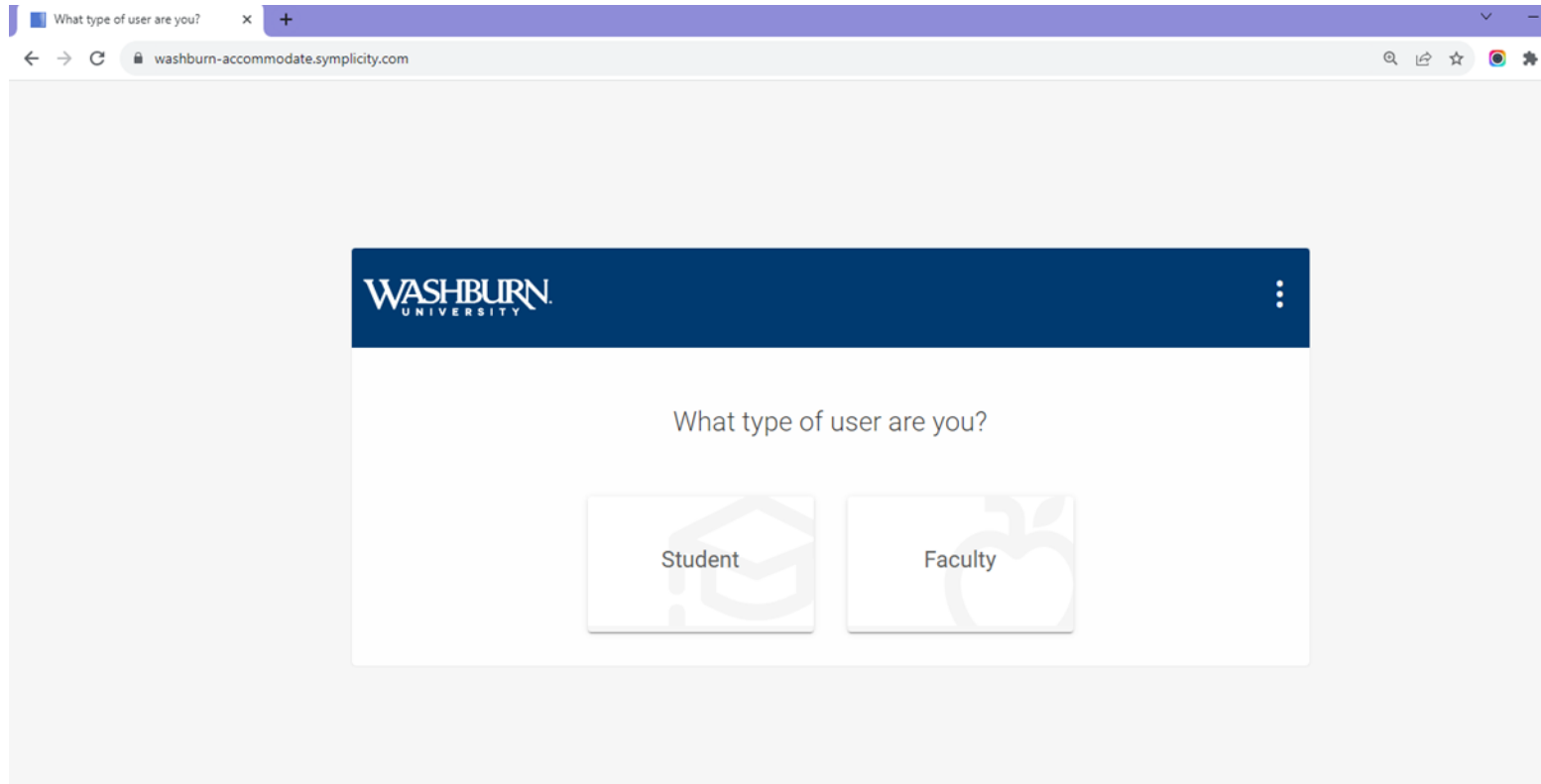


Accommodate Faculty User Instructions

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.symlicity.com>] and select "Faculty"



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1700 SW College Ave. | Morgan Hall 105
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Washburn Institute of Technology
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After you log-in you will arrive in the "Home" section.

The screenshot shows the home page of the Accessibility Services Management System. At the top is a dark blue header with the Washburn University logo on the left and a user profile icon with the initials 'AB' on the right. A left-hand navigation menu contains icons and labels for Home, Accommodation Letters, Courses, Resources, Caption Requests, and My Account. The main content area is titled 'Getting Started' and features a white box with two radio button options: 'Account Created' (which is selected) and 'Personal Profile'. To the right of this box is a dark blue button labeled 'Submit Caption Request'. Below the 'Getting Started' section is a 'News Feed' section with a white background. It contains a heading 'Welcome to Accommodate!', a paragraph of instructions about reviewing letters, another paragraph about viewing students with accommodations, and a 'View All Announcements' link. At the bottom of the page, the text 'Accessibility Services Management System' is on the left and 'Privacy Policy | Terms of Use' is on the right.

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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

The screenshot displays the Washburn University Accessibility Services Management System interface. At the top, the Washburn University logo is on the left, and navigation icons for a home page and a user profile (labeled 'AB') are on the right. A breadcrumb trail reads 'Home / Accommodation Letters / Accessibility Letter List'. The main heading is 'Accommodation Letters'. Below this is a search section with a 'Keywords' label and a subtext 'Searches title and description'. A search input field is present, followed by 'Apply Search', 'Clear', and 'More Filters' buttons. The results section shows '1 results' and a 'Showing 20' dropdown. The single result is a 'Letter of Accommodation' with a 'REQUESTED' status tag. The details for this letter are: 'A00004-2023/Luanne Zwart', 'Genetics (GEN01)', and 'Sent on May 31, 2023, 8:41 am'. At the bottom, the text 'Accessibility Services Management System' is on the left, and 'Privacy Policy | Terms of Use' is on the right.

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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)”

The screenshot shows the Washburn University website interface. At the top left is the Washburn University logo. On the right side of the header are two circular icons: one with a refresh symbol and another with the letters 'AB'. A left-hand navigation menu contains links for Home, Accommodation Letters, Courses, Caption Requests, and My Account. The main content area displays a confirmation message: 'Thank you for submitting your request with the Office of Accessibility Services. Your accommodation request has been processed.' Below this, the details of the request are listed: 'Accessible Classroom', 'Summer 2023 (test)', and 'Genetics (GEN01)'. A note follows: 'Please contact us if you have any further questions.' The contact information is 'Heather Center'. The submission date and time are 'Sent/Submitted May 31, 2023, 8:41 am'. An 'Acknowledgment' section contains the instruction 'Please electronically sign below.' and a text input field labeled 'Acknowledgment *'. At the bottom of the form are four buttons: 'Save' (dark blue), 'Print Letter', 'Generate PDF', and 'Cancel'.

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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.

The screenshot shows the Washburn University Course Catalog interface. At the top, the Washburn University logo is on the left, and navigation icons (a square with a diagonal line and a circle with 'AB') are on the right. Below the logo, a breadcrumb trail reads 'Home / Course / Course Catalog'. A left sidebar contains navigation links: Home, Accommodation Letters, Courses, Caption Requests, and My Account. The main content area is titled 'Course' and has two tabs: 'Course Catalog' (active) and 'Past Courses'. Below the tabs are search filters: a 'Keywords' text input field, a 'Semester' dropdown menu, and three buttons: 'Apply Search' (dark blue), 'Clear', and 'More Filters'. Below the filters, it shows '1 results' and 'Showing 20' with a dropdown arrow. The single result is for the course 'Genetics' (GEN01), with a date range of 'June 01, 2023 - August 14, 2023' and a time of '2:30 pm - 4:00 pm'.

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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.

WASHBURN UNIVERSITY

Home / Course / Course Details / Enrolled Students

Genetics (GEN01)

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

Keywords
[text input]

Semester
[select] [v] Clear

Approved Accommodations for this Course
 Yes No

Apply Search Clear Fewer Filters

Batch Options 6 results Sort By: Last Name [v] Showing 20 [v]

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

The screenshot shows the Washburn University website interface. At the top left is the Washburn University logo. On the top right, there are two circular icons: one with a square and an arrow pointing out, and another with the letters 'AB'. Below the header is a navigation breadcrumb: Home / Course / Course Details / Alternative Test Room Bookings. On the left side, there is a vertical menu with icons and labels: Home, Accommodation Letters, Courses, Resources, Caption Requests, and My Account. The main content area is titled 'Genetics (GEN01)'. Below the title, there are four tabs: 'Course Details', 'Enrolled Students', 'Distraction Reduced Testing' (which is underlined), and 'Exam'. Under the 'Distraction Reduced Testing' tab, there are two sub-tabs: 'Pending' and 'Approved' (which is underlined). Below the sub-tabs is a section labeled 'Keywords' with a text input field and a blue 'Apply Search' button.

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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.

The screenshot displays the Washburn University interface for managing exams. The top navigation bar includes the Washburn University logo and user initials 'AB'. The breadcrumb trail is 'Home / Course / Course Details / Exam'. The main heading is 'Genetics (GEN01)'. Below this, there are tabs for 'Course Details', 'Enrolled Students', 'Distraction Reduced Testing', and 'Exam'. The 'Exam' tab is active, showing a search bar for 'Keywords', an 'Apply Search' button, and a 'More Filters' link. Below the search bar, there are buttons for 'Add New Exam' and 'Batch Options', and a status '1 results'. A dropdown menu shows 'Showing 20'. The exam list contains one entry: 'Midterm Exam' for 'Genetics', with testing rooms 'testing_rooms', start date 'July 25, 2023', end date 'July 26, 2023', and a duration of 60 minutes. A red message 'No file uploaded!' is displayed at the bottom of the exam entry.

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

The screenshot shows the Washburn University website's Resource Library. The header features the Washburn University logo and navigation icons. A sidebar on the left contains links for Home, Accommodation Letters, Courses, Resources, Caption Requests, and My Account. The main content area displays the breadcrumb path 'Home / Resources / Document Library' and the search term 'resources'. A search box with the placeholder 'Keywords' and the instruction 'Searches document name and description.' is present, along with an 'Apply Search' button and a 'More Filters' link. Below the search box, it indicates '1 results' and 'Showing 20' items. The first result is titled 'Flex Plan' and includes a brief description: 'Flex Plans are utilized for students who have been approved for either flexibility with attendance or flexibility with due dates. The interactiv...'. A 'Show More' link is provided for the result. At the bottom of the page, there is a footer with 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

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

The screenshot shows the homepage of the Accessibility Services Management System at Washburn University. The header is dark blue with the Washburn University logo on the left and two circular icons (a square with a diagonal line and the letters 'AB') on the right. A left-hand navigation menu includes: Home, Accommodation Letters, Courses, Resources, Caption Requests, and My Account. The main content area is divided into three sections: 1. 'Getting Started' with a list where 'Account Created' is checked and 'Personal Profile' is selected. 2. 'News Feed' with a welcome message and instructions on how to use the system, and a 'View All Announcements' link. 3. A 'Submit Caption Request' button. The footer contains 'Accessibility Services Management System' on the left and 'Privacy Policy | Terms of Use' on the right.

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

Washburn University

Office of Diversity and Inclusion

1700 SW College Ave. | Morgan Hall 105

Phone: 785-670-1622

Email: accommodations@washburn.edu

Washburn Institute of Technology

Student Accommodation Services

5724 SW Huntoon St. | Bldg A Center

Phone: 785-670-3364

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

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