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 www.rochester.edu/college/disability and click the button on the right-hand side of the page. Use your UR net ID and password to log in.

The Instructor Authentication Page 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.

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### OVERVIEW

<table>
<thead>
<tr>
<th>Term: Fall 2018</th>
</tr>
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<tbody>
<tr>
<td>Previous Term</td>
</tr>
<tr>
<td>Next Term</td>
</tr>
</tbody>
</table>

### LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

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

<table>
<thead>
<tr>
<th>View</th>
<th>CRN</th>
<th>SBJ</th>
<th>CRS</th>
<th>SEC</th>
<th>Student's Full Name</th>
<th>EXAM</th>
<th>NOTE</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>14738</td>
<td>BIO</td>
<td>202</td>
<td>000</td>
<td>Student Name Here</td>
<td>Yes</td>
<td>Yes</td>
<td>Emailed</td>
</tr>
</tbody>
</table>

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### Notification Letter

**Fall 2018 - MTH 140.000 - FOUNDATIONS OF CALCULUS (CRN: 32371)**

Donald Duck is eligible to receive academic accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008, and in keeping with the University of Rochester’s responsibility to ensure equal educational opportunities and non-discrimination on the basis of disability.

It is essential that the contents of this letter be held private and kept separate from academic records. Details should be shared only with those who actually need to know, such as TAs or departmental administrative assistants, as a function of implementing accommodations.

Donald Duck is approved for the accommodations listed below. In the event of questions regarding your role in the implementation of these approved accommodations, we strongly recommend a consultation with an access coordinator.

1. **Alternative Formats**
   - Student requires classroom materials in accessible formats.
     - **E-Text**
   - Electronic versions (.pdf or .doc) of readings should be provided.

2. **Alternative Testing**
   - Student requires alternatives arrangements for test taking.
     - **Extra Time 50%**
   - Extended time of 50% is permitted for in-class time-limited assessments, which may include exams, quizzes, labs, and written responses.

If you would like Disability Resources to proctor exams for your students with accommodations, please complete this form in as much detail as possible: [https://shastaaccessiblelearning.com/Rochester/ContractInstructor.aspx?ID=4608&CID=78545&Key=fnW9Qqy](https://shastaaccessiblelearning.com/Rochester/ContractInstructor.aspx?ID=4608&CID=78545&Key=fnW9Qqy)

You only need to complete this once per course, and we will apply these instructions to all students with accommodations.
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.

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.
Questions?

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