu

DATE: **August 5, 2024**

RE: Academic Accommodations for Summer 2024

This information is confidential.

The following student, **Milo Carlin**, is officially registered with Accessibility Resource Center (ARC). Due to the nature of the disability, the student is eligible to request the reasonable accommodations outlined below. The purpose of accommodations is to ensure an equal educational opportunity. However, **the provision of accommodations should not alter course guidelines or standards.**

Academic accommodations ensure an equitable opportunity to participate in your course. They are meant to be reasonable to preserve both the integrity of your course and the student's right to participate in course activities. If you have questions concerning the implementation of these accommodations, or feel the accommodation is a fundamental alteration to the course objectives, please consult the above-listed accessibility specialist upon receipt of this letter to discuss the essential course elements and any equally effective alternative accommodation.

Due to their disability, the student may request the accommodations listed below. The student will work with you in advance to determine any reasonable adjustments.

- **Potential flexibility around attendance and the completion of make-up work, when applicable**
When disability related, Faculty and student will keep open lines of communication regarding possible class attendance. Submission of makeup work should be limited to three days after the original due date.
- **Extended time (50%) for timed assessments (tests, quizzes, graded in-class work)**
This does not necessarily apply to group work done in class. The student must give the instructor adequate notice to arrange for the extended time

Responsibilities upon receipt of this letter from Milo include:

Student:

- Communicate with faculty/instructor to ensure both parties understand how accommodations will be implemented.
- Contact your accessibility specialist with any accommodation-related questions.
- Regularly attend class and complete all coursework.

Faculty and Instructor:

- Respond to the student to confirm receipt of this accommodation letter; best practice is to include the above-listed accessibility specialist in the response.
- Consider, with Accessibility Resource Center's support, equally effective alternatives if any accommodation fundamentally alters course essential requirements.
- Contact the above-listed accessibility specialist with any questions

Accessibility Resource Center (ARC):

- Address any questions faculty/instructor may have and provide consultation when needed.
- Work with student to address encountered barriers.

For further disability information, see <https://arc.tcnj.edu/>.

Your cooperation in assisting this student with legally mandated disability accommodations is appreciated. If you would like to discuss any questions or concerns, please call ext. 3199 or email arc@tcnj.edu.

To sign the Accommodation Memo, **scroll down** to the bottom of the letter to where it says Your Signature and type your name. Then select **Save**. You are also able to print or generate a PDF.


For further information see: <https://arc.tcnj.edu/>

Sent/Submitted
September 30, 2021, 12:40 pm

Recipient Signature

Please electronically sign below.

Your Signature *
By signing below, I am indicating that I have read, understand, and discussed with the student and agree to the above accommodations. I also understand that accommodations become effective once the student have met with me and we have identify the accommodations that the student will access.



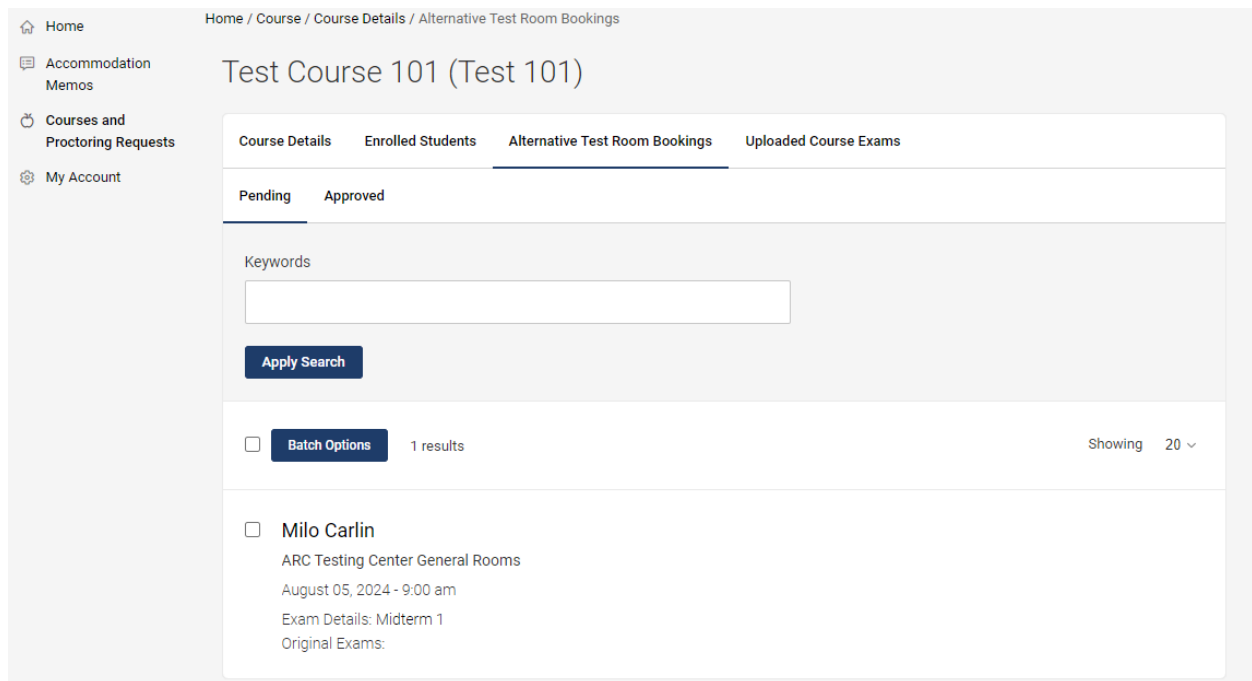
After saving, you will be redirected back to the list of Accommodation Memos and the status of the letter will now show as signed. Continue to review and provide requested signatures for all additional Accommodation Memos. Please be sure to make note of the listed accommodations. While ARC approves academic accommodations, faculty members are **legally responsible for administering many accommodations**.

Review Test Requests for Students Who Request to Take a Test with ARC

In order for students with approved exam accommodations to take quizzes, exams, or final exams at the Accessibility Resource Center, they must seek your approval first. After you approve this, **students** are responsible for submitting test requests prior to the sign-up deadline (a week prior to the exam). When a student has successfully submitted a request, you will be able to view pending and approved requests in the Accommodate portal. An email will be sent to your TCNJ email address when a request has been submitted.

To view pending and approved requests, select the Courses and Proctoring Requests tab on the left navigation bar. Select **Course Catalog**. Scroll down to see the list of courses you are teaching and select the course you would like to view student test requests for.

The Alternative Test Room Bookings - **Pending** tab will show a list of submitted test requests for students in your course that the ARC is in the process of reviewing. Faculty will not approve any test requests unless ARC sends an email to you for a late test request with instructions for how to approve/not approve the late test request.



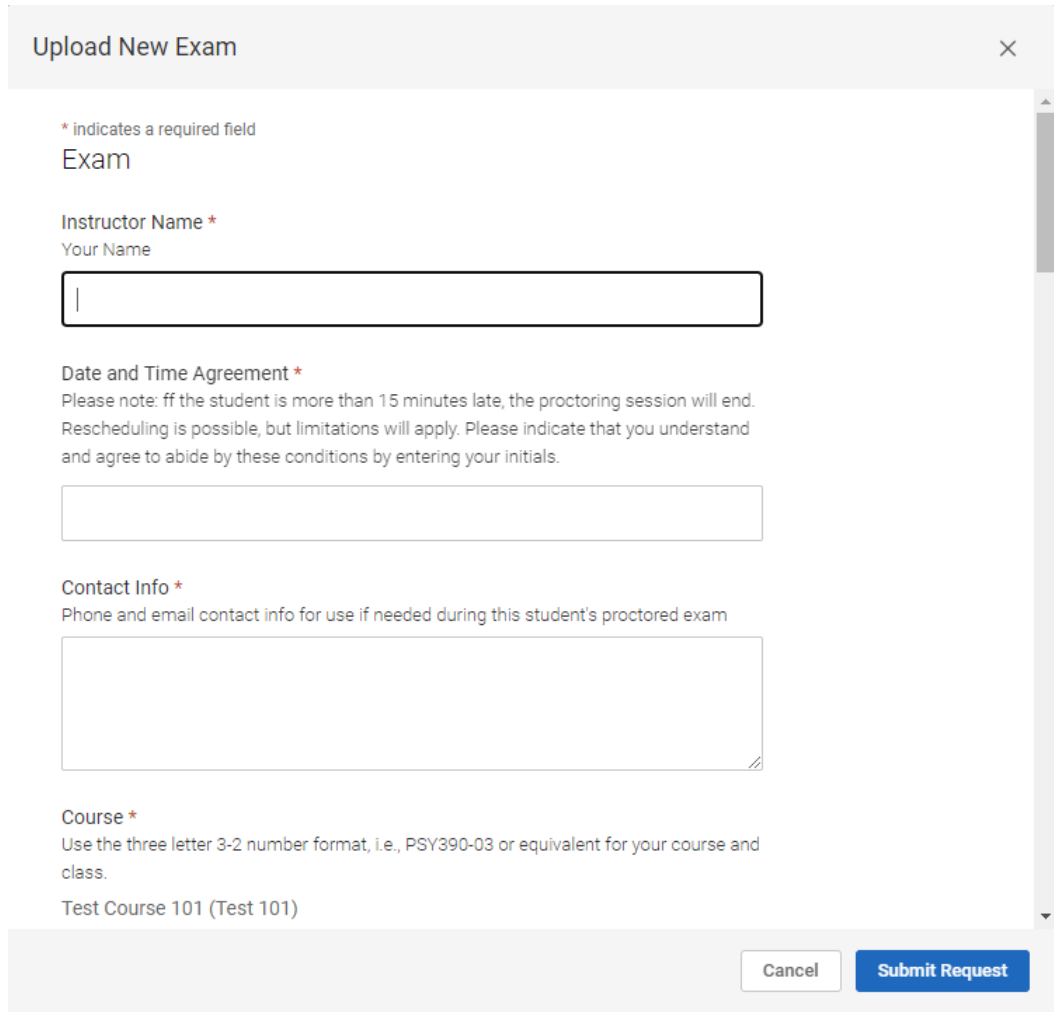
The screenshot displays the 'Alternative Test Room Bookings' page for 'Test Course 101 (Test 101)'. The page has a left-hand navigation menu with options: Home, Accommodation Memos, Courses and Proctoring Requests, and My Account. The main content area has a breadcrumb trail: Home / Course / Course Details / Alternative Test Room Bookings. Below the breadcrumb, the page title is 'Test Course 101 (Test 101)'. There are four tabs: 'Course Details', 'Enrolled Students', 'Alternative Test Room Bookings' (which is active), and 'Uploaded Course Exams'. Under the active tab, there are two sub-tabs: 'Pending' (active) and 'Approved'. A search section includes a 'Keywords' input field and an 'Apply Search' button. Below the search, there is a 'Batch Options' button, '1 results', and a 'Showing 20' dropdown menu. The single result is for 'Milo Carlin', with details: 'ARC Testing Center General Rooms', 'August 05, 2024 - 9:00 am', 'Exam Details: Midterm 1', and 'Original Exams:'.

The Approved tab will show a list of test requests in your course that ARC has approved for the student to take in the ARC.

Providing Testing Information

Please upload any quiz or test at least three (3) business days prior to the test date. This allows ARC to print and prepare the exam and address any questions or concerns that we may have before the student arrives for their exam.

To provide testing instructions and an electronic copy of your quiz, test, or final exam, go to the Uploaded Course Exams tab. Then, click on the Add New Exam button to fill out a form.



The screenshot shows a web form titled "Upload New Exam" with a close button (X) in the top right corner. The form contains several sections:

- Exam**: A section header.
- Instructor Name ***: A required field with the label "Your Name" and an empty text input box.
- Date and Time Agreement ***: A required field with a text area containing the following text: "Please note: ff the student is more than 15 minutes late, the proctoring session will end. Rescheduling is possible, but limitations will apply. Please indicate that you understand and agree to abide by these conditions by entering your initials." Below the text is an empty text input box.
- Contact Info ***: A required field with the label "Phone and email contact info for use if needed during this student's proctored exam" and a large empty text area.
- Course ***: A required field with the label "Use the three letter 3-2 number format, i.e., PSY390-03 or equivalent for your course and class." Below the label is the text "Test Course 101 (Test 101)".

At the bottom of the form, there are two buttons: "Cancel" and "Submit Request".

Follow the instructions when filling out the form. Make sure to provide the same testing instructions you will give to the class. Continue answering the required questions until you arrive at the bottom, then Submit the form.

Apply to all records: The last section of the Uploaded Course Exams form asks if the parameters can apply to all records. Selecting yes will allow the exam to 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. After you have successfully submitted testing instructions for a quiz, test, or final exam, you'll have the ability to review what you uploaded.

Important note: ARC makes paper-based proctor sheets to share with proctors upon their arrival that are generated as soon as you provide the testing parameters. If you edit a quiz, test, or final exam that you have already uploaded (i.e., change test instructions or upload a new exam file), please send an email to arc@tcnj.edu to let ARC know what you modified. If you don't notify us with this information, we may not see those changes before the student arrives at the Testing Center.