

3 – ACCESS Faculty Information

3.01 – Faculty Notification Letter

1. When a student requests accommodations in your class, you will receive an email from the ACCESS database notifying you of their approved accommodations.
 - a. The email will include the class the student is enrolled in, the student's Name and ID Number, and a list of accommodations requested for your class.
 - b. Each accommodation includes a short description. If you have questions about a particular accommodation, please call our office and talk with the student's advisor.
 - c. It may be that not every accommodation that the student is eligible for is included in the letter, but only those that they have requested for your class.
 - d. There are also additional notifications that may be required for special circumstances (student with a service animal, Deaf/Hard-of-Hearing, etc.) which will be included after all of the accommodations.

CONFIDENTIAL INFORMATION-PLEASE DO NOT FORWARD

Spring 2018 - HUM BIOL-102 100628.0001 - INTRO TO HUMAN BIOLOGY (CRN:1000)

Professor XXXXXX,

Please accept this letter as verification Phlash P., 001-001-000, is registered with our Disability Services Center and has provided disability documentation. This student is eligible for services for this semester and will require academic support accommodations in your class.

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

1. Alternative Testing

Testing Accommodations are for all in-class and online quizzes and exams. All testing related questions should be directed to the Disability Services office at 920-465-2841.

■ **Distraction Reduced Environment**

This accommodation is to be provided if exams/quizzes are being administered in an on-campus setting. It can be provided either in the DS testing center or by the professor in a space other than the classroom. If exams/quizzes are administered online, the student will be responsible for creating their own reduced distraction environment.

■ **Extra Time 1.50x**

Student is allowed 150% extended time to complete exams/quizzes, whether in person or online.

If the student utilizes the DS testing center, it will be the student's responsibility to schedule exams/quizzes with the DS office. Faculty is responsible for informing the DS office of the amount of time the class has to complete the exam and if any special materials or software are needed to complete the exam/quiz.

2. Notetaking Services

■ **Notetaking**

Provides the student with a set of notes taken by a notetaker in the class to supplement their own notes for study purposes.

Please discuss any concerns or questions with the student, and please do not hesitate to contact Disability Services for further clarification or verification of appropriate accommodations.

Sincerely,

Disability Services
The University of Wisconsin - Green Bay

3.02 – Testing Agreements (contract)

1. Every student who plans to use Disability Services testing center must complete a testing agreement with their instructor.
2. Students should request to meet with you during office hours or at another time that works for both of you in order to go over the testing agreement.
3. The testing agreement is made up of six questions that relate to how the exams will be administered in Disability Services
 - a. Response materials
 - b. Testing tools (calculator, notes sheet, open book, etc.) for the whole class
 - c. How to get clarification
 - d. Time conflicts due to course overlap
 - i. Students are required to schedule exams at the same time as the class meets unless there is a conflict with back-to-back classes and their extended time.
 - ii. Scheduling an exam at a time different from the regular class time requires written permission from you, the instructor.
 - e. Late arrival clarification
 - f. Amount of time given to class for exam, quiz, final, etc.
4. We ask that students get a contact/phone number so our office can make contact, if we do not receive an exam.
 - a. This is a required field on the contract. If you would prefer that student's not have your personal number, please give them a department phone number and then contact Disability Services with your personal contact information.
5. Students must electronically sign and agree to the terms of the agreement. Once they submit the agreement, you will be emailed a copy of all the responses. In the email, you will have two links, one to approve the contract as it is, and another to modify the contract.
 - a. **Please click on one of the links; otherwise, we will not be able to allow the student to test in our offices until we get your authorization.**



Accessible Information Management <noreply@shasta.accessiblelearning.com> on behalf of dis@uwgb.edu
[DS] DISNEY 100.100 - INTRO TO DISNEY PRINCESS' (CRN: 1000) - New Exam Request

From: dis@uwgb.edu<dis@uwgb.edu>

Dear Professor XXXX,

Test Student, ~~xxxxxx~~, has completed the Alternative Testing Contract and submitted it to Disability Services. 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 to click on the "Need to Modify Contract" link which will give you an opportunity to send our testing staff a message of the modifications needed.

Student: Test Student

Type: Fall 2018 Alternative Testing Contract

Please review this contract as soon as possible. If you are having any problems viewing this contract, please copy and paste the following link into your internet browser:

- Approve Contract:
<https://shasta.accessiblelearning.com/UWGB/ContractApproval.aspx?ID=dfBsQwF25uWxmIMHEnrcEjalkOiaWlungYKoxaDmjP&Key=xwriOsrV&Step=Approve>
- Need to Modify Contract:
<https://shasta.accessiblelearning.com/UWGB/ContractApproval.aspx?ID=dfBsQwF25uWxmIMHEnrcEjalkOiaWlungYKoxaDmjP&Key=xwriOsrV&Step=Modify>

Disability Services would like to thank you for your prompt attention and cooperation. If any information contained in this contract is inaccurate, please contact our office at 920-465-2841.

Additional Information

Alternative Testing Contract Detail:

1. Which response materials are used for exams?

3.02– Testing Agreements cont.

- b. If there are necessary changes, the Modify Contract link will take you to a webpage. Use the text box to outline the changes. We will enter the changes and then manually approve the contract for you.
6. An approved Agreement will serve as your written permission to schedule exams within the parameters of the contract. Any need to schedule outside of those times will, still require additional written permission.

3.03 – Exam Reminders

1. When a student schedules an exam, you will receive a notification that an exam has been scheduled with our office. This may be well in advance of the exam date if you put the schedule into the syllabus.



Hello Professor!

You are receiving this message because a student in the class listed above has submitted a **new exam request** to be administered in Disability Services.

To upload the exam please use the link below. If there are multiple students in your class scheduled to take the exam, you can select the "Same Exams for Everyone" option and only need to upload the exam once, unless you use multiple exam versions.

Status: **Approved**

Student: **Terry Dunn**

Class: **DISNEY 100.100 - Intro To Disney Princess'**

Exam Type: **Exam**

Date: **Thursday, June 21, 2018**

Time: **08:00 AM**

End Time: **09:23 AM (83)**

Accommodation Requested:

- Extra Time 1.50x

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://shasta.accessiblelearning.com/UWGB/ExamFile.aspx?ID=E02892624604757&Key=hgUQYGHgE>.

Please do not hesitate to contact us with any questions or concerns.

2. Two days prior to the scheduled exam you will receive a reminder that the student is planning to take the exam in our office.
3. **With the reminder email, a link will also be included to upload the exam so you do not have to go searching back through your email box to find the original.**

3.04 – Notetaking Recruit Letters

1. If a student in your class is approved for Notetaking Services, you will receive a Notetaking Recruit Letter.
2. The Notetaking Recruit Letter serves two purposes.
 - a. It asks you to assist in finding a notetaker by reading a short statement to the class or sending an email asking for assistance.

"A notetaker is needed for this class. The Disability Services Office will pay \$20 per credit (\$60 for a 3 credit class) for notes that are provided twice per week. If you are interested, either stop by their office in Student Services room 1700 or apply online on the Disability Services webpage, and click on STUDENT PORTAL."
 - b. It provides directions to anyone interested, so they can register as a notetaker.
 - i. If a student wants to take notes, please give them a print out of the instructions that come with the email.
3. Please be persistent. If no one comes forward after class, please try again in the next class session.

Any questions about the ACCESS database, notifications you receive, or helpful comments please contact Disability Services at 920-465-2841 or by email dis@uwgb.edu.

Thank you for assisting us in providing equal access in the classroom!

DS Staff

CONFIDENTIAL INFORMATION-PLEASE DO NOT FORWARD

Spring 2018 - HUM BIOL-102 100628.0001 - INTRO TO HUMAN BIOLOGY (CRN:1000)

Professor XXXXXX,

Please accept this letter as verification Phlash P., 001-001-000, is registered with our Disability Services Center and has provided disability documentation. This student is eligible for services for this semester and will require academic support accommodations in your class.

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

1. Alternative Testing

Testing Accommodations are for all in-class and online quizzes and exams. All testing related questions should be directed to the Disability Services office at 920-465-2841.

▪ ***Distraction Reduced Environment***

This accommodation is to be provided if exams/quizzes are being administered in an on-campus setting. It can be provided either in the DS testing center or by the professor in a space other than the classroom. If exams/quizzes are administered online, the student will be responsible for creating their own reduced distraction environment.

▪ ***Extra Time 1.50x***

Student is allowed 150% extended time to complete exams/quizzes, whether in person or online.

If the student utilizes the DS testing center, it will be the student's responsibility to schedule exams/quizzes with the DS office. Faculty is responsible for informing the DS office of the amount of time the class has to complete the exam and if any special materials or software are needed to complete the exam/quiz.

2. Notetaking Services

▪ ***Notetaking***

Provides the student with a set of notes taken by a notetaker in the class to supplement their own notes for study purposes.

Please discuss any concerns or questions with the student, and please do not hesitate to contact Disability Services for further clarification or verification of appropriate accommodations.

Sincerely,

Disability Services

The University of Wisconsin - Green Bay

Notification Letter

CONFIDENTIAL INFORMATION-PLEASE DO NOT FORWARD

FALL 2018 - MATH—260 102570.0001 -INTRODUCTORY STATISTICS (CRN: 6043)

Professor XXXXXXXX,

Please accept this letter as Verification that Emily Q xxx-xxx-xxx, is registered with our Disability Services Center and has provided disability documentation. This student is eligible for services for this semester and will require academic support accommodations in your class

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

1. Alternative Testing

Testing Accommodations are for all in-class and online quizzes and exams. All testing related questions should be directed to the Disability Services office at 920-465-2841.

- ***Distraction Reduced Environment***
This accommodation is to be provided if exams/quizzes are being administered in an on-campus setting. It can be provided either in the DS testing center or by the professor in a space other than the classroom. If exams/quizzes are administered online, the student will be responsible for creating their own reduced distraction environment.
- ***Extra Time 1.50x***
Student is allowed 150% extended time to complete exams/quizzes, whether in person or online.

If the student utilizes the DS testing center, it will be the student's responsibility to schedule exams/quizzes with the DS office. Faculty is responsible for informing the DS office of the amount of time the class has to complete the exam and if any special materials or software are needed to complete the exam/quiz.

PLEASE COMPLETE: Fall 2018

Student is eligible for Alternative Testing services; please fill out fall 2018 for the student by using the following link:
<https://shasta.accessiblelearning.com/UWGB/ContractInstructor.aspx?ID=941&CID=72541&Key=MC4NpdZb>. If you have filled a similar fall 2018 for another student in the same class, please do not hesitate to contact us or send us an email to copy the fall 2018 for the other students.

If accommodations for your student require coordination with a Disability Services staff member (video captioning, alternative format materials, assistive technology check-out, etc.), please use the following link to upload your syllabus:

<https://shasta.accessiblelearning.com/UWGB/Syllabus.aspx?ID1=4IaKISo8ID8SACGY2faPkirR8arNI2XowbszRQUp2&I02=94I>

Please discuss any concerns or questions with the student, and please do not hesitate to contact Disability Services for further clarification or verification of appropriate accommodations.

Sincerely,

Disability Services

The University of Wisconsin – Green Bay

[My Dashboard](#)[Unified Blogs](#)[Staff Access](#)[Website Control](#)[Testing Center](#)[Notetaker](#)[Interpreter](#)[Home](#)[Instructor Homepage](#)**Alternative Testing**[Login As Feature](#)[Return to Staff](#)**ALTERNATIVE TESTING**[List Exams](#)[Students' Courses](#)**Class: DISNEY 100.100 - Intro To Disney Princess' (CRN: 1000)****Summer 2018****Views and Tools**[Overview](#)[Course Syllabus](#)[Alternative Testing](#)[Alternative Formats](#)[Notetaking Services](#)[Deaf and Hard of Hearing](#)**Logout**

Once you finish with your session,
please do not forget to **Log Out**
and **Close Your Browser**.

[Log Out](#)**1. Which response materials are used for exams?**

- Different for each exam (add to notes when uploading)
- Only Exam Papers
- Scantron
- Bluebook
- Lined Paper
- Other (Specify Below)

Additional Note or Comment

2. Please select approved testing tools allowed for the entire class. To avoid academic dishonesty be sure all testing tools have been discussed and approved by your instructor.

- No testing tools allowed
- Different for each exam (add to notes when uploading)
- Calculator (Basic, Scientific, etc.) (Specify Below)
- Computer/Laptop/Tablet
- D2L
- Open Book
- Notes (single or double sided, size of paper, #of pages, etc.) (Specify Below)
- Tables/Formulas Sheet
- Instructor provided handouts
- Other (devices, manipulatives, software, etc.) (Specify Below)

Additional Note or Comment

3. If clarification is needed during an exam, what should the student do, so the professor can ensure equitable grading?

- Contact the professor during the exam at the email address or phone number provided (Specify Below)
- Student should answer the question and write the needed clarification in the margin of the exam. Contact the instructor (email or office hours) immediately upon finishing the exam.

Additional Note or Comment

4. Students are required to schedule exams at Disability Services for the same time that the class is scheduled to take the exam. Flexibility with start times may be required when a student's extended time would overlap another scheduled class. When there is a time conflict due to overlap, exams may be scheduled under the following parameters:*

- 1 hour before/after class exam
- Any time same day (does not apply to final exams)
- 1 day before/after class exam (does not apply to final exams)
- Other (Specify Below)

Additional Note or Comment

5. If the student arrives late (more than 15 minutes) to their exam appointment, should they be allowed to take the exam? Disability Services will not extend the end time of the exam beyond the scheduled time.*

- Yes
- No
- Other (Specify Below)

Additional Note or Comment

Exam Type(s)

Please list REGULAR CLASS EXAM LENGTH without extended time accommodations

Exam Minutes

Final Minutes

Quiz Minutes

Additional Information

Instructor Phone Number*:

Hint: Enter 10-digit number only (i.e. enter 9998888888 for 999 888 8888).

Additional Note:

Update Summer 2018

NEED HELP?

- Access Tutorials
- Contact Our Office
- Read Disclaimer

DISABILITY SERVICES

University of Wisconsin - Green Bay
 2420 Nicolet Dr.
 Green Bay, WI 54311

Website: <http://www.uwgb.edu/ds/>
 Email Us: dis@uwgb.edu

Phone: (920) 465 - 2841
 Fax: (920) 465 - 2191

From: Accessible Information Management <noreply@shasta.accessiblelearning.com> **On Behalf Of**
dis@uwgb.edu

Sent: Tuesday, June 26, 2018 7:52 AM

Subject: [DS] ACTION REQUIRED - Assistance with Recruiting a Notetaker for DISNEY 100.100 - INTRO TO DISNEY PRINCESS' (CRN: 1001)

DISNEY 100.100 - INTRO TO DISNEY PRINCESS' (CRN: 1001) Fall 2018
Hello Professor!

We are still in need of a notetaker for your course. Please announce in class or send an email to your class stating the need of a notetaker. We have provided you with the following in class announcement for you to read:

"A notetaker is needed for this class. The Disability Services Office will pay \$20 per credit (\$60 for a 3-credit class) for notes that are provided twice per week. If you are interested, either stop by their office in Student Services room 1700 or apply online on the Disability Services webpage, and click on STUDENT PORTAL."

We need your help to ensure we are meeting our legal requirements of assuring students with disabilities have equal access to your class.

Also, please remember to keep the student's name confidential.

FOR POTENTIAL NOTETAKERS:

SIGN UP AS A NOTE TAKER (Part 1 of 2)

- Go to <https://www.uwgb.edu/ds>
- Click on the STUDENT PORTAL button and sign in using your UWGB credentials
- Click on "SIGN UP AS A NOTETAKER"
- Specify Personal Information and click to register as a notetaker

REQUEST A NOTETAKING ASSIGNMENT (Part 2 of 2)

- Go to <https://www.uwgb.edu/ds>
- Click on the link for the STUDENT PORTAL and sign in with your UWGB credentials
- Click on the Notetaker Tab in the green ribbon on the left of the page
- Choose the appropriate term/semester
- Do not use the Course Search function, but scroll to the next section
- Enter Course Registration Numbers (4 digit class #)
- Click to Verify Classes
- Review and sign online notetaker contract

*If you are matched and assigned a course in ACCESS, you will receive a confirmation email. You MUST log into ACCESS and confirm the notetaking assignment within 3 days.

CONFIRM AND VIEW ASSIGNMENT:

- Sign in to ACCESS, via the Student Portal
- Click Notetaker tab on the left on the green ribbon
- View list of classes, under STATUS and click CONFIRM the assignment
- Once confirmed, the status will change to ASSIGNED
- When completed the notetaker is not responsible for uploading notes twice per week.

Please do not hesitate to contact us with any questions or concerns.

Thank you for your cooperation in this matter.

Sincerely,

Disability Services

The University of Wisconsin - Green Bay