



ACCOMMODATE - UNH INSTRUCTOR GUIDE

WHAT IS ACCOMMODATE?

Accommodate is an accommodation management system that will help you easily manage student accommodation letters, as well as access key instructor resources from Student Accessibility Services (SAS).



VIEW AND SIGN STUDENT ACCOMMODATION LETTERS

WHAT IS AN ACCOMMODATION LETTER?

An accommodation letter is the official notification of student accommodations. Accommodation letters are shared through and are accessible within Accommodate.



VIEW A LIST OF ALL STUDENT ACCOMMODATIONS IN A COURSE

Students choose to activate these letters at any time, but are encouraged to send their letters early in the semester.



VIEW KEY RESOURCES

Login to get started: <https://unh-accommodate.symplicity.com/>

VIEW AND SIGN STUDENT ACCOMMODATION LETTERS



Accommodation Letters in Accommodate

Accommodation letters are how students notify instructors of their approved SAS accommodations. Each semester letters are activated by students and sent by SAS through Accommodate.

As an instructor you can view the student's official letters within Accommodate. You can also print or download the letter as needed. If a letter is downloaded or printed, it is important that the information is kept safe and private.

Instructors can also easily sign accommodation letters within Accommodate. Signing a letter will confirm that you have viewed and received the letter.

How to View and Sign Letters

Accommodate allows you to easily view and sign student accommodation letters.

Once in the system, click:

1. Accommodation letters
2. Scroll and view the letter
3. Optional - search using the search function or sort the letters by semester, course, or a date range

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VIEW A LIST OF ALL STUDENT ACCOMMODATIONS IN A COURSE



Viewing a List vs. Viewing an Individual Letter

One advantage of Accommodate is that it allows instructors to view student accommodations in a few different ways.

As an instructor you should always view and sign the letters directly, but you can also view lists of students.

- **View all students** - Accommodate allows you to see a list of all the students in your course. This will include students with and without accommodations.
- **View all students who have shared their accommodations** - Accommodate also allows you to filter the list to only include students with accommodations. This is a quick and easy way to see all student accommodations at once.

How to View a List of All Student Accommodations in a Course

Accommodate allows you to quickly view all students in the course to see who does and does not have active accommodations.

Once in the system, click:

1. Courses
2. Find the course by filtering by semester or selecting a date range
3. Once in the course, select "Enrolled Students"
4. You can view all or filter to only view students with accommodations

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VIEW KEY RESOURCES



SAS Instructor Resources

Instructors play an integral role in implementing student accommodations. To assist with accommodation implementation, SAS provides and shares a number of different resources for instructors. Some critical resources include:

- SAS Accommodations Guide: Procedures and Practices
- SAS Website - Faculty & Staff
- Planning an Accessible Event at UNH

As an instructor, if you would like more information or different resources or if you need any additional assistance, please don't hesitate to reach out to SAS directly.

How to View Key SAS Resources in Accommodate

You can still find resources through the SAS website, but you can also find key resources related to accommodations right within Accommodate.

Once on the system, click:

1. Resources
2. Click on the resource you would like to view

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