For Instructors: How to View and Sign Student Accommodation Letters

ACC's Faculty and Staff Accommodate Portal

When you have students with disabilities in your classes, you will receive automated emails from the Symplicity Accommodate system to notify you that you have letters to sign for a student's accommodations for the semester. This document will cover how to view and sign student letters.

 Log in to Symplicity Accommodate. If you need a reminder on how to log in, please review the "How to Log In To Symplicity Accommodate" document. After logging in, you will be on the main page of Accommodate, displaying the News Feed with any announcements or notifications that may be available, as shown in Figure 1.

Alamance Community College		2 AB
 G Home Interpretation Letters Courses and Test Requests 	Getting Started	
My Account	News Feed	
	There are currently no announcements or notifications to display.	
	Accessibility Services Management System	Privacy Policy Terms of Use

Figure 1. The main page of Symplicity Accommodate for instructors, displaying the News Feed section and sidebar with different options on the left side of the screen.

2. In the left side bar of the main page, find and select the option that says "Accommodation Letters." It is the second option in the menu. On this page, any letters for students in your current classes will be listed, as shown in Figure 2. Also notice in Figure 2 that to the right of all letters, there is a small box that will say either "Signature Required" or "Signed." The ones you have not yet signed are marked with "Signature Required."

ccommod	lation Lett	ers	
Keywords Searches title and de	scription		
Apply Search	More Filters		
11 Results			
Accommodation A00002-2016/Clari FAKE HISTORY ()	Ons Letter SIGN	ATURE REQUIRED	
Sent on February 04,	2022, 10:17 am		
Accommodatio	ons Letter SIGN	ATURE REQUIRED	
A00001-2021/Kait	in Yoshimura		
Sent on February 04,	2022, 10:14 am		
Accommodatio	ons Letter SIGN	ED	
A00002-2021/Cora	Barragan		
FAKE HISTORY ()			

Figure 2. In the Accommodation Letters section of Accommodate, the list of student letters will be displayed. To the right of each student's letter, there is a small box that says either "Signature Required" or "Signed," depending on whether the letter has been signed yet.

3. For any student accommodation letter that is marked as "Signature Required," please click on the letter to open and view the letter. Clicking on the letter will take you to another page with the letter displayed. If you would like to print the letter or view it as a PDF, you may use the Print Letter or Generate PDF options at the top of the page. However, please remember that **these letters are confidential**, so store them in a secure manner either physically or digitally and shred or delete them after the semester has ended. Scroll down to read the letter, which will list the student's accommodations and for which of your classes the student will be using their accommodations.

 After viewing the letter, scroll to the bottom of the letter and type your name in the box labeled "Your Signature," then click the Save button at the bottom of the page, as shown in Figure 3.

Extended Test Time (time and half)
Extended test time applies to timed quizzes, tests, exams, mid-terms and final exams. FAKE HISTORY ()
Please feel free to contact the Coordinator of Disability Services if you have questions or concerns about the accommodations.
E-mail: meisbell306@alamancecc.edu or phone (336) 506-4130
Monica Isbell
Alamance Community College
Disability Services
Sent/Submitted February 04, 2022, 10:14 am Recipient Signature
Please electronically sign below.
Your Signature *
Adria R. Brubaker
Save Print Letter Generate PDF Cancel

Figure 3. An example student accommodation letter where the accommodation is listed in bold and the course where the accommodation will be used is listed below. At the bottom of the page, the instructor has typed their name in the "Your Signature" box and the Save button is outlined in black that will be used to save the signature and sign the letter.

5. After hitting Save to sign the letter, you will be returned to the previous page with the student letters listed. Now notice that the box to the right of the letter you just signed will show "Signed" instead of "Signature Required." If all of the letters in the list have been viewed and signed, you are done and can log out of Accommodate.