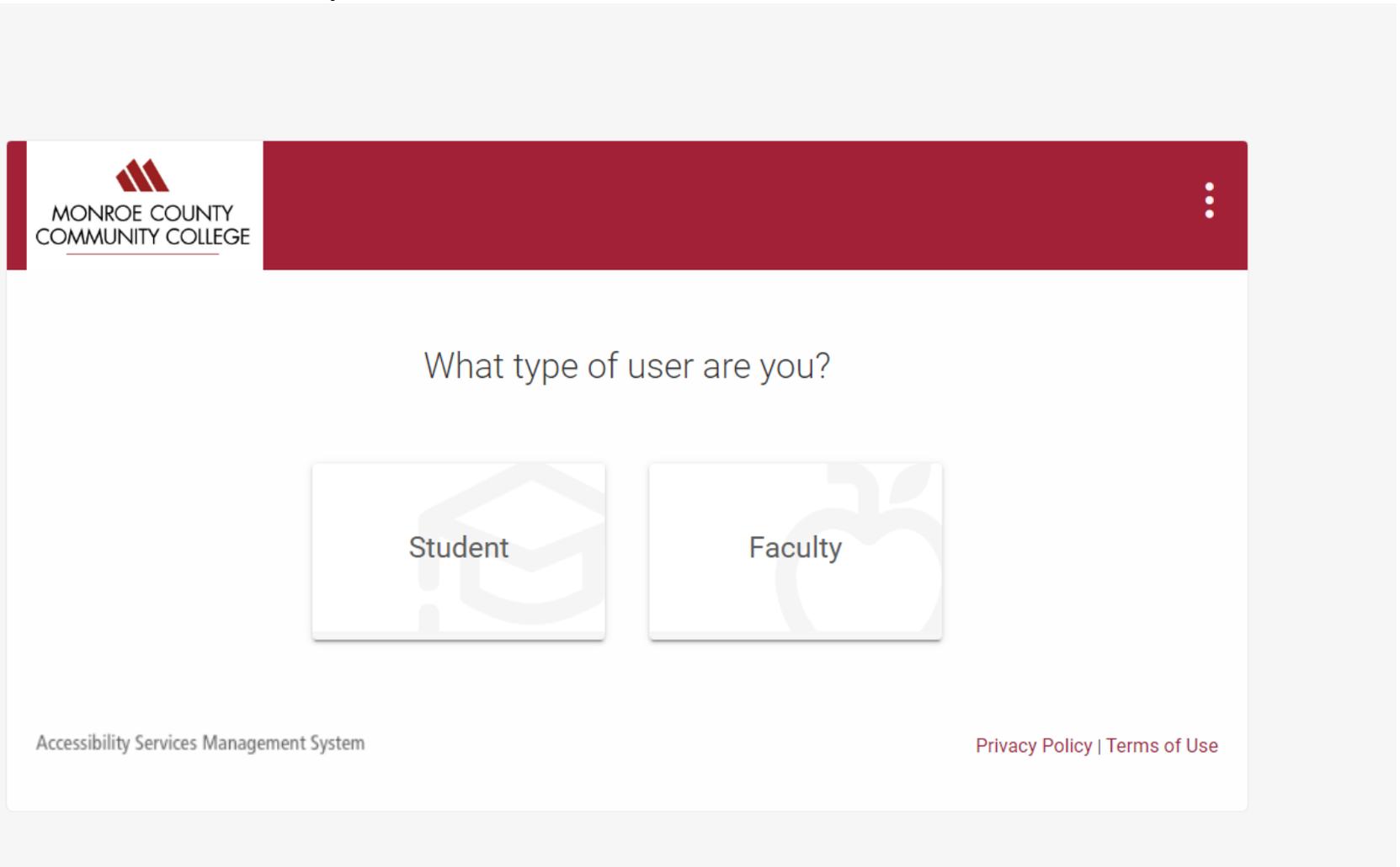


Accommodate Faculty User Instructions

Monroe County Community College

MCCC 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: and select "Faculty"



After you log-in you will arrive in the “Home” section.

The screenshot shows the user interface of the Accessibility Services Management System. At the top, there is a dark red header bar. On the left side of the header, the Monroe County Community College logo is displayed. On the right side of the header, there are two circular icons: one with a square and an arrow pointing out, and another with the initials 'JB'. Below the header, a light gray sidebar contains a navigation menu with the following items: Home (with a house icon), Accommodation Letters (with a document icon), Courses/Testing Accommodation Reservations (with a graduation cap icon), Resources (with a folder icon), and My Account (with a gear icon). The main content area is titled 'Getting Started' and contains a white box with two checkmarks and links: '✓ [Account Created](#)' and '✓ [Personal Profile](#)'. Below this is a 'News Feed' section with a white box containing the text: '[Welcome to Accommodate!](#)
Please select "Accommodation Letters" on the left navigation to review or sign your letters.

To view students in your course(s) with accommodations, please select "Courses" in the left navigation.' At the bottom right of the news feed box is a link: 'View All Announcements'. At the bottom of the page, there is a footer with the text 'Accessibility Services Management System' on the left and '[Privacy Policy](#) | [Terms of Use](#)' on the right.

To view a student's accommodation letter select Accommodation Letters. Select the letter that you wish to view. If your signature is requested, "Requested" will appear in a black rectangle next to the letter. Once a letter is signed, the text will indicate "signed."

The screenshot shows the 'Accommodate' web application interface. At the top left is the Monroe County Community College logo. The main header area is dark red with a white 'Accommodate' logo and a user profile icon labeled 'AB'. A left sidebar contains navigation links: Home, Accommodation Letters (selected), Courses, Calendar, Surveys, Resources, and My Account. The main content area is titled 'Accommodation Letters' and includes a search bar with the placeholder text 'Keywords' and 'Searches title and description'. Below the search bar are 'Apply Search' and 'More Filters' buttons. The results section shows '13 results' and a sorting option 'SORT BY: Sent/Submitted'. The first result is an 'Approval Letter' with a 'REQUESTED' status, for 'A00008-2019/Cora Barragan' in 'Macro Economics (ECON102)', sent on April 19, 2020, at 1:31 pm.

Once the letter is open, you have the option to print or generate a PDF of the accommodation letter. If your signature is requested, please complete the form as indicated. To return to the full list, select "Return to List (Accommodation Letter)"

MONROE COUNTY COMMUNITY COLLEGE

Accommodate

Return to Accommodation Letters | Return to list (Accommodation Letters)

Accessibility Letter sent at 2020-04-19 13:31:46

Save Print Letter Generate PDF Cancel

* indicates a required field

Send Notification

Subject
Approval Letter

HTML Body

Letter of Accommodation Transmittal Email

[Student Name]

[Quarter/Semester Select one: Winter Spring Summer Fall]
Quarter/Semester

[CRN, Class Name/#, Course Title]

Select Courses/Test Accommodation Reservations. Here you can view course details, Testing Center bookings, and exams.

MONROE COUNTY COMMUNITY COLLEGE

Home / Course / Course Details

Probabilities (PROB)

Course Details Testing Center Bookings Exam

Cancel

Course

Title
Probabilities

Instructors
Adria Brubaker (arb@example.edu)

Code
PROB

Credit Hours
4

Days
Tuesday, Thursday

Course Info

Modified: June 08, 2022, 9:24 am

To view Test Accommodation Reservations, select Courses/Testing Accommodation Reservations tab. Then select Test Center Bookings and then Complete Test Details tab to provide test conditions.

MONROE COUNTY COMMUNITY COLLEGE

Home / Course / Course Details / Room Bookings

Statistics (STATS)

Course Details Testing Center Bookings Exam

N/A Complete Test Details

Keywords

Apply Search

To upload an exam for a Testing Center booking reservation, select “Exam” > “Add New Exam”

The screenshot shows the Monroe Community College Testing Center interface. At the top left is the college logo. A dark red header bar contains a share icon and the letter 'A'. Below the header, a breadcrumb trail reads 'Home / Course / Course Details / Exam'. The main heading is 'Probabilities (PROB)'. A navigation bar below the heading has three tabs: 'Course Details', 'Testing Center Bookings', and 'Exam', with 'Exam' being the active tab. Below the tabs is a search section with a 'Keywords' label and an empty input field. Below the input field are two buttons: 'Apply Search' and 'More Filters'. Below this is a results section with a checkbox, an 'Add New Exam' button, a 'Batch Options' button, and the text '1 Results'. On the right side of the results section, it says 'Showing 20' with a dropdown arrow. Below the results section is a list item for 'Chapter 1 Test' under the course 'Probabilities'. The item includes the following details: 'Starts September 20, 2022', 'Ends September 20, 2022', 'Duration: 60', and 'No file uploaded!'.

MONROE COUNTY
COMMUNITY COLLEGE

Home / Course / Course Details / Exam

Probabilities (PROB)

Course Details Testing Center Bookings Exam

Keywords

Apply Search More Filters

Add New Exam Batch Options 1 Results Showing 20

Chapter 1 Test
Probabilities
Starts September 20, 2022
Ends September 20, 2022
Duration: 60
No file uploaded!

To upload an exam for multiple students select “yes” to apply to all records. The exam will be added to all existing approved requests for the same course with a test date in between the exam start and end date.

- Home
- Accommodation Letters
- Courses/Testing Accommodation Reservations**
- Resources
- My Account

FAKE DOCUMENT.docx
11.67 KB

Start Date *
2022-09-01 Select Clear

End Date *
2022-09-07 Select Clear

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30 am	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am	7:30 am
7:45 am	7:45 am	7:45 am	7:45 am	7:45 am	7:45 am	7:45 am
8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	8:00 am
8:15 am	8:15 am	8:15 am	8:15 am	8:15 am	8:15 am	8:15 am
8:30 am	8:30 am	8:30 am	8:30 am	8:30 am	8:30 am	8:30 am
8:45 am	8:45 am	8:45 am	8:45 am	8:45 am	8:45 am	8:45 am
9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am
9:15 am	9:15 am	9:15 am	9:15 am	9:15 am	9:15 am	9:15 am
9:30 am	9:30 am	9:30 am	9:30 am	9:30 am	9:30 am	9:30 am
9:45 am	9:45 am	9:45 am	9:45 am	9:45 am	9:45 am	9:45 am
10:00 am	10:00 am	10:00 am	10:00 am	10:00 am	10:00 am	10:00 am
10:15 am	10:15 am	10:15 am	10:15 am	10:15 am	10:15 am	10:15 am
10:30 am	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am
10:45 am	10:45 am	10:45 am	10:45 am	10:45 am	10:45 am	10:45 am
11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am
11:15 am	11:15 am	11:15 am	11:15 am	11:15 am	11:15 am	11:15 am
11:30 am	11:30 am	11:30 am	11:30 am	11:30 am	11:30 am	11:30 am
11:45 am	11:45 am	11:45 am	11:45 am	11:45 am	11:45 am	11:45 am
12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm

Apply to all records
If select yes, exam will be added to all existing approved or pending requests for the same course with a test date in between the exam start and end date.

Yes No

Submit Save Delete Cancel

To view resources uploaded by **Disability Services**, select “Resources”

MONROE COUNTY COMMUNITY COLLEGE

resources

Home

Accommodation Letters

Courses/Testing Accommodation Reservations

Resources

My Account

Keywords
Searches document name and description.

Type

Tags

Apply Search Fewer Filters

1 Results Showing 20

Disability Services **MANUAL**

Faculty Information

Size -

By selecting “My Account” on the homepage you can view and edit your account details

The screenshot shows the user interface of the Accommodate system. At the top left is the Monroe County Community College logo. The top right features a dark red navigation bar with a home icon and a user profile icon labeled 'CH'. A left-hand navigation menu lists: Home, Accommodation Letters, Courses/Testing Accommodation Reservations, Resources, and My Account. The main content area is titled 'Getting Started' and contains a list with a checked item 'Account Created' and an unchecked item 'Personal Profile'. Below this is a 'News Feed' section with a white box containing a welcome message and instructions. At the bottom of the page, there are links for 'Accessibility Services Management System' and 'Privacy Policy | Terms of Use'.

MONROE COUNTY COMMUNITY COLLEGE

Home

Accommodation Letters

Courses/Testing Accommodation Reservations

Resources

My Account

Getting Started

- [Account Created](#)
- [Personal Profile](#)

News Feed

[Welcome to Accommodate!](#)
Please select "Accommodation Letters" on the left navigation to review or sign your letters.

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[View All Announcements](#)

[Accessibility Services Management System](#) [Privacy Policy | Terms of Use](#)