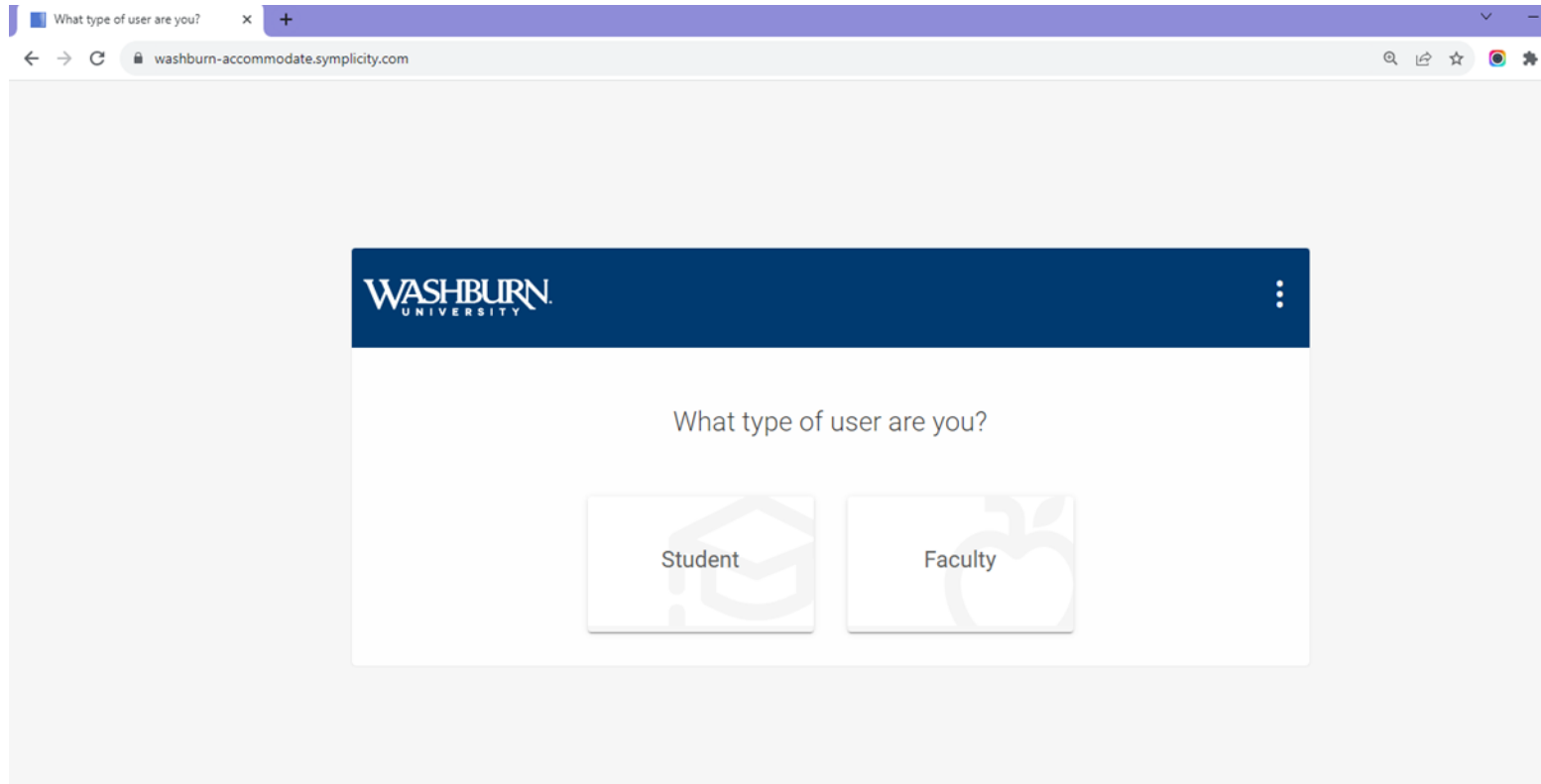# Accommodate Faculty User Instructions
Washburn University and Washburn Technical Institute

Washburn University has implemented a new accommodation management platform called Accommodate. Your Accommodate portal will house important information about your students' accommodations. Please follow the step-by-step instructions below to access and navigate your Accommodate portal.

Log-in to Accommodate here: [https://washburn-accommodate.symplicity.com] and select "Faculty"

After you log-in you will arrive in the "Home" section.

Washburn University
1700 SW College Ave. | Morgan Hall 105
Phone: 785-670-1622
Email: accommodations@washburn.edu

Washburn Institute of Technology
5724 SW Huntoon St. |Bldg A Center
Phone: 785-670-3364
Email: accommodations@washburn.edu

To view a student's accommodation letter select "Accommodation Letters." Select the letter that you wish to view. Your acknowledgement that the accommodation letter was received is requested, "Requested" will appear in a black rectangle next to the letter. Once a letter is acknowledged, the text will indicate "signed." If you do not acknowledge, that does not mean accommodations are not in place for the student. Accommodations are in place as soon as the letter is sent out from DEI office. If you have questions about this process please contact **accommodations@washburn.edu**

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Once the letter is open, you have the option to print or generate a PDF of the accommodation letter. Please acknowledge you have received this letter by typing your name in the "Acknowledgement" box. To return to the full list, select "Return to List (Accommodation Letter)"

WASHBURN
UNIVERSITY

- ⌂ Home
- ▭ Accommodation Letters
- ⏱ Courses
- ▭ Caption Requests
- ⚙ My Account

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

Accessible Classroom
Summer 2023 (test)
Genetics (GEN01)

Please contact us if you have any further questions.

Heather Center

Sent/Submitted

May 31, 2023, 8:41 am

Acknowledgment

Please electronically sign below.

Acknowledgment *

[   ]

Save   Print Letter   Generate PDF   Cancel

To view a list of students enrolled in your course with accommodations, select "Courses." Select the course you wish to view. Here you can view course details, enrolled students, room bookings, exams, or course notes.

WASHBURN
UNIVERSITY

⤢ AB

⌂ Home

▭ Accommodation
   Letters

⏱ Courses

▭ Caption Requests

⚙ My Account

Home / Course / Course Catalog

Course

Course Catalog   **Past Courses**

Keywords

[   ]

Semester

[⌄]

Apply Search   Clear   **More Filters**

1 results   Showing   20 ⌄

Genetics
GEN01
⊙ Date: June 01, 2023 - August 14, 2023
⊙ Time: 2:30 pm - 4:00 pm

To view enrolled students with accommodations, select "Enrolled Students" and then select "More Filters." Select "Yes" Under Approved Accommodations for this Course to view only students who are approved for accommodations in this course.

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To view Testing Accommodations, select "Distraction Reduced Testing" Select the Approved tab to view exams.

WASHBURN.
UNIVERSITY

⊡ AB

- ⌂ Home
- ▤ Accommodation Letters
- ⌾ **Courses**
- ▢ Resources
- ▤ Caption Requests
- ⚙ My Account

Home / Course / Course Details / Alternative Test Room Bookings

Genetics (GEN01)

| Course Details | Enrolled Students | **Distraction Reduced Testing** | Exam |

Pending   **Approved**

Keywords

Apply Search

To upload an exam for a test room booking request, select "Exam" > "Add New Exam" If you do not upload the Exam Document it will display, "No file upload!" at the bottom of this screen.

WASHBURN UNIVERSITY

AB

Home / Course / Course Details / Exam

⌂ Home

💬 Accommodation Letters

Genetics (GEN01)

🍎 Courses

💬 Caption Requests

| Course Details | Enrolled Students | Distraction Reduced Testing | **Exam** |

⚙ My Account

Keywords

Apply Search   More Filters

☐   **Add New Exam**   **Batch Options**   1 results   Showing   20 ⌄

☐   **Midterm Exam**
Genetics
testing_rooms
🕐 Starts July 25, 2023
🕐 Ends July 26, 2023
Duration: 60
No file uploaded!

To view resources uploaded by Office of University Diversity and Inclusion, select "Resources" > "Resource Library"

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By selecting "Personal Profile" on the homepage you can view and edit your account details

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Email: accommodations@washburn.edu

For questions or troubleshooting please contact the campus you are associated with:

Washburn University	Washburn Institute of Technology
Office of Diversity and Inclusion	Student Accommodation Services
1700 SW College Ave. | Morgan Hall 105	5724 SW Huntoon St. | Bldg A Center
Phone: 785-670-1622	Phone: 785-670-3364
Email: accommodations@washburn.edu	Email: accommodations@washburn.edu

For questions regarding the interactive process, or departmental training on faculty portal accommodations please reach out to:

Heather Center

Assistant Director for Student Accommodations

Phone: 785-670-1627

Email: heather.center@washburn.edu

If Faculty have any announcements that they wish to submit for the Student Portal for advertisement please email them to accommodations@washburn.edu