



Faculty Guide for Adding Accommodation Letter to Your Accommodate Portal & Viewing Course Details

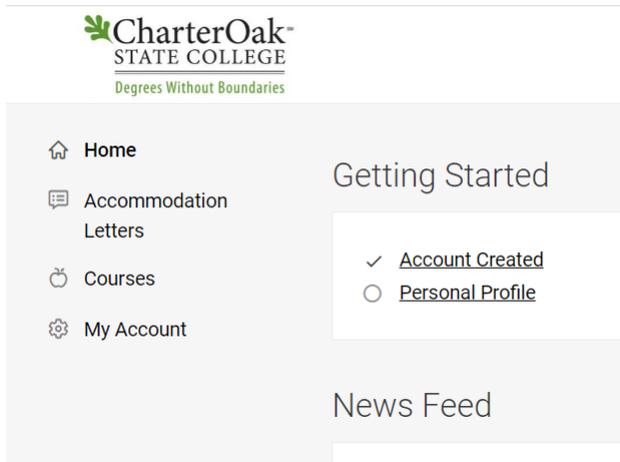
Charter Oak State College Office of Accessibility Services - Adding Student Accommodation Letters to Accommodate

1. Go to: Accommodate Portal (<https://charteroak-accommodate.symlicity.com/faculty>)

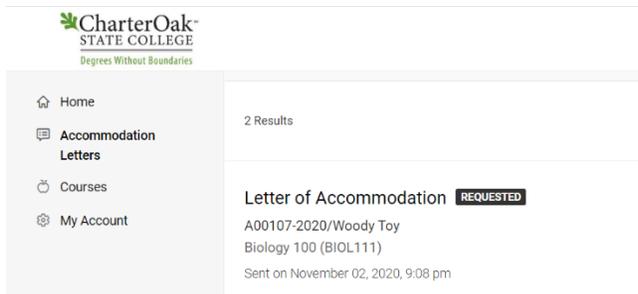
The screenshot shows the login interface for the Accommodate Portal. At the top left is the Charter Oak State College logo with the tagline "Degrees Without Boundaries". To the right of the logo is a vertical ellipsis menu icon. Below the logo, the text "Sign in" is centered. Underneath "Sign in" are three links: "Sign in", "Forgot my password", and "Help". A horizontal line separates this section from the main login area. In the center of the main area, the text "Log In" is displayed above the instruction "Please enter your username and password." Below this instruction are two input fields: "Username (your email address)" and "Password". At the bottom of the form is a green "Sign In" button.

2. Enter your username (Charter Oak Email Address) and password.

3. Click “Accommodation Letters” tab from the left navigation menu. If you do not see a menu, look at the top of the screen and click the three lines to view the menu.

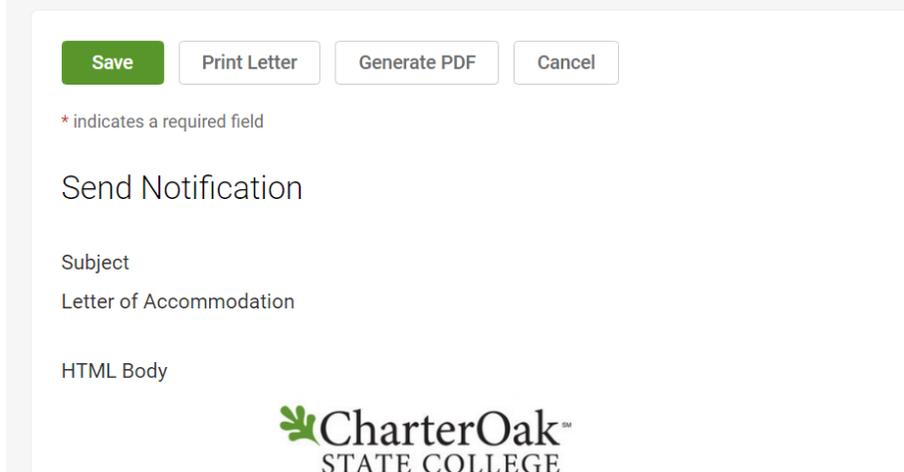


4. To add a student accommodation letter to your Accommodate profile, click “Letter of Accommodation Letter – Requested”.



5. This will open the student’s electronic accommodation letter that was sent to your Charter Oak State College email account.

Accessibility Letter sent at 2020-11-02 21:08:54



To have the letter added to your Accommodate site so that you can view all the students you have in your classes and their accommodations, scroll all the way to the bottom and type your name and select "Save". Bottom of Letter Sample:

Email: scellis@charteroak.edu

Phone: (860) 515-3846

Sent/Submitted

November 02, 2020, 9:08 pm

Recipient Signature

Please electronically sign below.

Your Signature *

- Save
- Print Letter
- Generate PDF
- Cancel

6. This will add the student's letter to your Accommodate portal under "Accommodation Letters"

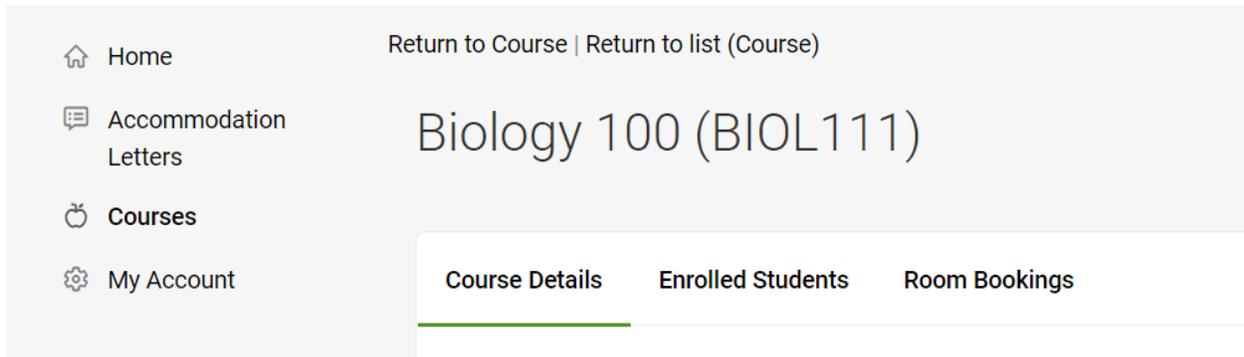
Courses:

To view students in your courses, click on the "Courses" tab.



- Home
- Accommodation Letters
- Courses**
- My Account

You will then be able to choose to see Course Details and Enrolled Students. Charter Oak State College will not be using the “Room Bookings” tab as that is for in person test proctoring.



Click on the “Enrolled Students” tab to view all students in your course. You will be able to view all students with accommodations.

