Instructor Guide to Accommodate

This guide will help guide instructors in some key features within Accommodate. Accommodate is the platform Saskatchewan Polytechnic will be using to support students with accommodated needs.

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Welcome to Accessibility Services

Accessibility Services is committed to ensuring equal access for students with disabilities. The search for a reasonable accommodation is a shared responsibility among the individual requiring accommodation and Saskatchewan Polytechnic. A student's documentation must demonstrate reasonable evidence that the accommodations requested are required given the nature of the disability.

Saskatchewan Polytechnic has a duty to accommodate. Duty to accommodate refers to Saskatchewan Polytechnic's legal obligation in certain circumstances to address or correct situations involving discrimination by reasonably varying rules, standards, policies or practices to avoid limiting educational opportunities for individuals or groups protected under The Saskatchewan Human Rights Code. The duty to accommodate is part of Saskatchewan Polytechnic's larger legal duty not to discriminate.

When an instructor has concerns regarding an approved accommodation, they will bring this to the attention of their Program Head. After discussing these concerns, should the Program Head have concerns that the Accommodation restricts the student's ability to meet Bona Fide Educational Requirements, the Program Head will identify and provide the essential skills, knowledge, course objectives, learning outcomes and, if applicable, professional licensing requirements that may not be met to the Accessibility Consultant for their Program.

Instructor Responsibilities

As an instructor, you are integral to the implementation of disability supports. Your support helps to ensure equal access to education and maximizes student success.
As an instructor of a student with a disability in your class, you are required to:

1. Sign into Accommodate and review the training materials and reference documents related to specific accommodations. It is suggested that you complete Privacy and Access Training as the information you receive regarding students is confidential in nature. Any concerns with accessing Accommodate, please contact: accommodate@saskpolytech.ca.
2. Review and acknowledge accommodation letters. If you have concerns or questions, review the resources or contact your Program Head to discuss.
3. Support the accommodations recommended for the student in their accommodation letter.
4. Work collaboratively with the student to develop appropriate supports. Not all accommodations may be appropriate for every class or setting, it is therefore important to discuss accommodations with your student. For example, students in programs with universal design will not be granted additional time for assignments or exams. If you have concerns about an accommodation in your course, contact your Program Head to discuss.
5. Maintain ongoing communication with the student so you are aware of whether the student will be writing exams with the class or through the Test Centre.
6. Discuss arrangements that would need to be made through the Test Centre if the student has exam accommodations as part of the accommodation letter. These are now facilitated through Accommodate.
    a. Familiarize yourself with the documentation that accessibility students have received in regard to booking exams. These will be available in the Resource Library in Accommodate.
    b. If the student is writing exams through the Test Centre, please review the training documents in the Resource Library in Accommodate.
7. If a student is not registered with Accessibility Services, but has documentation of a disability please encourage them to fill out the **electronic registration form** for Accommodate and meet with an Accessibility Consultant.
8. If you suspect a student has a disability, but does not have documentation, you may refer them to fill out the **electronic registration form** for Accommodate and meet with an Accessibility Consultant.
9. It is suggested that you familiarize yourself with the related policies and procedures:
    a. **Reasonable Accommodation**
    b. **Evaluation of Student Learning**
10. For any questions or concerns with implementing authorized accommodations, please contact your Program Head. Your Program Head is encouraged to contact the Accessibility Consultant referenced in the accommodation letter if further clarification is needed.

Program Head Responsibilities

As Program Head, you are integral to the planning and communication process regarding disability supports. Your support helps to ensure equal access to education and maximizes student success.

As a program head with a student with a disability in your program, it is required that you:

1. If a student requires a reduced course load/extended program plan option, it is your responsibility to meet with the student prior to program start-up to discuss.
2. If a student requires accommodations related to physical requirements of training/work in the classroom, lab/ shop and their specific field, attendance guidelines, etc. the accessibility consultant will contact you to discuss.
3. Ensure the instructors are listed in Banner at minimum three weeks in advance of the start date of the program. All listed instructors will see accommodation letters and can see accommodations in the enrolled students tab.
4. If you are unable to have instructors listed in banner you are responsible to ensure the appropriate instructors receive accommodation letters for students in the courses listed on the accommodation letter authorized by Accessibility Services. It is suggested that you complete Privacy and Access Training as the information you receive regarding students is confidential in nature.
5. If you make changes to instructors on any course you will need to update in Banner and forward the accommodation letter. A list of students with accommodations can also be seen in the enrolled students tab in accommodate. Instructors must be listed on a course in order to manage exam accommodations in Accommodate. More detailed instructions can be found on the Accommodate Help webpage, or in the Accommodate Resource Library
6. Meet with a student prior to practicum/clinical placement experiences to discuss possible accommodations and student needs upon request. Students are aware that field placements/clinical experiences may be arranged at least six months in advance of the actual experience. Therefore, students have been informed that if they anticipate they will require accommodations during field experiences they need to request them early in the academic year.
7. You may need to complete forms regarding student program course load.
8. Ensure your instructors understand his/her responsibilities when facilitating exam or other accommodations.
9. Monitor student progress and meet with the student on an on-going basis revising his/her academic plan as required.
10. Maintain contact with instructors and the accessibility consultant for the program with respect to student progress, interventions and referrals as required.
11. You must familiarize yourself with the related policies and procedures:
    a. Reasonable Accommodation (pdf)
    b. Evaluation of Student Learning (pdf)

Program Head Responsibilities Continued

12. For any questions or concerns with authorized accommodations, you are encouraged to contact the accessibility consultant referenced in the accommodation letter. Not all accommodations may be appropriate for every class or setting. For concerns regarding an approved accommodation that restricts the student's ability to meet Bona Fide Educational Requirements, the program head will identify and provide the essential skills, knowledge, course objectives, learning outcomes and, if applicable, professional licensing requirements that may not be met to the accessibility consultant for their program. For example, a required competency for Canadian pharmacy technicians is the ability to transcribe verbal orders and ensure their accuracy, an accommodation for a scribe in a lab setting may not be appropriate in this instance.
13. Please note that accommodations are supported by the reasonable accommodation policy, the Saskatchewan Human Rights Code (pdf) and the duty to accommodate. Authorized accommodations are determined by accessibility consultants with appropriate training and experience with the capacity to diagnose and provide appropriate interventions based on unique disability needs.

Continuing Education Consultant Responsibilities

As a Continuing Education Consultant, you are integral to the communication process regarding disability supports. Your support helps to ensure equal access to education and maximizes student success.

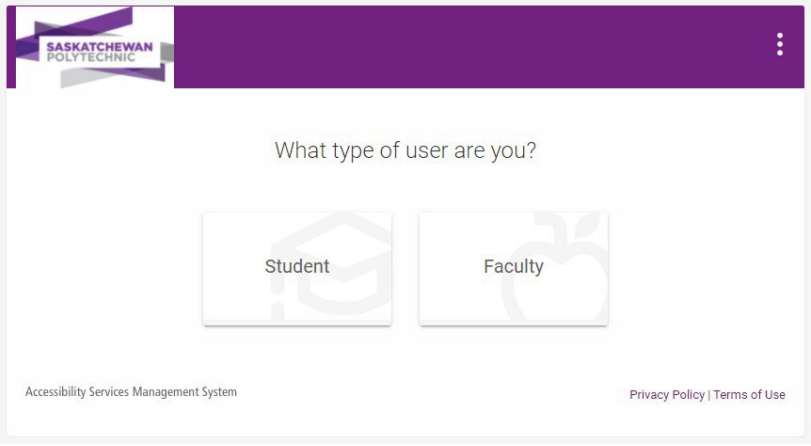
1. Ensure that you are listed as an instructor in Banner for all relevant courses.
2. You will be informed of students with disabilities in your portfolio so you can work to ensure students' authorized accommodations are met. It is suggested that you complete Privacy and Access Training as the information you receive regarding students is confidential in nature.
3. You must forward accommodation letters to all relevant instructors, including contract instructors, as they do not have single-sign-on to Accommodate through Banner.
4. Communicate with program heads as required and support instructors as necessary.
5. You must familiarize yourself with the related policies and procedures:
    a. Reasonable Accommodation (pdf)
    b. Evaluation of Student Learning (pdf)
6. For any questions or concerns with authorized accommodations, you are encouraged to contact the accessibility consultant referenced in the accommodation letter.Responsibilities for Program Heads, Continuing Education Consultants, Students and Accessibility Consultants can be found on our website: https://saskpolytech.ca/accessibility

Initial Accommodate Log In

Whether you are logging into Accommodate to familiarize yourself with the system, or you have received an accommodation letter, the first time you log into Accommodate you will be required to acknowledge your responsibilities in the accommodation process.

To log into Accommodate for the first time, follow these steps:

- Click on the Accommodate Link: https://saskpolytech-accommodate.symplicity.com/

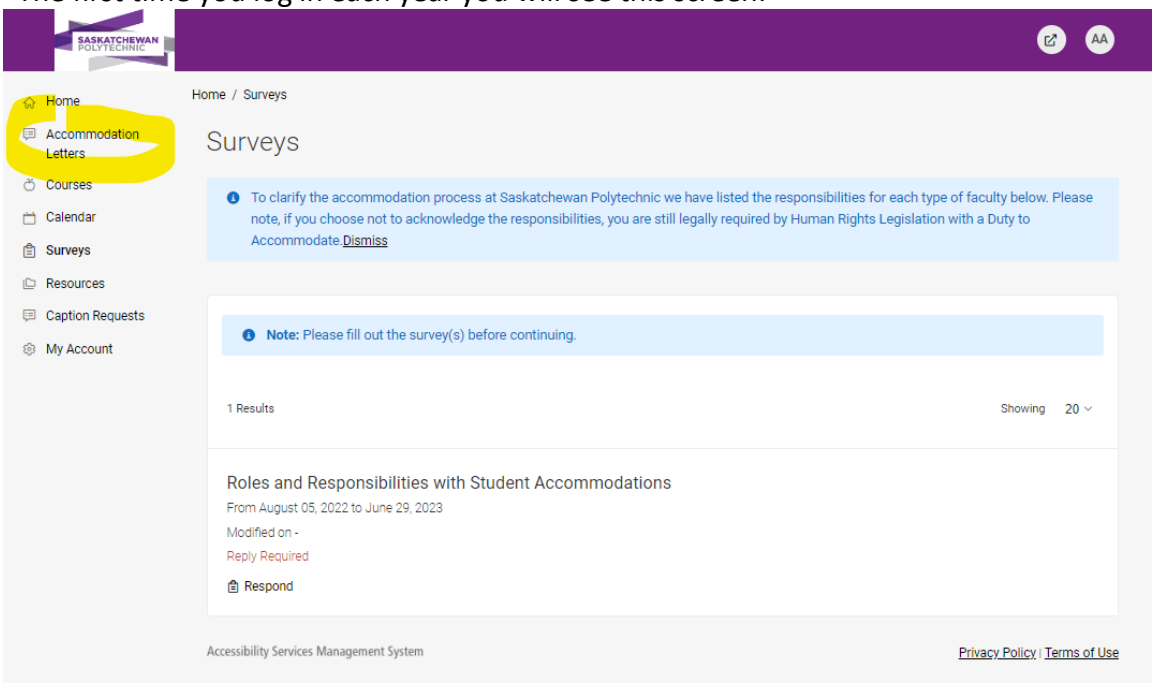


- Choose your user type – Faculty
- Accommodate uses Single-Sign-On with your Saskpolytech User ID and Password
- Follow the prompts to log in, as you do for mysaskpolytech.ca
- If you get an error, please contact: accommodate@saskpolytech.ca

Instructions continued on the next page…

Initial Accommodate Log In Continued

The first time you log in each year you will see this screen:



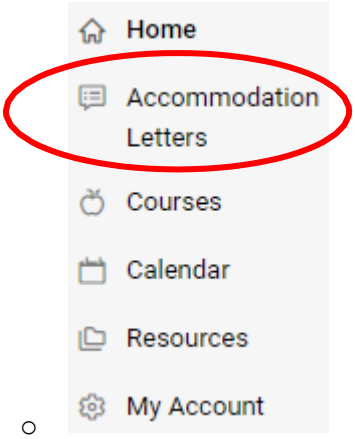
You will need to click respond to acknowledge your responsibilities. Choose your role at Saskatchewan Polytechnic, and your responsibilities will appear. By submitting you are acknowledging your responsibilities.

Once that is complete, you can now click on the Accommodation Letters Tab. See the next page for instructions.

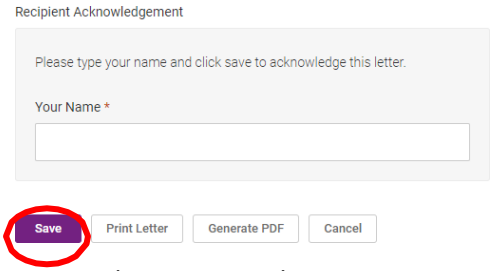
Acknowledging Accommodation Letters

Accommodation letters are a plan generated by an accessibility consultant and a student to ensure that there are no barriers to the student's academic success. These letters will detail any accommodations that need to be set up for the student.

To sign an accommodation letter, follow these steps:

- Click on the "Accommodation" tab on the left sidebar
  - 

- A list of accommodation letters for students enrolled in your classes will appear
- Select the letter you want to review by clicking on it
- Review the letter
- Scroll to the bottom of the letter and type your name to acknowledge the letter
  - Type your first and last name in the box
  - Then click save

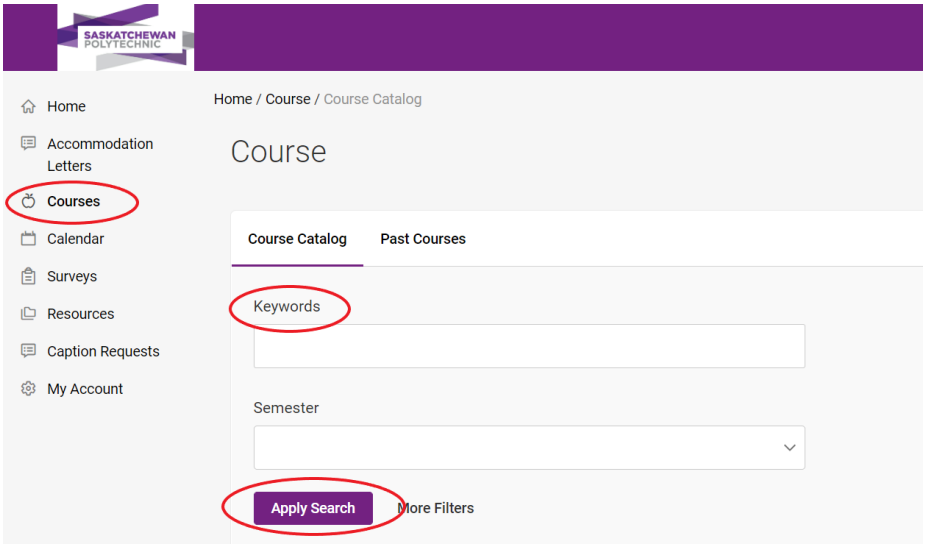


  - you can also print your letter or save it as a PDF for your records, however these will always be available to view.

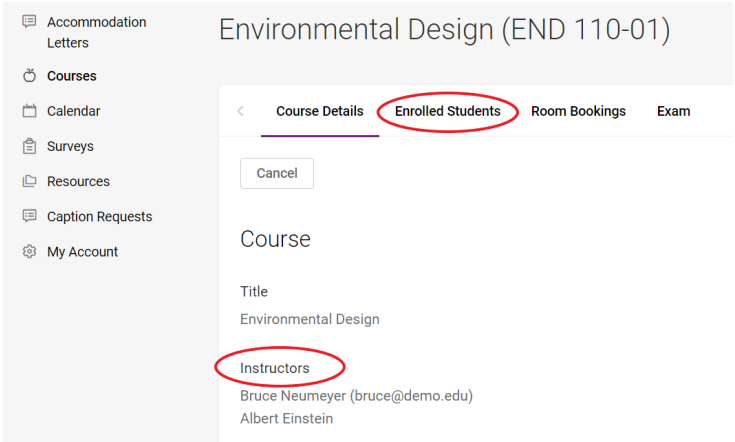
Reviewing Accommodations in the Enrolled Students Tab

On occasion you may be added to a course after the accommodation letter has been sent. Accommodations will always be visible in the enrolled students tab in accommodate.

1. Log into accommodate
2. Click on the Courses tab on the left-hand navigation pane

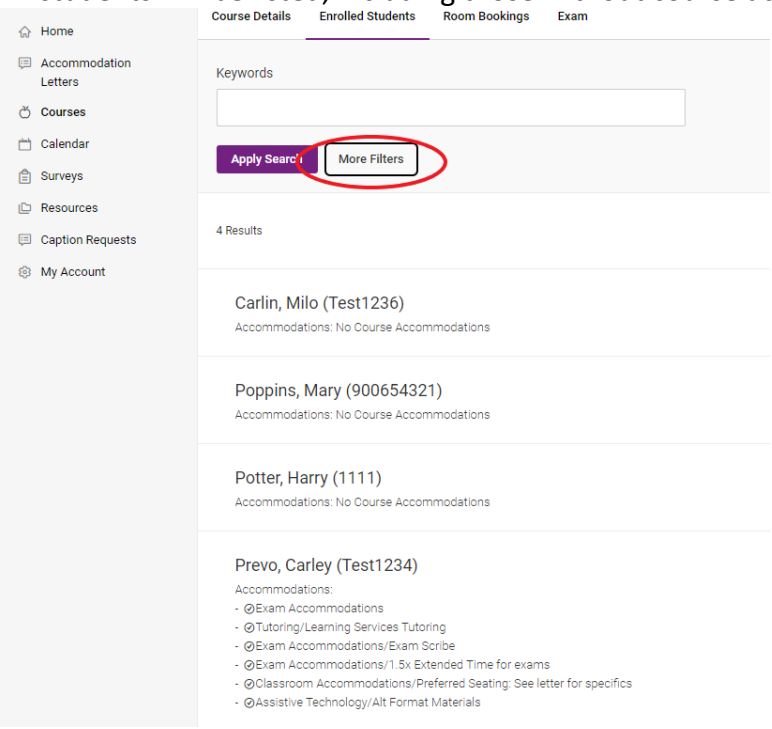


3. If you have many courses, you can use a keyword, more filters, and apply search
4. Click on the course title, to open the course, the instructors will be listed on this page

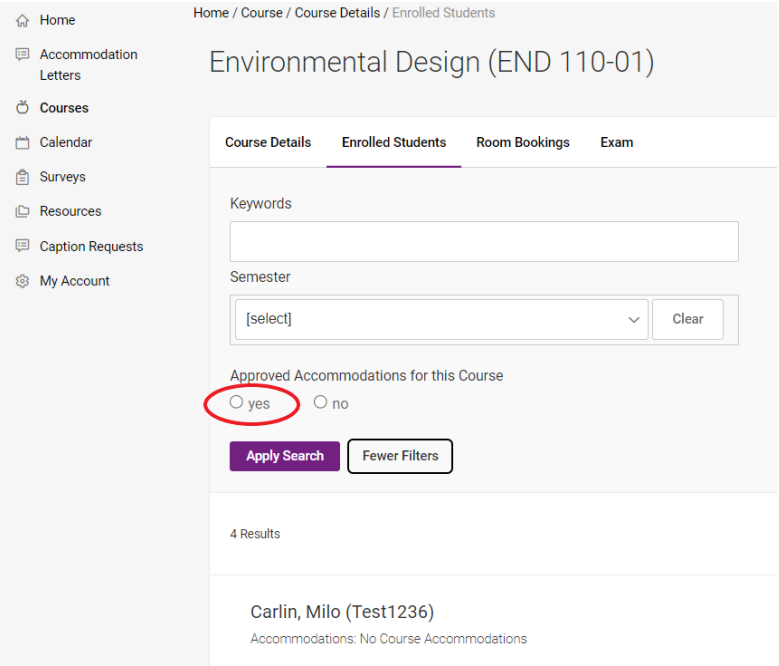


5. Click on the Enrolled Students tab

6. All students will be listed, including those without course accommodations



7. If you want to view only students with accommodations, click more filters
8. Change Approved Accommodations for this Course to YES, and apply search

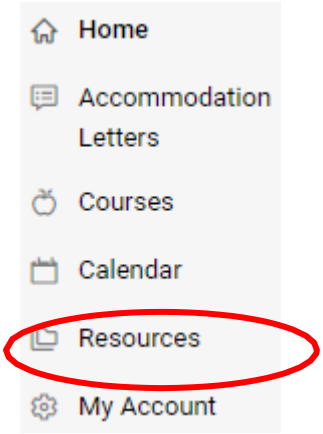


Reference Library

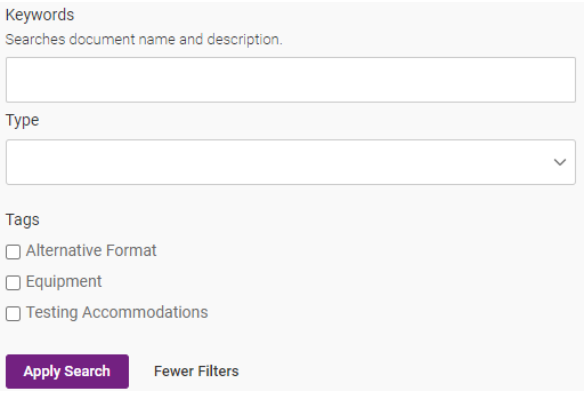
Accommodate has a library of useful resources for you to access. You can find a variety of information about services offered by Accessibility Services. As well as useful guides and forms.

To use the resource library, follow these steps:

- Click on the “Resources” tab on the left sidebar



- You can search the library using keywords and filters



Please contact accommodate@saskpolytech.ca with any questions or concerns with this document.

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