What is the Faculty Portal?

The Student Disability Resource Center is excited to launch the faculty portal of its disability management system, Accommodate by Symplicity!

This portal will allow faculty members to:

- View all of the information regarding the approved accommodations for students in their class in one convenient location.
- View approved testing appointments for students to be proctored by SDRC.
- Securely upload exams and testing instruction for exams to be proctored in the SDRC office.

Accommodate is fully accessible and is Section 508 and ADA compliant.
STUDENT DATA SECURITY & INTEGRITY

Symplicity’s web hosting service:
- World-class data center
- Best-of-breed server infrastructure ensures data integrity and access control
- 99.99% uptime
- Redundancy at all levels
- Back-up to two geographic locations
- Key staff have top secret facility security clearance
- Do not outsource hosting services, web development, or customer support

CONFIDENTIAL AND PROPRIETARY
Who?

The faculty portal is available to all current UWF faculty regardless of status (i.e. full-time, part-time, adjunct). Faculty will only see information in the faculty portal if they have a student registered with SDRC (or a SDRC Staff Notetaker) enrolled in a course they teach.
How?

• Logging into Accommodate
• Courses/course Details
• Enrolled students
• Test requests
• Exam upload
• Notetaking information
Logging In

Click the link you received in the email from SDRC

OR

Sign in through MyUWF

Type “SDRC Faculty Portal” in search bar of MyUWF
Search for Faculty Portal

• Click on “SDRC Accommodate – Faculty Portal”

• This should take you directly to the home screen of the portal. If you get to a screen that asks for a user name and password or the faculty portal does not appear as an option when you search, please call SDRC at 850-474-2387 for assistance.
Welcome Screen

- Once you click on the “SDRC Faculty Portal” it should take you to the home screen (listed above).
- Here you will find announcements and updates from SDRC.
- Notice the four tabs available (Home, Courses, Resources, My Account)
- Click on the “Courses” tab
Courses

- This screen lists the courses you are teaching for the current semester.
- You can click “past courses” to see the courses that you have taught in past semesters.
- Click the magnifying glass next to your class to view further information about the class including student accommodations and test requests.
Courses

- In the event you have multiple courses or need to return to the home screen and you are in the Course Details tab, you will need to click the cancel button to return to your Course home screen.

*The back button will NOT work*
Student Roster

A green check indicates that this is the notetaker assigned to the course.

Accommodations will be listed next to students name.
Test Room Booking Screen

- This screen shows the tests requests that have been approved by SDRC. If you click the “pending” tab, you can a test request that a student has submitted, but has not yet been approved by SDRC.

- Click the edit button next to the student’s name to go to the test instruction form.
Test Request Form

- This form replaces our old test instructions form.
- The form will auto-fill the student’s name, class, exam date, and exam time.
- Fill out the form with testing instructions.
- Exam can be uploaded directly to the form or emailed to sdrctesting@uwf.edu or dropped off to SDRC in Bldg. 19.
When you click the “Course notes” tab you can view notes uploaded by the notetaker for the student.

Click on the file to view the notes made available to the student.

****If you have any questions/concerns with the notes or the notetaker, please contact Tina Likovetz with SDRC at 850-474-2387 or tlikovetz@uwf.edu.
Questions?
Give us a call at 850-474-2387 or email sdrc@uwf.edu