



Tutorial for Faculty

Accessing Accommodate

Accommodate is our web-based accessibility management system. Within Accommodate you will be able to see all accommodation letters sent to you per the student's request as well as class rolls with accommodations listed for students in a particular class. You will also receive an email at your gcsu.edu account with an accommodation letter so you have several options to access accommodations for a particular student.

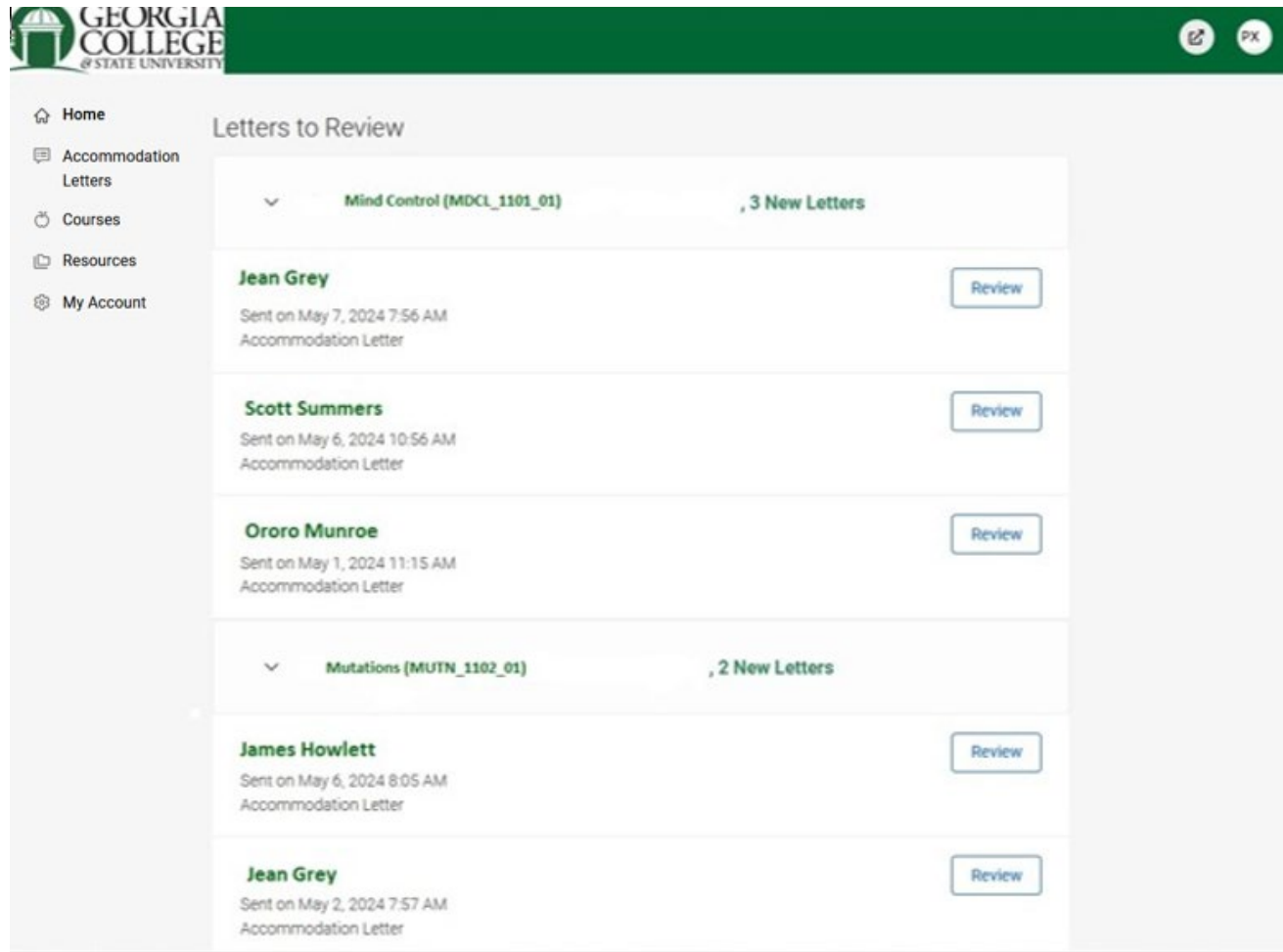
We apologize if you receive a letter for a student who is no longer enrolled in your class. It may be that the student submitted a request for a letter prior to dropping your class.

To access Accommodate, login to <https://my.gcsu.edu>. Scroll down to Service Apps. Click on Accommodate - Faculty

Service Apps	
Search All Service Apps & Tools	
Apps ▲	Type ▲
25live	Campus
Academic Advising	Campus
Academic Calendar	Campus
Accommodate - Faculty	Faculty

Accommodate Dashboard

- From the Dashboard you will see a Letters to Review section and be able to navigate to a list of accommodation letters you have received and your courses.
- Resources has this tutorial and other valuable information for your use.
- Nothing needs to be done in My Account.



GEORGIA COLLEGE & STATE UNIVERSITY

Home
Accommodation Letters
Courses
Resources
My Account

Letters to Review

Mind Control (MDCL_1101_01), 3 New Letters

Jean Grey Sent on May 7, 2024 7:56 AM Accommodation Letter	Review
Scott Summers Sent on May 6, 2024 10:56 AM Accommodation Letter	Review
Ororo Munroe Sent on May 1, 2024 11:15 AM Accommodation Letter	Review

Mutations (MUTN_1102_01), 2 New Letters

James Howlett Sent on May 6, 2024 8:05 AM Accommodation Letter	Review
Jean Grey Sent on May 2, 2024 7:57 AM Accommodation Letter	Review

Letters to Review

When there are letters that need attention, the Letters to Review panel will display. The panel is organized per course.

When the course section is expanded all letters for that course which need faculty review and signature will display.

Letters to Review	
> Accounting Spring 2020-4 (AS)	6 New Letters
> Applied STEM In Education S2020-2 (EUN638)	4 New Letters
> Math 1 (M1301)	1 New Letter
> Math 2 (Math2)	5 New Letters
> Statistics Fall 2019-2 (SF)	4 New Letters

When Review is selected a pop up displays the letter information including the subject, letter body and date/time it was sent.

Under the letter information the signature form is displayed.

Letters to Review

Accounting Spring 2020-4 (AS)

6 New Letters

George Jetson

Sent on May 20, 2020 10:40 AM

Testing

Review

Send Notification

Subject
Letter of Accommodation

Dear Judith,

Thank you for submitting your request with the Office of Accessibility Services. Your accommodation request has been processed.

Accommodations

Alternative Testing Room
Students with the Alternative Testing Room Accommodation have the ability to schedule alternative test times with the testing center. You will be asked to provide the testing center with a copy of the exam and any additional instructions in advance of the student's scheduled time.

Approved Accommodations

Alternative Testing Room
Students with the Alternative Testing Room Accommodation have the ability to schedule alternative test times with the testing center. You will be asked to provide the testing center with a copy of the exam and any additional instructions in advance of the student's scheduled time.

Please contact us if you have any further questions.

thulio test user

Email: thulio testuser@demo.edu
Phone:

Sent/Submitted
May 8, 2024 8:30 AM

Please electronically sign below

Your Signature *

Sign

Signing Letters

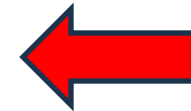
After completing the necessary information for the signature and selecting the sign button, the data is saved and becomes read only. Faculty can either exit out of the pop up or utilize the next and previous buttons to navigate to other letters for that course.

Upon navigation back to the home page, letters that were signed will show signed and remaining letters will still have the review button.

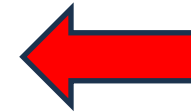
It is not necessary to sign the letters you receive. But, if you would like to acknowledge receipt that is an option.

The screenshot displays a web interface with a list of letters. The interface is organized into sections for different courses. The first section is for 'Math 1 (M1301)' and shows one letter from Carlos Correa, dated June 9, 2019, with a 'Review' button. The second section is for 'Math 2 (Math02)' and shows three letters from Carl Grimes, dated February 22, 2020, each with a 'Review' button. The third section shows a letter from Carl Grimes, dated February 18, 2020, with a 'Signed' button. The fourth section shows a letter from Carlos Correa, dated March 17, 2020, with a 'Signed' button. The interface includes a search bar at the top and a sidebar on the left.

Course	Sender	Date	Status	Action
Math 1 (M1301)	Carlos Correa	Sent on June 9, 2019 1:28 PM	Review	Review
Math 2 (Math02)	Carl Grimes	Sent on February 22, 2020 11:12 AM	Review	Review
	Carl Grimes	Sent on February 22, 2020 11:00 AM	Review	Review
	Carl Grimes	Sent on February 18, 2020 2:20 PM	Signed	
	Carlos Correa	Sent on March 17, 2020 1:15 PM	Signed	



Review



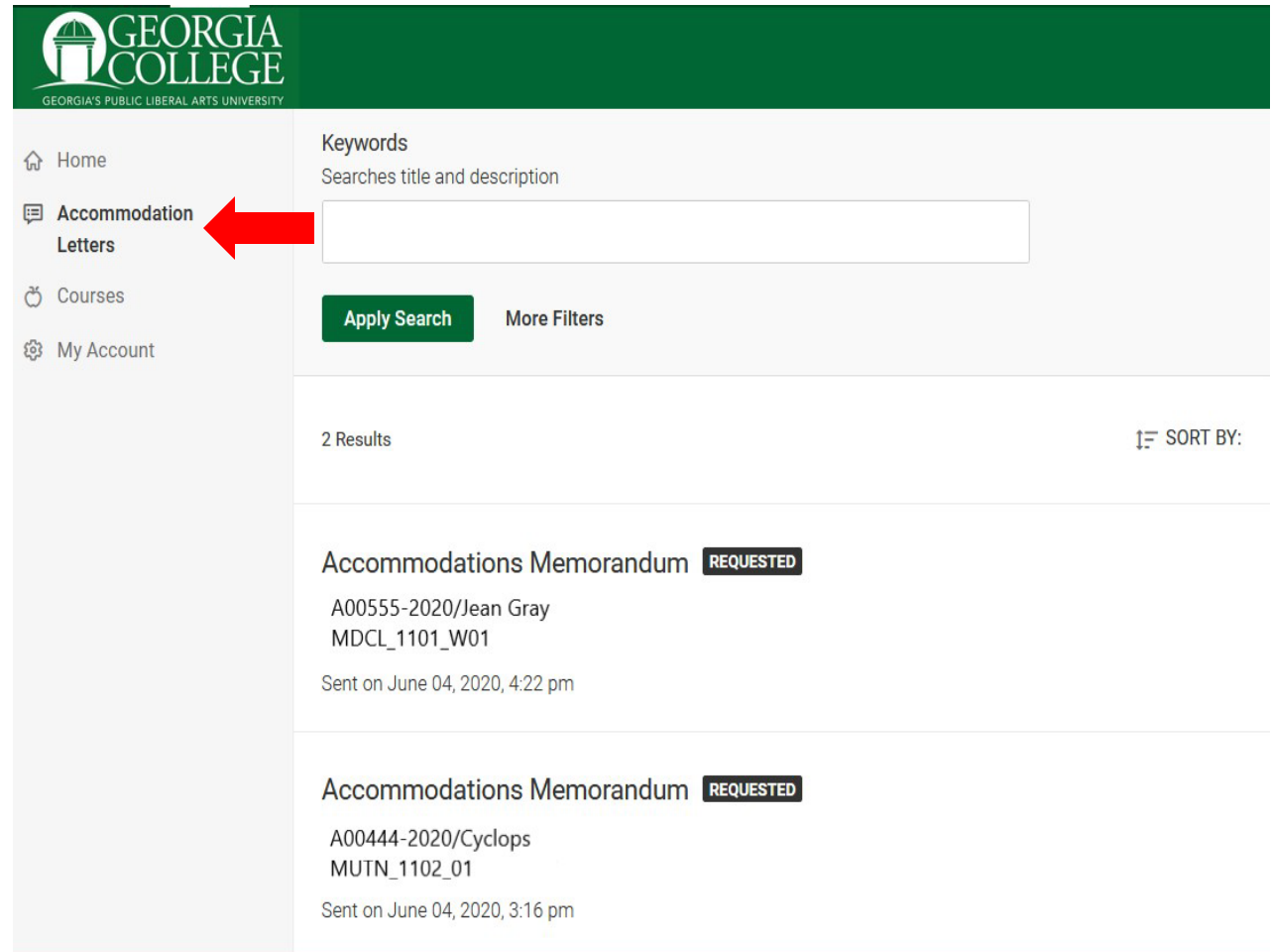
Signed

Accommodation Letters Section

Signed letters will no longer display after the next navigation away from the home page.

All letters including signed are available to review in the Accommodation Letters section of the interface. When you click on the link for the letter you will see the entire letter. See the next slide for an example.

*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 it in Letters to Review, Accommodation Letters, in the Enrolled Students list for their class in Accommodate, or in your gcsu.edu email, please have them check their account in Accommodate or refer them to the Student Disability Resource Center.**



The screenshot shows the Georgia College Accommodation Letters interface. The header is green with the Georgia College logo and the text "GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY". The left sidebar contains a navigation menu with the following items: Home, Accommodation Letters (highlighted with a red arrow), Courses, and My Account. The main content area has a search bar with the placeholder text "Keywords" and "Searches title and description". Below the search bar are two buttons: "Apply Search" and "More Filters". The results section shows "2 Results" and a "SORT BY:" dropdown menu. The first result is an "Accommodations Memorandum" with a "REQUESTED" status, for student A00555-2020/Jean Gray, MDCL_1101_W01, sent on June 04, 2020, 4:22 pm. The second result is another "Accommodations Memorandum" with a "REQUESTED" status, for student A00444-2020/Cyclops, MUTN_1102_01, sent on June 04, 2020, 3:16 pm.

GEORGIA COLLEGE
GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY

Home
Accommodation Letters
Courses
My Account

Keywords
Searches title and description

Apply Search More Filters

2 Results SORT BY:

Accommodations Memorandum REQUESTED
A00555-2020/Jean Gray
MDCL_1101_W01
Sent on June 04, 2020, 4:22 pm

Accommodations Memorandum REQUESTED
A00444-2020/Cyclops
MUTN_1102_01
Sent on June 04, 2020, 3:16 pm

Example Accommodation Letter



Student Disability Resource Center

CBX 123
Milledgeville, GA 31061
Phone 478-445-5931
Fax 478-445-1959
disability@gcsu.edu

June 1, 2026

Accommodations Memorandum for: **Jean Gray, 911999999**

This student has a documented disability and has engaged in the interactive process to determine reasonable accommodations as defined by the Americans with Disabilities Act as Amended of 2008 and Section 504 of the Rehabilitation Act of 1973.

Receipt of this accommodation letter for the student named above is your official notification of the accommodations for this student. Faculty are responsible for providing the accommodations listed below beginning with the receipt of this letter.

This is the student's initiation and communication of accommodations in your class. We welcome faculty reaching out to students once they receive a letter. It may make the student more comfortable with approaching faculty and allay some fears about meeting to discuss accommodations.

Please contact the Student Disability Resource Center with any questions.

This letter is valid only for the academic term and course listed below.

Classroom/Extended Time on In Class Timed Assignments

This accommodation applies to work that students are required to do in class within a set time limit, particularly if the work is being evaluated.

Fall, 2026
English Composition II (ENGL_1102_00)

Test/Quiz/Extended Time 1.5X

Fall, 2026
English Composition II (ENGL_1102_00)

Classroom/Audio Recorder

The student has signed an Audio Recorder Terms and Conditions form that includes a confidentiality statement. The student must be able to access an audio recorder in class to audio record class lectures.

Fall, 2026
English Composition II (ENGL_1102_00)

Test/Quiz/Distracted-Reduced Test Room

Fall, 2026
English Composition II (ENGL_1102_00)

Additional Comments for Faculty: If you meet with the student to discuss these accommodations, please respect the student's right to confidentiality and limit your discussion to one that is private and confidential, focused only on the accommodations listed above, and not on the nature of the student's disability. It is the student's right to choose whether to share details about their disability, and the faculty should not share this information with others.

The Center for Testing will assist you with testing accommodations. Please contact them at 445-5016 for further information.

To see accommodation letters that include any links to supplemental forms, please follow the directions below to access Accommodate.

- Login to <https://my.gcsu.edu>
- Scroll down to Service Apps
- Click on Accommodate – Faculty

You may refer to the Student Disability Resource Center website at <http://www.gcsu.edu/disability/information-faculty> for more information and supplemental documents about how accommodations work and their limitations, where applicable.

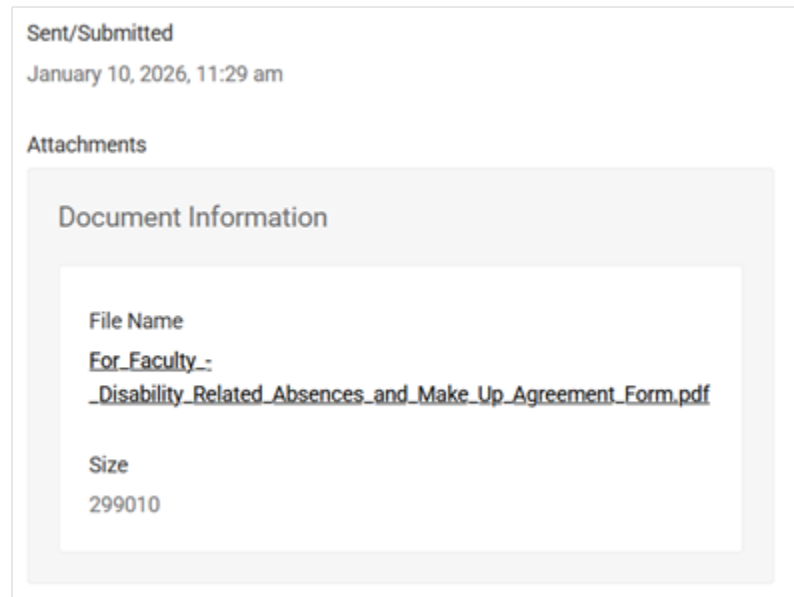
Thank you for helping to create equal access for students, and please don't hesitate to contact us with any questions at 478-445-5931 or disability@gcsu.edu.

Disability Related Absences

The Student Disability Resource Center implemented a Disability Related Absences and Make Up Agreement Form for students who have an accommodation for Disability Related Absences.

We understand that there may be some confusion around how this accommodation should work.

When a student submits a semester request, we send out an accommodation letter to them and to their faculty. If a student has Disability Related Absences, an additional form will show up as a link at the bottom of their accommodation letter in Accommodate.



The form can also be found here: <https://www.gcsu.edu/disability/information-faculty>

DISABILITY RELATED ABSENCES (PDF): Due to some student's disability, exacerbation of his/her condition could occur during the semester, requiring medical treatment and class absences. Special consideration might be considered regarding attendance, however, most importantly, the student is required to meet the essential course requirements.

Disability Related Absences, Cont.

The form can also be found by clicking on the link in the accommodation letter under Additional Comments for Faculty.

Additional Comments for Faculty: It is the student's responsibility to contact you to discuss these accommodations. Please respect the student's right to confidentiality on the accommodations listed above, and not on the nature of the student's disability. It is the student's right to choose whether to share details about their disability.

The Center for Testing will assist you with testing accommodations. Please contact them at 445-5016 for further information about testing procedures.

You may refer to the Student Disability Resource Center website at <http://www.gcsu.edu/disability/information-faculty> for more information and supplemental resources.

Thank you for helping to create equal access for students, and please don't hesitate to contact us with any questions at 478-445-5931 or disability@gcsu.edu.

We have asked our students with this accommodation to meet with all their professors during office hours and fill out the form together.

The form is a good tool to use when students and instructors want and need a concrete plan to follow, and so absences are not abused. We want this to be an interactive process between you and your student.

Please discuss every point on the form, sign it, have your student sign it, and return a copy to the Student Disability Resource Center.

If you have any questions, please don't hesitate to contact us at disability@gcsu.edu or at 478-445-5931.

Courses Section

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

The screenshot displays the Georgia College website's Course Catalog. The header features the Georgia College logo and the text "GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY". The left sidebar contains navigation links: Home, Accommodation Letters, Courses (highlighted with a red arrow), and My Account. The main content area is titled "Course" and includes a "Return to Course" link. Below this, there are tabs for "Course Catalog" and "Past Courses". The "Course Catalog" tab is active, showing a search interface with a "Keywords" input field, a "Semester" dropdown menu set to "Fall, 2020", and an "Apply Search" button. There are also links for "Clear" and "More Filters". At the bottom, it indicates "4 Results" and a "SORT BY: Title" dropdown.

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.



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[Home](#)
[Accommodation Letters](#)
[Courses](#)
[My Account](#)

Mind Control 1101
MDCL_1101_W01
🕒 Date: May 11, 2020 - July 30, 2020
🕒 Time: ---

Mutants 1102
MUTN_1102_01
🕒 Date: May 11, 2020 - July 30, 2020
🕒 Time: 5:30 pm - 7:30 pm

Living with Adamantium Practicum
ADMT_3000_01
🕒 Date: May 11, 2020 - July 30, 2020
🕒 Time: ---

Example of Course Details

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

Enrolled Students List

From 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, see in the Letters to Review on your Dashboard, and the one you can view on the Accommodation Letters screen.

*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 it in Letters to Review, Accommodation Letters, in the Enrolled Students list for their class in Accommodate, or in your gcsu.edu email, please have them check their account in Accommodate or 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



Please be sure to add the following required syllabus statement to your syllabi!

<https://www.gcsu.edu/registrar/required-syllabus-statements>

ASSISTANCE FOR STUDENT NEEDS RELATED TO DISABILITY

If you have a disability as described by the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, you may be eligible to receive accommodations to assist in programmatic and physical accessibility. The Student Disability Resource Center can assist you in formulating a reasonable accommodation plan and in providing support in developing appropriate accommodations to ensure equal access to all GC programs and facilities. Course requirements will not be waived, but accommodations may assist you in meeting the requirements. For documentation requirements and for additional information, we recommend that you contact the Student Disability Resource Center located in Russell Library 121 at 478-445-5931.

Thank you!

If you have any questions,
please email

disability@gcsu.edu

or call x5931.