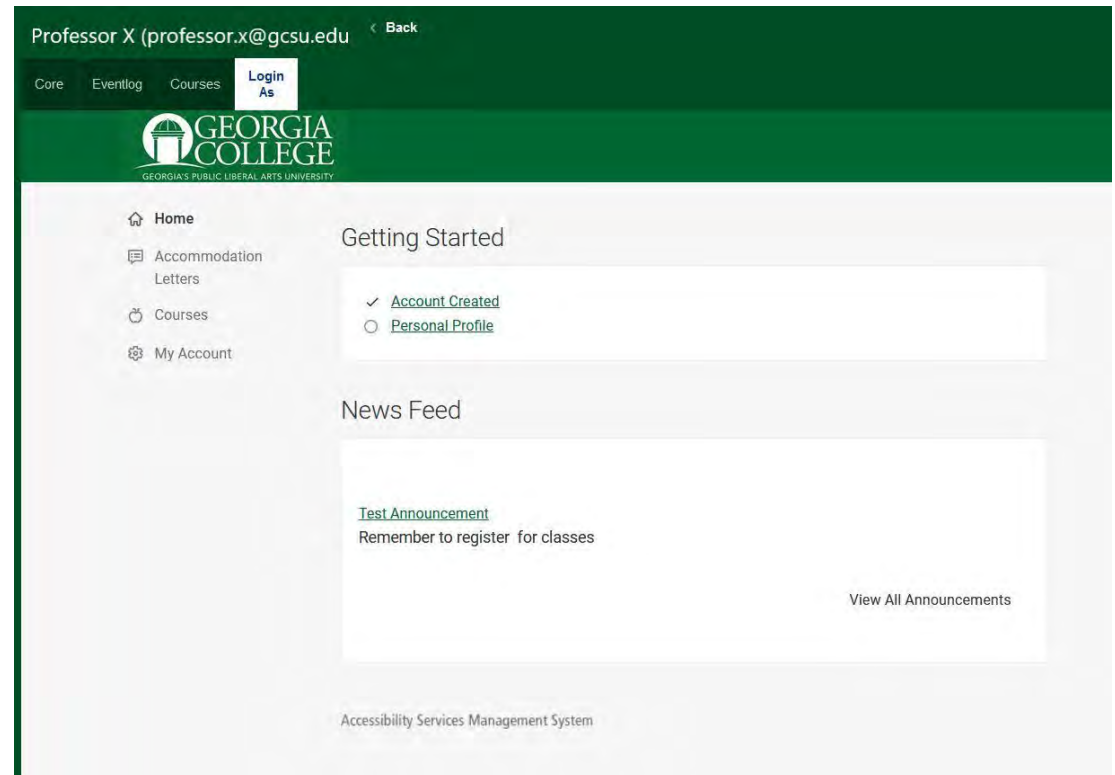
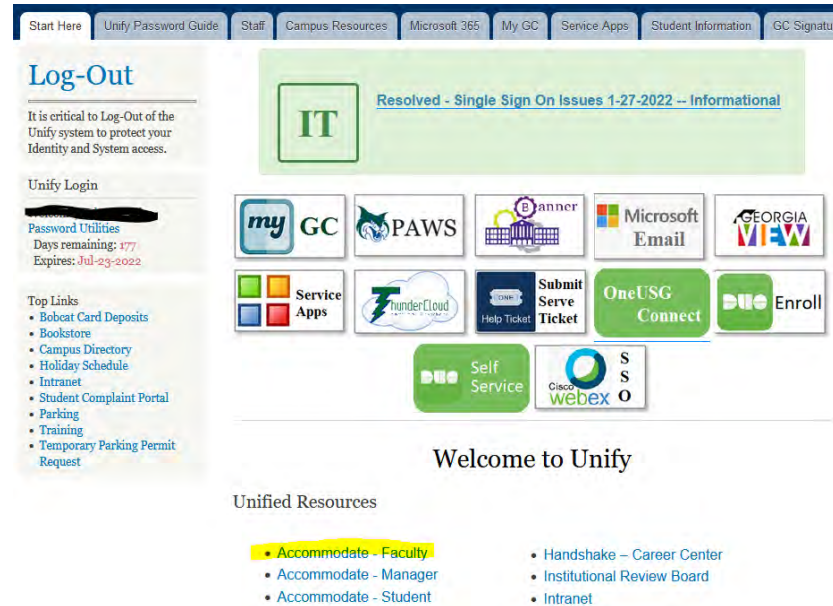


Accommodate BY SIMPLICITY

Tutorial for Faculty

- Login to Unify and, from the Start Here tab, scroll down to Unified Resources. Click on Accommodate - Faculty
- From the Dashboard you will be able to navigate to a list of accommodation letters you have received and your courses.
- Nothing needs to be done in Personal Profile or My Account.



Clicking on Accommodation Letters will bring you to this screen. From here you will see all accommodation letters that have been sent to you for students in your classes. **If a student meets with you and you can not find a letter in your gcsu.edu email, please look here for the letter and in the Enrolled Students list under Courses for a list of approved accommodations.**

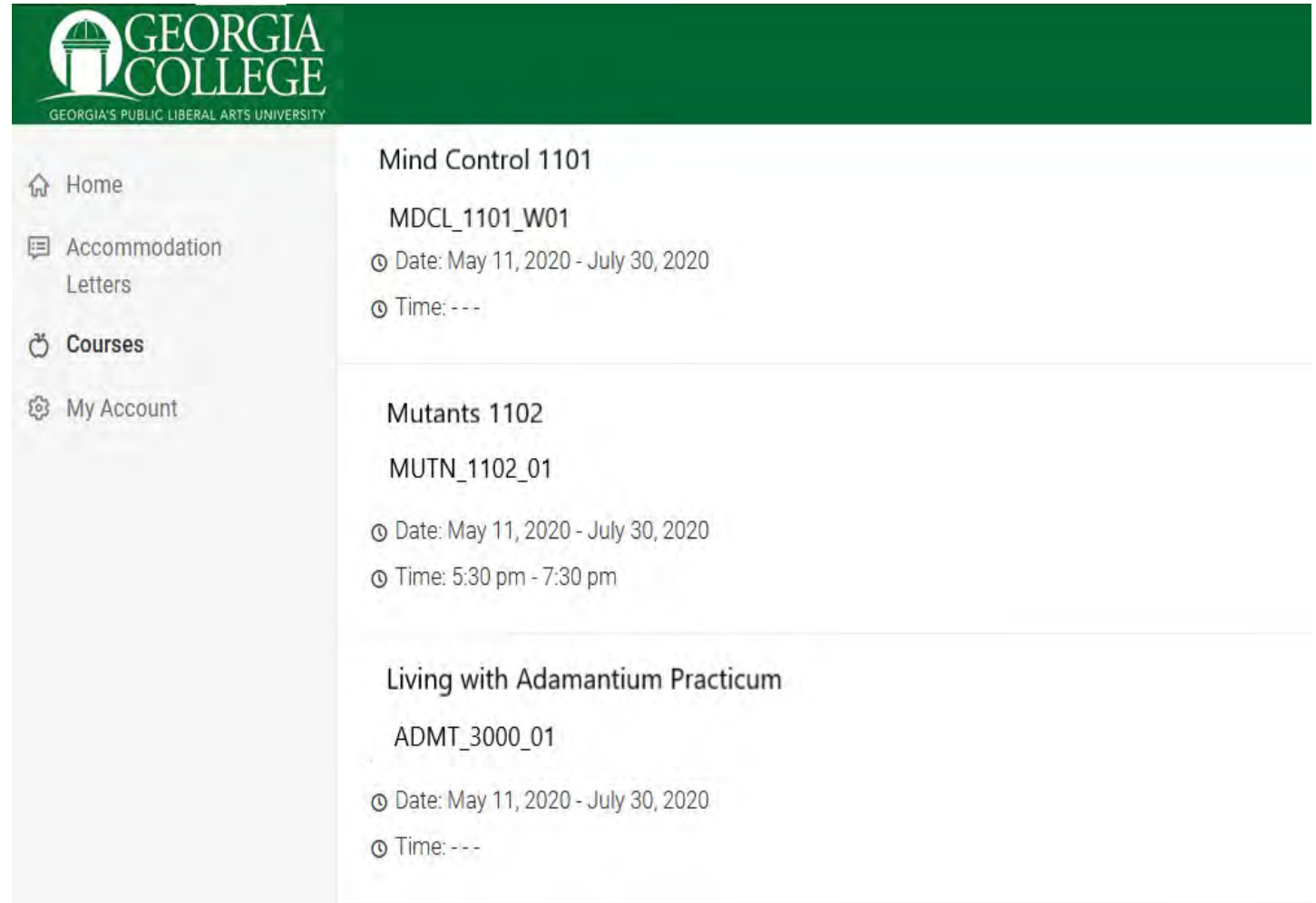
*Please keep in mind that students have to login to Accommodate and request letters for their classes. If a student says they should have a letter and you do not see one in your gcsu.edu email, or in the Accommodation Letters screen, or accommodations in the Enrolled Students list, please refer them to the Student Disability Resource Center.

The screenshot shows the Georgia College Accommodation Letters web application. At the top is the Georgia College logo with the text "GEORGIA COLLEGE" and "GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY". Below the logo is a navigation menu with four items: "Home", "Accommodation Letters", "Courses", and "My Account". The "Accommodation Letters" item is highlighted. To the right of the navigation menu is a search bar with the label "Keywords" and the text "Searches title and description". Below the search bar is a green "Apply Search" button and a "More Filters" link. Below the search bar, it says "2 Results" and "SORT BY:". There are two results listed, each with a "REQUESTED" status. The first result is "Accommodations Memorandum" for "A00555-2020/Jean Gray MDCL_1101_W01", sent on June 04, 2020, at 4:22 pm. The second result is "Accommodations Memorandum" for "A00444-2020/Cyclops MUTN_1102_01", sent on June 04, 2020, at 3:16 pm.

Clicking on Courses will bring you to the Course Catalog. Choose the correct semester and Apply Search.

The screenshot shows the Georgia College Course Catalog interface. At the top, there is a green header with the Georgia College logo and the text "GEORGIA COLLEGE" and "GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY". Below the header, there is a navigation menu on the left with icons for Home, Accommodation Letters, Courses, and My Account. The main content area is titled "Course" and has a "Return to Course" link. Below the title, there are two tabs: "Course Catalog" (selected) and "Past Courses". There is a search form with a "Keywords" input field and a "Semester" dropdown menu. The "Semester" dropdown is currently set to "Fall, 2020". Below the search form, there are three buttons: "Apply Search" (highlighted in green), "Clear", and "More Filters". At the bottom of the search results area, there is a "4 Results" indicator (highlighted in yellow) and a "SORT BY: Title" dropdown menu.

Scrolling down, you will see a list of courses you are teaching for the chosen semester. You can click on each course title to get detailed information about the course and to see who is enrolled in each course.



The screenshot displays the Georgia College website interface. At the top, there is a dark green header with the Georgia College logo and the text "GEORGIA COLLEGE" and "GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY". Below the header is a navigation menu with four items: "Home", "Accommodation Letters", "Courses", and "My Account". The "Courses" item is highlighted. The main content area shows a list of three courses, each with its title, course ID, date, and time.

Course Title	Course ID	Date	Time
Mind Control 1101	MDCL_1101_W01	May 11, 2020 - July 30, 2020	---
Mutants 1102	MUTN_1102_01	May 11, 2020 - July 30, 2020	5:30 pm - 7:30 pm
Living with Adamantium Practicum	ADMT_3000_01	May 11, 2020 - July 30, 2020	---

- Home
- Accommodation Letters
- Courses**
- My Account

[Return to Course](#) | [Return to list \(Course\)](#)

Mind Control 1101 (MDCL_1101_W01)

- Course Details**
- Enrolled Students
- Room Bookings

Cancel

Course

Title

Mind Control 1101

Instructors

Professor X (professor.x@gcsu.edu)

Code

MDCL_1101_W01

- Home
- Accommodation Letters
- Courses**
- My Account

Days

Tuesday, Thursday

Semester

Fall, 2020

Start Date

August 17, 2020

End Date

December 11, 2020

Start Time

2:00 pm

End Time

3:15 pm

Course Unique ID

80125_202008_TR_1400

When you click on Enrolled Students you will be able to see if a student has requested accommodations for your class and the specific accommodations. This can be used in addition to the accommodation letter you will receive in an e-mail and the one you can view on the Accommodation Letters screen.

If a student meets with you and you can not find a letter in your gcsu.edu email, please look here for the accommodations or in the Accommodation Letter screen for a copy of the letter.

*Again, please keep in mind that students have to login to Accommodate and request letters for their classes. If a student says they should have a letter and you do not see one in your gcsu.edu email, or in the Accommodation Letters screen, or accommodations in the Enrolled Students list, please refer them to the Student Disability Resource Center.

Home

Accommodation Letters

Courses

My Account

Mind Control 1101 (MDCL_1101_W01)

Course Details **Enrolled Students** Room Bookings

Keywords

Apply Search More Filters

1-20 of 30 Results

Jean Gray (911999999)

Accommodations:

- Distraction-Reduced Test Room
- Extended Time 2x
- Note-taking Assistance
- Priority Registration

Cyclops (911888888)

Accommodations: No Accommodations