

# View Your Students' Accommodations and Notification of Accommodations Letters

## Overview

The DR Instructor Portal is designed for instructors to easily view and manage accommodation requests for students with disabilities.

- Only students registered with Disability Resources can request accommodations.
- Disability Resources will always notify instructors regarding students' accommodations through the notification of accommodations letter.
- If students request accommodations that are not included in the letter, or if a student who requests accommodations has not provided a notification of accommodations letter, contact Disability Resources.
- If you're unsure how to implement an accommodation, we're happy to help.

## Accessing the Portal

To access the instructor portal, visit <http://www.rochester.edu/college/disability/faculty/dr-instructor-portal.html> and use your UR net ID and password to log in.

The Instructor Authentication Page that follows is a reminder about confidentiality. Select **Continue to View Student Accommodations**.

## Viewing Student Accommodations and Notification of Accommodations Letters

The **Overview** page lists students who have made an accommodation request in one of the classes you teach. This list also identifies which of the most common accommodations a student has requested (i.e. **EXAM** for testing accommodations; **NOTE** for notetaking accommodations).

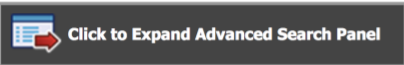
To read an individual notification of accommodations letter, select **View** next to the student's name on the accompanying line.

**OVERVIEW** Accommodation Requests Search Students' Eligibilities

---

Previous Term **Term: Fall 2018** Next Term

---

 Sort Result: **Course Information**

---

**LIST OF STUDENTS WHO REQUESTED ACCOMMODATION**

Legend:

- **EXAM:** Alternative Testing
- **NOTE:** Notetaking Services

View	CRN	SBJ	CRS	SEC	Student's Full Name	EXAM	NOTE	Status
<a href="#">View</a>	14738	BIO	202	000	Student Name Here	Yes	Yes	<b>Emailed</b>

On the left-hand side of the **Overview** page, you can also select an accommodation category, which will display the students who have requested these accommodations.

**Views and Tools**

- > Overview
- > Alternative Testing
- > Notetaking Services

## Searching for Students by Accommodation Type

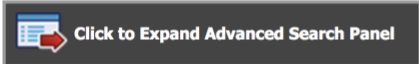
If you have lots of students, you can search for a specific accommodation by selecting **Search Students' Eligibilities > Expand the Advanced Search Panel**.

Select a specific accommodation and click **Search**. Doing so will pull up a list of students and their emails.

**OVERVIEW** Accommodation Requests **Search Students' Eligibilities**

---

Previous Term **Term: Fall 2018** Next Term


 Sort Result: **Course Information**

**OVERVIEW** Accommodation Requests **Search Students' Eligibilities**

---

Previous Term **Term: Fall 2018** Next Term

**LIST STUDENTS' ELIGIBILITIES**



Accommodation Term: **2018 - Fall**   
Part of Last Name:   
Part of First Name:

**STUDENT'S ELIGIBILITY**

**Alternative Formats**

Braille  E-Text

**Alternative Testing**

<input type="checkbox"/> Adjustable Height Desk	<input type="checkbox"/> Alternate Test Format	<input type="checkbox"/> Answers Recorded on Exam
<input type="checkbox"/> Basic Calculator	<input type="checkbox"/> Breaks without Time Penalty	<input type="checkbox"/> Computer
<input type="checkbox"/> Computer with Spell Check	<input type="checkbox"/> Dictation Software	<input type="checkbox"/> Enlarged Print
<input type="checkbox"/> Extra Time 100%	<input type="checkbox"/> Extra Time 50%	<input type="checkbox"/> Handwriting Exemption
<input type="checkbox"/> Private testing room	<input type="checkbox"/> Read Aloud Software	<input type="checkbox"/> Reduced Distraction Testing
<input type="checkbox"/> Scribe	<input type="checkbox"/> Spelling Exemption	

## Questions?

We're happy to help! Call (585) 276-5075, email [disability@rochester.edu](mailto:disability@rochester.edu), or come see us in Taylor Hall.