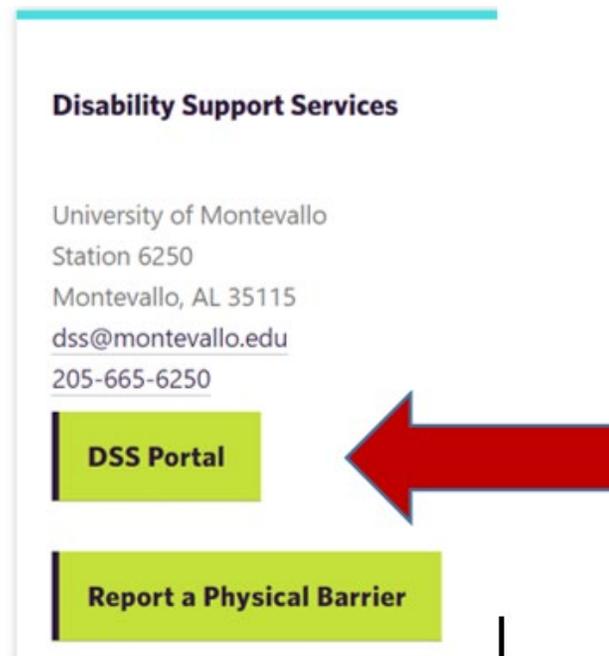
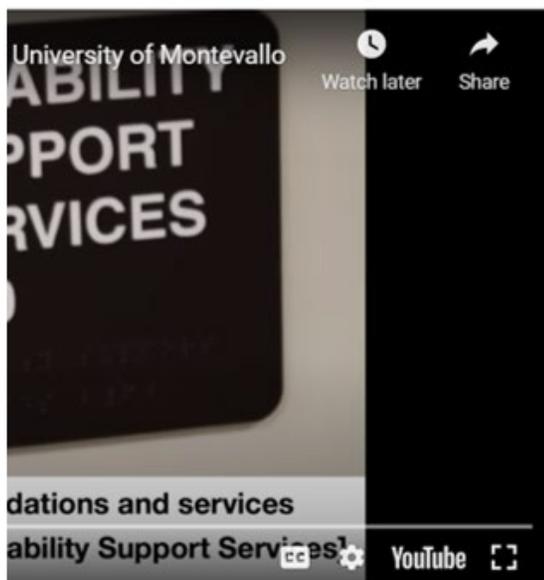


DSS Faculty Portal Tutorial (8/20/21)

Wonderful news! DSS is now using the Faculty Notification module of our new accommodation management software and our hope is to make your ability to create “access” easier and more convenient. But, as with all new things, we know there will be a learning curve.

When you receive a new Faculty Notification Letter via email, you can view the needed accommodations directly within the email, but DSS respectfully requests that you confirm receipt of that notice, by clicking on the **DSS Faculty Portal within the email.**

You may also go directly into the Faculty Portal at any time by choosing **DSS Portal** (top green button on the right) on the DSS webpage (www.montevallo.edu/dss)



elbert.accessiblelearning.com/Montevallo/

Apps Access - physical AIM Alternative Format... Braille Bulletin boards/Pos... Business.News.Polit... Captioning and acc...

Problem with Login Sign In

M UNIVERSITY of MONTEVALLO
DISABILITY SUPPORT SERVICES

Home

Home » Welcome to Online Services

Home
Online Services Home

WELCOME TO ONLINE SERVICES

PLEASE CHOOSE FROM THE FOLLOWING OPTIONS

		
Sign In	New Student Application	Faculty Login

From Main DSS Portal link, choose **“Faculty Login”**.

Login As Feature

[Return to Staff](#)

Home

[DSS's Main Website](#)

Logout

Once you finish with your session,
please do not forget to **Log Out**
and **Close Your Browser**.

[Log Out](#)

INSTRUCTOR AUTHENTICATION PAGE

Username: blooml

REMINDERS

By clicking on the following button, I acknowledge that I have read and will comply with the school's FERPA policy as it pertains to student records. I have a responsibility to maintain the confidentiality of all applicable student information.

Please remember to sign out and close the browser completely after you are finished accessing this information.

[Continue to View Student Accommodations](#)



Read the confidentiality notice and click **“Continue to View Student Accommodations”**

Welcome Deborah Braswell | My Profile | Mailbox (Sent E-Mails) | Sign Out

Return to Staff

Previous Term | Term: Spring 2021 | Next Term

Views and Tools

- Overview
- Course Syllabus
- Alternative Testing

Logout

Once you finish with your session, please do not forget to Log Out and Close Your Browser.

Log Out

Click to Expand Advanced Search Panel

Sort Result: Last Requested (Newest F) | Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- EXAM: Alternative Testing
- TEXT: Alternative Formats
- DHH: Communication Access
- NOTE: Notetaking Services

Export Search Result To CSV (Comma-Separated Values) File

Export Student Lists | For Accommodation Export, Sort Column by: Alphabetically | Accommodation Requests | Courses with Eligibility

View	CRN	SBJ	CRS	SEC	Student's Full Name	EXAM	NOTE	TEXT	DHH	Request Date	Status
View	13289	MK	370	301	Daisy Duck	Yes	Yes			02/24/2021	Confirmed
View	13288	MK	370	501	Betty Boop	Yes	Yes			02/24/2021	Confirmed

This should bring you to a page showing all of your accommodations requests (to date) for a given semester. This screenshot shows a Spring 2021 term with two students requesting accommodations: Daisy Duck and Betty Boop.

This faculty member (in example above) has already acknowledged both notices so the status reads as “Confirmed” (red arrow). The term can be changed (if you wish to see requests from a previous or future term) by selecting the “Previous Term” or “Next Term” links to the right and left of the Current term (purple arrows).

You must choose “View” to open each letter (blue arrow). * Please open and confirm/acknowledge all email notices.

Problem with Login Sign In
UNIVERSITY OF CALIFORNIA DISABILITY SUPPORT SERVICES

Home

Home » Instructor Homepage » Overview

Views and Tools
> Overview
> Course Syllabus
> Alternative Testing

Logout
Once you finish with your session, please do not forget to Log Out and Close Your Browser.
Log Out

OVERVIEW
Accommodation Requests Search Students' Eligibilities Add Instructor

ANNOUNCEMENT
Please contact DSS at 205-665-6250 or DSS@montevallo.edu with any questions about navigating the DSS Faculty Portal.

Return to Previous Page

ACCOMMODATION REQUEST ACKNOWLEDGEMENT
I have been notified of this student's accommodations needs. I will contact DSS immediately with any concerns, or if I need guidance or assistance in the implementation of the accommodations.

Submit Acknowledgement Electronically

ACCESS INFORMATION
View: [Request History](#)
This accommodation letter was read by: Ruth Truss
Last recorded access on: Tuesday, August 10, 2021 at 04:47:23 PM
Last notification mailed on: Tuesday, August 10, 2021 at 04:43:51 PM

Notification Letter
Dear Faculty,



Please click **Submit Acknowledgment Electronically** (purple arrow) to indicate you received the notification of accommodation needs. This does not mean you have automatically agreed to each accommodation, as you have the right to contact DSS (205-665-6250; DSS@montevallo.edu) with any concerns about a specific accommodation. It is simply confirmation that you received the notice of a student request. The letters can be printed if you choose.

Faculty may always contact DSS with questions about the reasonableness of an accommodation or for more details or assistance about implementation - as always. DSS is happy to explore solutions, suggestions or to hear your thoughts if you are concerned about the effectiveness or reasonableness of an accommodation, but we do ask that you confirm receipt of the notice.

You can export (green arrow) your list of students- should you experience a semester with multiple student requests and you wish to save the list elsewhere.

Welcome Deborah Braswell! My Profile My Mailbox (Sent E-Mails) Sign Out

Return to Staff

Previous Term Term: Spring 2021 Next Term

Views and Tools

- Overview
- Course Syllabus
- Alternative Testing

Logout

Once you finish with your session, please do not forget to Log Out and Close Your Browser.

Log Out

Click to Expand Advanced Search Panel

Sort Result: Last Requested (Newest F) Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- EXAM: Alternative Testing
- TEXT: Alternative Formats
- DHH: Communication Access
- NOTE: Notetaking Services

Export Search Result To CSV (Comma-Separated Values) File

Export Student Lists For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests Courses with Eligibility

View	CRN	SBJ	CRS	SEC	Student's Full Name	EXAM	NOTE	TEXT	DHH	Request Date	Status
View	13289	MK	370	301	Daisy Duck	Yes	Yes			02/24/2021	Confirmed
View	13288	MK	370	501	Betty Boop	Yes	Yes			02/24/2021	Confirmed

If you choose to use an exported list saved to your computer instead of logging onto the portal, keep in mind that you would need to update any such exported lists if you received an additional notice during a semester. Students can register with us at any point in the term, or simply make their requests later in the term, just as could happen when we were depending on paper letters being delivered by students. As always, please treat this information as confidential and take great care of how information is saved outside of the Portal, taking care to delete any such lists after a term ends. DSS can always review and retrieve past data regarding accommodations should it be needed.

Once the letter is opened within the Portal, your view should be similar to the screenshot below:

Views and Tools

- > Overview
- > Course Syllabus
- > Alternative Testing

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

ACCOMMODATION REQUEST ACKNOWLEDGEMENT

Confirmed on **Wednesday, February 24, 2021 at 02:19:48 PM**

Notification Letter

Dear Faculty,

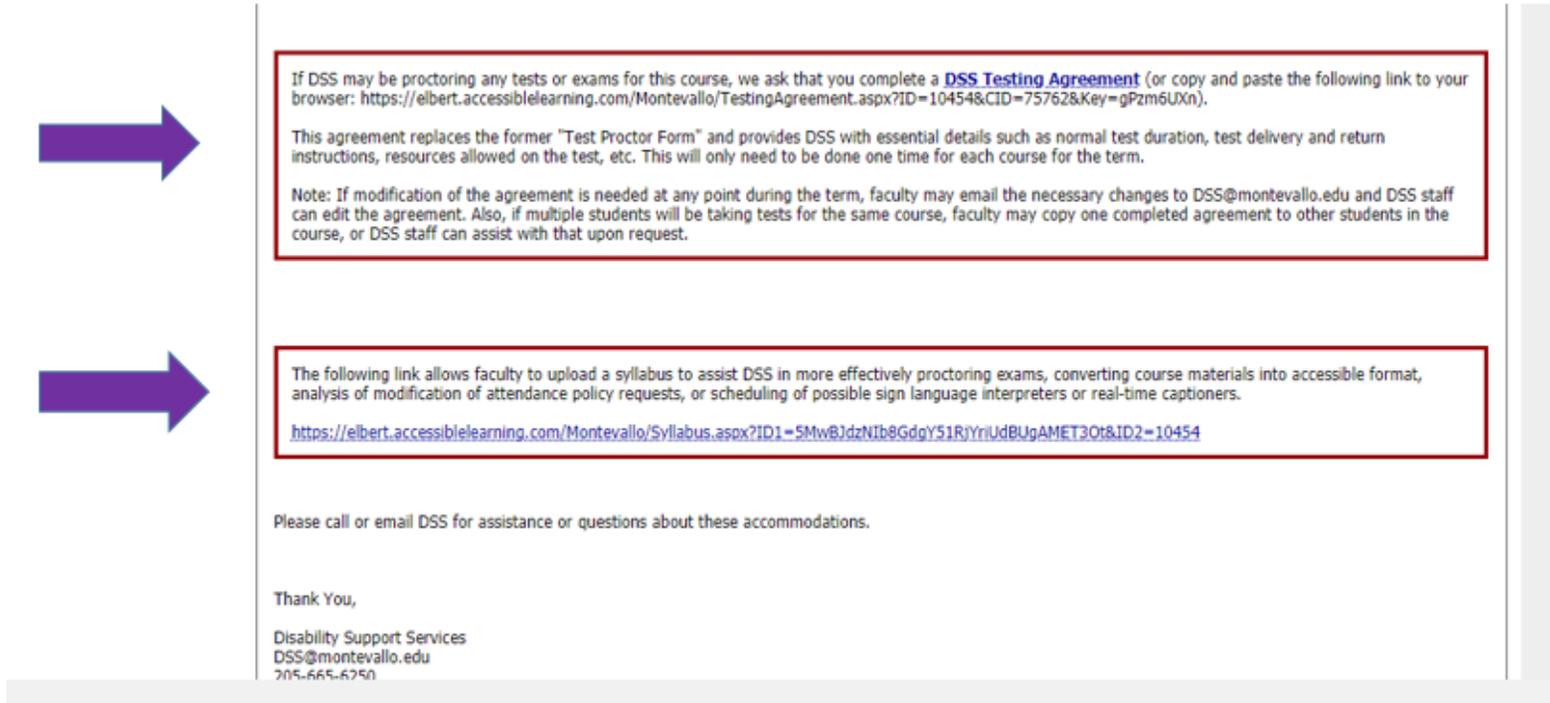
Daisy Duck is registered with the Disability Support Services (DSS) office. This student is eligible for services to ensure equal access under the guidelines of federal law and this notice identifies the accommodations that have been approved. **The student has a right to confidentiality and all communication with them should be handled with privacy. Students are not required to disclose the nature of their disability to faculty.** Accommodations should not be discussed with other students or with employees who do not have an academic need to know.

The accommodations below, while appropriate given the disability, are not custom-designed for your course, so it is possible that a specific accommodation may be unnecessary or inappropriate in a given course or on a specific assignment. **Faculty are asked to contact DSS immediately if there is a concern that a recommendation alters an essential element or objective of an assignment or the course.** Additional information regarding each accommodation is found within the DSS Faculty Portal <https://elbert.accessiblelearning.com/Montevally/Instructor>

The specific accommodations the student is eligible to receive include the following:

- 1. Alternative Testing**
 - Distraction-reduced testing environment (may be proctored in DSS)
 - Extra Time 1.50x
 - Permission to use computer with voice dictation software for testing
Student requires computer with voice dictation software for testing and in-class or timed writing. Tests will typically taken in DSS unless test is online. Contact DSS@montevallo.edu with any questions about acceptable test formats.
- 2. Course Participation**

After opening the letter itself you may see links to one or more **Action Boxes (purple arrows)**:



The screenshot shows an email body with two purple arrows pointing to red-bordered boxes. The first box contains text about a DSS Testing Agreement, including a URL and a note about modifications. The second box contains text about a syllabus upload link and another URL. Below the boxes, there is a paragraph about contacting DSS for assistance and a sign-off from Disability Support Services.

If DSS may be proctoring any tests or exams for this course, we ask that you complete a [DSS Testing Agreement](#) (or copy and paste the following link to your browser: <https://elbert.accessiblelearning.com/Montevallo/TestingAgreement.aspx?ID=10454&CID=75762&Key=gPzm6UXn>).

This agreement replaces the former "Test Proctor Form" and provides DSS with essential details such as normal test duration, test delivery and return instructions, resources allowed on the test, etc. This will only need to be done one time for each course for the term.

Note: If modification of the agreement is needed at any point during the term, faculty may email the necessary changes to DSS@montevallo.edu and DSS staff can edit the agreement. Also, if multiple students will be taking tests for the same course, faculty may copy one completed agreement to other students in the course, or DSS staff can assist with that upon request.

The following link allows faculty to upload a syllabus to assist DSS in more effectively proctoring exams, converting course materials into accessible format, analysis of modification of attendance policy requests, or scheduling of possible sign language interpreters or real-time captioners.

<https://elbert.accessiblelearning.com/Montevallo/Syllabus.aspx?ID1=5MwBjdzN1b8GdgY51RjYriUdBUgAMET3Ot&ID2=10454>

Please call or email DSS for assistance or questions about these accommodations.

Thank You,
Disability Support Services
DSS@montevallo.edu
705-665-6750

One action box allows faculty to complete a **DSS Testing Agreement**. If DSS will be involved in proctoring exams then this form must be completed. **This brief form takes the place of the former "Test Proctoring Form" and needs to be completed only once for the entire course, rather than per test.** If your instructions will vary between tests or exams for the course, then you can also specify that (such as 3" x5" notecard on first test only, etc.)

The Testing Agreement allows faculty to submit information about normal test duration, test delivery and return instructions, any resources allowed on the tests for that class. **Note: if you plan to proctor your own tests, or if the course has no tests or exams**, there is a drop down box inside the form itself for you to notify DSS so that staff know they will not be involved in proctoring tests for you. **(Note: If you do not see test/quiz options that matches your assessments, please let us know, as we can add options to better meet your course.)**

Faculty are asked to provide a phone number where they can be reached by text or call if there is a question or problem during an exam. **This information is not shared with students, and would only be used by DSS staff, so you may use your cell if you wish.** If your preference is that DSS contact your departmental office for such questions, then please use that phone number.

Note: The Testing Agreement can be modified at any time during the term if needed (such as allow additional resources or change test delivery or return). Faculty can simply email the desired changes to DSS@montevallo.edu and DSS staff will update the agreement. Also, testing agreements can be copied by faculty from one student to another for the same course, or DSS staff can assist with that upon request. Faculty will receive an email confirmation that a testing agreement has been copied for the student from your existing agreement.

Another action box allows faculty to upload a syllabus. Reasons for needing to do this might include DSS proctoring tests for the faculty (and your calendar allows DSS staff to see test dates), a need for DSS to help you and the student to determine any reasonable modification of attendance requests (DSS staff can read over your existing attendance and make-up policies), or DSS is assisting with provision of accessible books and the syllabus has your required reading list. DSS may not always need your syllabus, but this is a simple way to submit it when requested, or simply as a proactive measure in case DSS needs it.

Syllabi may also be uploaded by using the link in the **“Views and Tools”** box under the small purple banner on the left side of the portal.

Note: Tests may also be uploaded to the DSS Faculty Portal as well. Eventually, when we complete the processes and templates for the Alternative Testing module, faculty will be able to upload tests through the testing module, but currently, faculty are able to upload them using the syllabus upload feature.

Views and Tools

- > Overview
- > Course Syllabus
- > Alternative Testing

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

UPLOAD INSTRUCTION



- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

Upload Form

Class *:

Syllabus Title *:

Select File:
 No file chosen

Faculty may upload numerous documents per class. We highly recommend that they make use of the "Syllabus Title" field to appropriately label the syllabus section (Class policies, Reading assignments, etc.) or assessment (Quiz 1,

Midterm, Final exam, etc.) so that it is easy for DSS to find the correct file. Multiple files with the same or similar name may cause confusion, such as in the screenshot below (borrowed from the software trainer).

Upload Form

Class *:

Syllabus Title *:

Select File:
 No file chosen

SBJ	CRS	SEC	Syllabus Title	Upload Date	Delete	View
ACCT	33010	001	updated test ←	08/20/2021 at 07:43:02 AM	Delete	View
ACCT	33010	001	Test ←	11/06/2016 at 01:17:50 AM	Delete	View
ART	69199	009	test	04/16/2019 at 03:46:58 PM	Delete	View
CHDS	67637	002	Test	03/19/2017 at 01:36:23 AM	Delete	View
JMC	22001	003	Test	08/27/2019 at 12:52:16 PM	Delete	View

***Important** DSS recognizes that all new things come with growing pains. We have been working to build the student and faculty portals since late summer of 2020 and opened up the student DSS Application module in December 2020. Our hope as we rolled out the Faculty Notification module during the summer in an attempt to discover and resolve any glitches before we tackled a much busier fall term. If something in these directions and screenshots do not match the process as you experience it, please do let us know so we can correct our system or our directions in future versions of this tutorial. Feel free to send us screenshots of any aspect that may differ or where you have a question or to suggest changes. DSS@montevallo.edu; 205-665-6250*