

# ARP INSTRUCTIONS: FACULTY

Center for Students with Disabilities

# How Will Students Let Me Know About Their Accommodations?

- After students are approved for accommodations through CSD, every semester they will select which accommodations they want for each class and schedule a notification email to be sent out
- The student's DSC then gives the final okay on the student's requested accommodations and has the system send out the notification email
- **Please review this email and let the student or their Disability Services Coordinator know if you have any questions**

# Accommodation Notice

- As you will see in the example, the accommodations are listed as follows:
  - Group (Aides, Alternative Testing, Notetaking, etc.), with a brief description of the group
  - Specific accommodation (In Class Aide, Extra Time 1.50x, etc.), with a brief description of the accommodation
- There is also a space for Additional Notifications, where the Disability Services Coordinator will include any uncommon accommodations the student qualifies for (such as a blank piece of paper with which to block out questions/answers on a test, or a limited number of questions per page)

# Accommodation Notice – Faculty Notification Letter



Mon 8/29/2016 10:21 PM

Accessible Information Management <noreply@cascade.accessiblelearning.com> on behalf of csd@uww.edu  
[CSD] INTRAUNV 104.86 - NEW STUDENT SEMINAR (CRN: INTRAUNV10486) - Notification of Disability Accommodations Fall 2016

To:  Dimola, Amy E

## **CONFIDENTIAL INFORMATION-PLEASE DO NOT FORWARD**

**Fall 2016 - INTRAUNV 104.86 - NEW STUDENT SEMINAR (CRN: INTRAUNV10486)**

Professor Amy Dimola,

This letter is verification that **Trial Student Not Specified**, is registered with the Center for Students with Disabilities. The student has been approved for specific accommodations based upon the recommendations of CSD staff, disability documentation, and an evaluation of the student's needs. This information is confidential. Revisions may occur, pending additional information, changes in disability status, or periodic review; if new accommodations are identified as appropriate for your class, you will receive a new notification. If you, as the instructor, have other accommodations, methods, or techniques for better access to your course content, please speak with the student and contact the DSC (information below) to discuss. Services are effective until the end of the semester, unless otherwise indicated.

**The accommodation(s) most appropriate as it relates to your class is/are the following:**

### 1. **Aides**

The student qualifies for in class aides and/or out of class aides to assist with work completion and classroom access.

#### o ***In Class Aide***

Aides act as extra "eyes and hands" for a student in the course. Aides are not tutors or notetakers; aides may take "real time" notes of certain aspects of the course, but students utilizing aides who want thorough notes for each class should still utilize notetakers or notetaking technology.

# Accommodation Notice – Faculty Notification Letter (continued)

## Additional Notification(s):

1. This student is also approved to wear bunny ears to help focus during testing. \*Note: Bunny ears are not actually an approved accommodation

Please discuss any concerns or questions with the student and don't hesitate to contact Amy DiMola at (262) 472 - 5201 or [dimolaa@uww.edu](mailto:dimolaa@uww.edu) for further clarification or verification of appropriate accommodations.

Thank you for helping us make higher education accessible!

Center for Students with Disabilities  
Andersen Library Building 2002  
262-472-4711

NOTICE: This email (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is confidential and may be privileged information. If you are not the intended recipient, please be aware that any retention, dissemination, distribution or copying of this communication is prohibited. Please reply to the sender that you have received this message in error, then delete it. Thank you for helping to maintain privacy. This email may contain confidential student information. Further disclosure may be a violation of FERPA. Do not forward or copy this message.

# What Is An Alternative Testing Contract And What Do I Need To Do About It?

- Students are now required to complete an Alternative Testing Contract before they are able to make Alternative Testing Requests
- Students are supposed to meet with you to discuss the questions asked on the contract and complete it together (just as they were supposed to meet with you to talk about their VISA).
- After the Alternative Testing Contract has been completed, you will get an email asking you to approve or request modification. This email will be sent whether or not you are present when the student completes the contract.

# But I'm Not On Campus/Can't Meet With The Student?

- If they are unable to meet with you, they may complete the contract without you and a copy of the contract will be sent to you for review and approval; from this email, you will be able to approve the contract and or request to modify it.
- To help them complete the contract correctly, please offer them the information on the next page

# What Should I Tell My Student?

- Is the class allowed to use anything on their tests/quizzes (notecards, books, etc.)? If so, are there any limitations on what those can look like (for example, only one side of a 3 x 5 notecard)
- If the student is unable to take their exam at the same time as the rest of the class, do you have a preference for them taking it before or after class? Please keep in mind that the student's schedule will impact when they are able to take the test.
- Ask the student if they want to take their tests with you, rather than in CSD.



# What Should I Tell My Student?

- Do you use the following test types, and if so, how long does the class have for each type:
  - Exams/tests
  - Quizzes
  - Final
  - Online tests
- Ask about having the student take their exams with you, or inform them that this is not an option (either due to it being completely online or you rarely being available)

# Alternative Testing Contract Email



Mon 8/29/2016 10:51 PM

Accessible Information Management <noreply@cascade.accessiblelearning.com> on behalf of csd@uww.edu

[CSD] Testing Contract for INTRAUNV 104.86 - NEW STUDENT SEMINAR (CRN: INTRAUNV10486)

To  DMola, Amy E

Dear Professor ,

Trial Student , has completed the following **Alternative Testing Contract** and submitted it to the Center for Students with Disabilities. Students have been instructed to complete their contracts in collaboration with their instructors to ensure the accuracy of the information submitted.

**Please review the contract and either click on the link to approve it as submitted, or if there are changes needed click on the "Need to Modify Contract" link which will give you an opportunity to send Patty Beran a message with the modifications needed.**

Student: Trial Student

Type: UW-Whitewater Trial Alternative Testing Contract v2

Contract Status: **Confirmed** (Contract Confirmed by Staff).

Your contract has successfully submitted.

If you have any questions please contact the Center for Students with Disabilities at 262-472-4711, or by visiting the office in the Andersen Library building, room 2002.

Additional Information:

Alternative Testing Contract Detail:

# Alternative Testing Contract Email (continued)

## Alternative Testing Contract Detail:

1. **If I am unable to take my test at the same time as the rest of the class (due to class conflict or the test happening outside of testing room hours), I will take my test... (Tests should be taken within 24 hours of the scheduled class time, unless otherwise arranged with the instructor)**

Answer:

Not applicable, as I can take my exams at the same time as the rest of the class.

2. **I will take my exam with the instructor providing accommodations**

Answer:

No

## Exam Type(s) and Length:

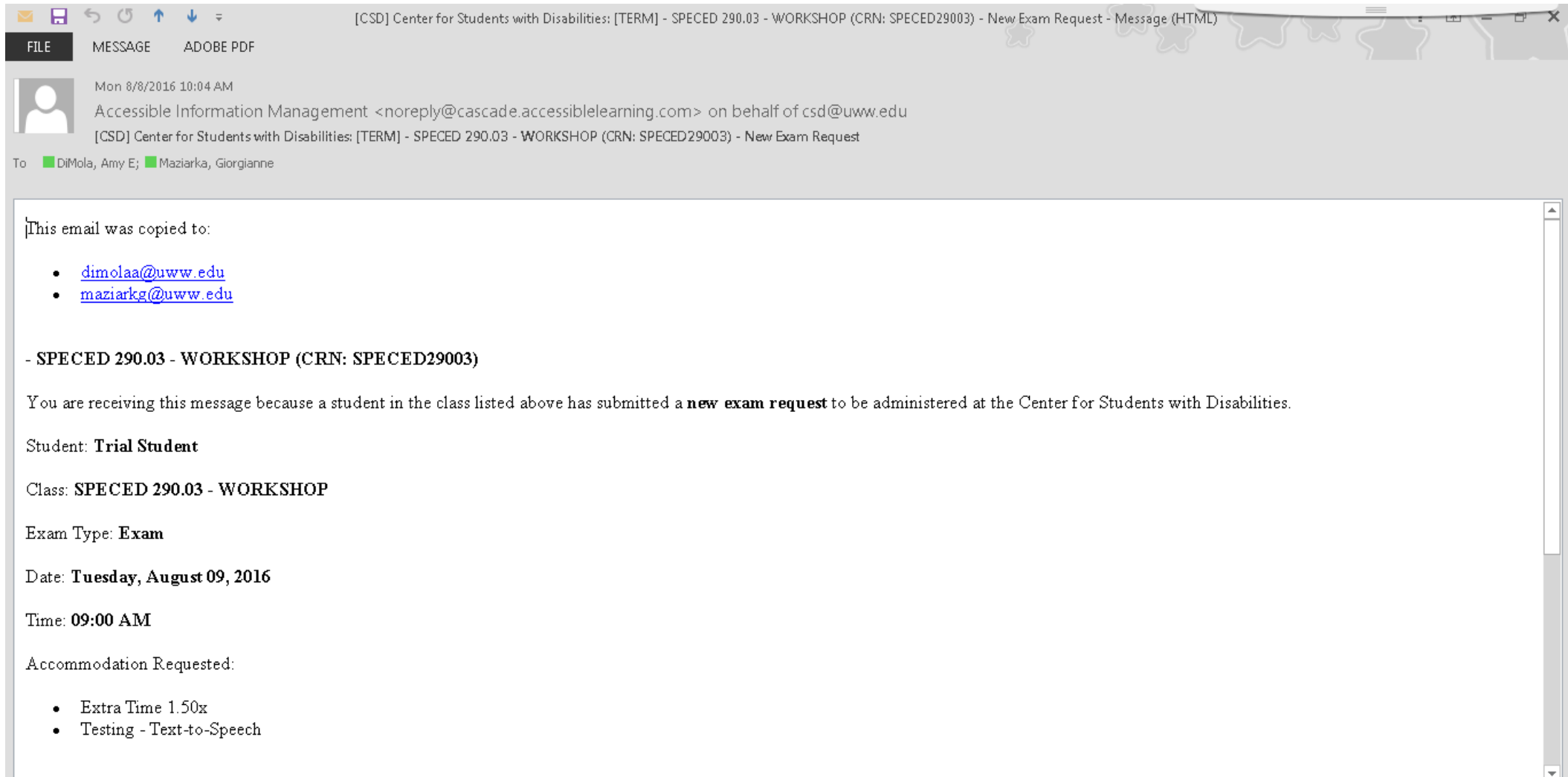
1. Exam: **50 Minutes**

If you have any questions, please contact the student's Disability Services Coordinator at .

# How Will Students Arrange To Take Their Tests In CSD?

- Students will still make electronic requests, simply through a different system
- You will be notified when a student makes an Alternative Testing Request, however, you no longer have to manually approve every request; you will only need to notify CSD if something in the request needs to be modified

# Alternative Testing Request Notice





[CSD] Center for Students with Disabilities: [TERM] - SPECED 290.03 - WORKSHOP (CRN: SPECED29003) - New Exam Request - Message (HTML)

FILE MESSAGE ADOBE PDF

Mon 8/8/2016 10:04 AM

Accessible Information Management <noreply@cascade.accessiblelearning.com> on behalf of csd@uww.edu  
[CSD] Center for Students with Disabilities: [TERM] - SPECED 290.03 - WORKSHOP (CRN: SPECED29003) - New Exam Request

To:  DIMola, Amy E;  Maziarka, Giorganne

This email was copied to:

- [dimolaa@uww.edu](mailto:dimolaa@uww.edu)
- [maziarkg@uww.edu](mailto:maziarkg@uww.edu)

- **SPECED 290.03 - WORKSHOP (CRN: SPECED29003)**

You are receiving this message because a student in the class listed above has submitted a **new exam request** to be administered at the Center for Students with Disabilities.

Student: **Trial Student**

Class: **SPECED 290.03 - WORKSHOP**

Exam Type: **Exam**

Date: **Tuesday, August 09, 2016**

Time: **09:00 AM**

Accommodation Requested:

- Extra Time 1.50x
- Testing - Text-to-Speech

# Alternative Testing Request Notice (continued)

Date: **Tuesday, August 09, 2016**

Time: **09:00 AM**

Accommodation Requested:

- Extra Time 1.50x
- Testing - Text-to-Speech

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam: <https://cascade.accessiblelearning.com/UWW/ExamFile.aspx?ID=E78195932430169&Key=h2sPvcsX>

If you have any questions, please contact Patty Beran at the Center for Students with Disabilities.

Thanks,

Patty Beran, Alternative Testing Coordinator  
Center for Students with Disabilities  
262-472-4711  
Andersen Library Building, 2002

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# How Do I Deliver My Tests To CSD?

- You can now upload exams directly to CSD
- Click the link in the Alternative Testing Request Notice email you receive when the student makes their request
- You may still choose to email your exam to [csd@uww.edu](mailto:csd@uww.edu) or deliver your exam to CSD in Andersen Library, room 2002
- When uploading, emailing, or delivering your exam, please always double-check that it is the correct test (correct version, correct class, etc.)

# Exam Upload Screen

Home > **Submit Exam Electronically**

Home

> Online Services Home

> Reset My Password

## SUBMIT EXAM ELECTRONICALLY



### UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **1 MB** per upload.
- View: [Acceptable File Types](#).

### File Information

Class: **INTRAUNV 104.86 - NEW STUDENT SEMINAR (CRN: INTRAUNV10486)**

Exam File Note (Optional):

Same Exams for Everyone:

No ▾

Note: Select Yes, if you would like us to use same exam for all students that have scheduled exams for the same day.

Select File:

Choose File 201final summer 16.pdf

Upload Exam



# Exam Uploaded Successfully

Home

- > Online Services Home
- > Reset My Password

## SUBMIT EXAM ELECTRONICALLY



### EXAM UPLOAD WAS SUCCESSFUL

Thank you for uploading your exam electronically. The file was uploaded successfully to the exam and you will receive an email confirmation.



### UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **1 MB** per upload.
- View: [Acceptable File Types](#).

### File Information

Class: **INTRAUNV 104.86 - NEW STUDENT SEMINAR (CRN: INTRAUNV10486)**

Exam File Note (Optional):

Same Exams for Everyone: **No** ▼

Note: Select Yes, if you would like us to use same exam for all students that have scheduled exams for the same day.

Select File:  **No file chosen**

# Exam Upload Confirmation Email



Tue 8/30/2016 9:22 AM

Accessible Information Management <noreply@cascade.accessiblelearning.com> on behalf of Center for Students with Disabilities <csdat@uww.edu>

[CSD] NEW Exam File Submitted by INTRAUNV 104.86's Instructor

To:  UW-W Center for Students with Disabilities;  DiMola, Amy E;  DiMola, Amy E

This email was copied to:

- [csd@uww.edu](mailto:csd@uww.edu)
- [dimolaa@uww.edu](mailto:dimolaa@uww.edu)
- Amy Dimola (Email: [dimolaa@uww.edu](mailto:dimolaa@uww.edu))

Class: INTRAUNV 104.86

Student: Trial Student

Exam Date: 09/09/2016

Exam Time: 10:00 AM

File Title/Note: Not Specified

File Name: 201final summer 16.pdf

File Type: application/pdf

File Size: 55 KB

**Center for Students with Disabilities**

Andersen Library Room 2002  
800 West Main Street  
Whitewater WI 53190

Front Desk: 262-472-4711

Fax: 262-472-4865

Email: [csdat@uww.edu](mailto:csdat@uww.edu)

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# Notetaking

- Notetakers will now sign up electronically and be matched with the student(s) receiving their notes through our system
- Those who have been notetakers before can sign up before classes start, so you may not need to make an announcement to the class asking for volunteers!
- If we do need you to make an announcement, you will receive an additional email from CSD with the details of the announcement
- You will also receive an email when a notetaker is paired with any students who need notes in your class

# Notetaker Recruitment Announcement Email



Tue 8/30/2016 10:41 AM

Accessible Information Management <noreply@cascade.accessiblelearning.com> on behalf of csd@uww.edu

[CSD] Assistance with Recruiting a Notetaker for INTRAUNV 104.86 - NEW STUDENT SEMINAR (CRN: INTRAUNV10486)

To:  DiMola, Amy E

INTRAUNV 104.86 - NEW STUDENT SEMINAR (CRN: INTRAUNV10486) Fall 2016

Dear Colleague:

We are requesting your assistance to identify and secure a qualified in-class notetaker who will supply a student registered with the Center for Students with Disabilities with an accurate set of class notes. **Please do not announce the identity of the student(s) in class who will receive notes to ensure confidentiality.** When the notetaker has been assigned, it is okay to share the student's name with the notetaker. We have provided you with the following in-class announcement to be read at the beginning of class:

**"Students who are looking for an easy way to earn volunteer hours should listen carefully to the following announcement. The Center for Students with Disabilities is recruiting a notetaker for this class. For someone who already takes good notes, this job is like getting volunteer credit just to attend class! Students interested in the position should bring your notes to me for review."**

When you have identified a potential notetaker, please direct them to the CSD website at <http://www.uww.edu/csd>. Instructions have been included below that can be forwarded by email.

Student(s) who need a notetaker in your class:

1. Trial Student

If a notetaker has not been secured or any changes are required, we may send this message again for continued assistance.

Thank you in advance for your support of this student. Please feel free to contact the CSD should you have any questions or concerns.

**FOR POTENTIAL NOTE TAKERS:  
SIGN UP AS A NOTE TAKER (Part 1 of 2):**

- Go to: <http://www.uww.edu/csd>
- Click on the link that says "CSD Connect"
- Click on "SIGN UP AS A NOTETAKER"
- Enter login information using your Campus ID and email address
- Specify Personal information and click to register as a notetaker

# Notetaker Recruitment Email Continued

## REQUEST A NOTE TAKING ASSIGNMENT (Part 2 of 2):

- Go to: <http://www.uww.edu/csd>
- Click on the link for "CSD Connect"
- Click on SIGN IN (sign in using your UWW username and password)
- Click on Notetaker Tab on top left of page
- Choose the appropriate term/semester
- Search for your course
- Click to continue to verify classes
- Review and sign online note taker contract

\*If you are matched and assigned in CSD Connect you will receive a confirmation email. You MUST log into CSD Connect and confirm the note taking assignment within 3 days.

## CONFIRM AND VIEW ASSIGNMENT:

- Sign in to CSD Connect.
- Click Notetaker tab on top left.
- View list of classes. Under STATUS click CONFIRM my assignment.
- Once confirmed, status changes to assigned.
- Click VIEW to see contact information for students receiving notes.
- You are now responsible for uploading notes for each class session which can be accessed by any student in the course who has been approved to receive notetaking services.

Patty Beran  
Alternative Testing Coordinator, Notetaking Coordinator, Office Associate  
Andersen Library Building 2002  
262-472-4711  
[csd@uww.edu](mailto:csd@uww.edu)

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# Summary of Instructor Responsibility

- What do you need to do?
  - Check your email for messages from “Accessible Information Management on behalf of [csd@uww.edu](mailto:csd@uww.edu)” or “csd@uww.edu”
  - Review these emails carefully, especially the Alternative Testing Contract and the Alternative Testing Request emails
  - Contact the student if you have any questions about their requested accommodations and to encourage them to meet with you for the Alternative Testing Contract
  - Contact CSD if you have any questions about accommodations in general, the content of any emails from our office, any of the processes used by our office, or any other questions related to disabilities and accommodations

# Center for Students with Disabilities Contact Info

- Location: Andersen Library Building, Room 2002
- Phone Number: 262-472-4711
- Email: [csdat@uww.edu](mailto:csdat@uww.edu)

Thank you for helping us make  
education accessible!