

Instructions for Using the Faculty Portal

DSS, in conjunction with UAB Web Based Services, has created a portal for students to use when requesting Accommodation Letters and services such as test proctoring at DSS. Faculty may view the portal at <https://sa.uab.edu/dss/faculty/> by signing in with your Blazer ID and password. Faculty will also receive Accommodation Letters and Proctor Approval Requests via email containing a shortcut to the portal. These instructions will guide you through each step of the process to receive and respond to student requests.

Responding to an Accommodation Letter

Faculty will now receive accommodation letters via an email titled “**DSS Accommodation Notice.**” *Please note: students are strongly encouraged to schedule a meeting with their instructors to discuss how their accommodations will be used in each course. Electronic Accommodation Letters are not a substitute for this meeting, and students are still expected to communicate their needs to you.*

Below is an example of how the email will appear:

UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM	
Disability Support Services Accommodation Notice	
The student whose name appears below is registered with Disability Support Services (DSS). The following is a request for accommodations, in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If you have any questions or need any further information about academic accommodations, please feel free to contact DSS at 934-4205.	
Name: <u>Blaze Dragon</u>	BannerID: <u>B01017778</u>
Course Title: <u>Intro to Cultural Anthropology</u>	
Course/Section: <u>ANTH 101 2D</u>	Instructor: <u>Brittany Gregg</u>
This student is eligible for the following academic accommodations:	
Preferential seating	
Reasonable number of disability-related absences	
Reduced distraction testing environment	

This student may or may not use all of the above mentioned accommodations in your class.

This student is registered with Disability Support Services and is eligible for reasonable academic accommodations under UAB policy and federal law. Reasonable accommodations are intended to give equal access to the course content and to minimize the impact of a disability on the student's performance.

Please reply to this email to indicate that you have received this notice and intend to provide the accommodations requested. Faculty are required to provide accommodations for students who present an accommodation notice from DSS. If you have any questions or concerns about implementing these accommodations, please contact DSS as soon as possible.

For more information, please contact DSS at 934-4205 or dss@uab.edu.

[Please click here to confirm your receipt of this message.](#)

Disability Support Services
9th Ave Office Building
1701 9th Ave S
934-4205 (voice)
934-4248 (TDD)
dss@uab.edu

By clicking this link, you will be redirected to the Faculty portal. The Accommodation Letter will appear and you will be asked to confirm that you have received the letter (see example below).

Allison Solomon, M.S., CRC
Director

Valerie DuBose, M.Ed., CRC
Assistant Director

Name: Blaze Dragon

BannerID: B01017778

Course Title: Intro to Cultural Anthropology

Course/Section: ANTH 101-2D

Instructor: Brittany Gregg

This student is eligible for the following academic accommodations:

Preferential seating
Reasonable number of disability-related absences
Reduced distraction testing environment

This student may or may not use all of the above mentioned accommodations in your class.

This student is registered with Disability Support Services and is eligible for reasonable academic accommodations under UAB policy and federal law. Reasonable accommodations are intended to give equal access to the course content and to minimize the impact of a disability on the student's performance.

Please use the form below to indicate that you have received this notice and confirm whether you intend to provide the accommodations requested, or that you have received this notice in error. Faculty are required to provide accommodations for students who present an accommodation letter from DSS. If you have any questions or concerns about implementing these accommodations, please contact DSS as soon as possible.

For more information, please contact Mrs. Allison Solomon at 934-4205 or dss@uab.edu.

Please select one of the following responses to this notice.

- ☐ I have received this notice, and I intend to provide the accommodations requested.
- ☐ I have received this notice, and intend to provide accommodations, but have the following concerns:
- ☐ I have received this notice, but I am not the instructor for the indicated course.
- ☐ I have received this notice, but this student is not enrolled in the indicated course for the indicated term.

Submit Response

Office of Technology and Information Services
UAB Division of Student Affairs
osis@uab.edu

[Text Only](#)
[Disclaimer](#)

Check one of the above options indicating that you have received the student's Accommodation Letter. If you have concerns about the student's use of accommodations in your course, you may type these concerns into the text box. **Your concerns will be visible to DSS staff only; students cannot see what is typed in the text box.**

Once you have indicated your receipt of the letter and expressed concerns (if applicable) click Submit Response. Students in your course(s) can log into the Student Portal and see that you have confirmed your receipt of their Accommodation Letter.

Once you have confirmed your receipt of the Accommodation Letter, you will be redirected to the Main Menu screen where you can view a list of the Accommodation Requests sent to you by DSS students in your courses.

UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

THIS APPLICATION IS CURRENTLY IN TEST MODE.

Welcome, Brittany Gregg | [Sign Out](#)

Main Menu

Accommodation Requests

Term	Course	Course Title	Student	Status	Details
201350	ANTH101	Intro to Cultural Anthropology	Dragon, Blaze	Sent by Student	<button>Select</button>
201350	ANTH101	Intro to Cultural Anthropology	Dragon, Blaze	Confirmed	<button>Select</button>
201350	IS204	Intro to Business Programming	O'Neil, Douglas	Confirmed	<button>Select</button>

From the Main Menu, you can view the status of Accommodation Requests sent to you by students. *Sent by Student* indicates that the Accommodation Request is still awaiting your approval. *Confirmed* indicates that you have responded to the Accommodation Request.

Once you have confirmed your receipt of an Accommodation Letter, you may view the letter again at any time by selecting it from the Main Menu screen.

Responding to a Test Proctoring Request

If a student is requesting to receive their testing accommodations through DSS, faculty will receive the request via an email titled “**DSS Proctor Approval Request.**” Below is an example of how the email will appear:

UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

**Disability Support Services
Proctor Approval Request**

The student listed below has testing accommodations through Disability Support Services (DSS) and is requesting to have his or her test(s) proctored in the DSS office. Having the test proctored at DSS is not mandatory. It is the instructor's choice where the student will take the test.

By completing the proctor approval form linked below, you are approving this student's request to have his or her test(s) proctored by UAB Disability Support Services. If you have any questions, please contact the student or Disability Support Services at dss@uab.edu.

Student: Blaze Dragon

Student Email: blazed0@uab.edu

Course: ANTH 101-2D

[Please click here to confirm your receipt of this message.](#)

Disability Support Services
9th Ave Office Building
1701 9th Ave S
934-4205 (voice)
934-4248 (TDD)
dss@uab.edu

By clicking this link, you will be redirected to the Faculty portal. The Proctor Approval Request will appear and you will be asked to provide information about exams for your course (see example below).

DSS Proctor Approval Request

Student Information	
Student ID:	B01017778
Name:	Blaze Dragon
Term:	201350
Course:	ANTH 101-2D

Approval Information

How will DSS receive the test(s)?

- ☐ Instructor will deliver
- ☐ Representative from instructor's department will deliver
- ☐ Fax
- ☐ Email
- ☐ Student taking test(s) will deliver
- ☐ Online test (indicate password, if any, in "Other Instructions" below)

Please provide a phone number where you or the class test proctor can be reached *during* the test(s).
(Note: This number will NOT be given to the student. Should the student have a question during the test(s) a DSS employee will dial for the student to maintain privacy.)

How much time is *the class* allotted to take the test(s)?

How will the test(s) be returned to the instructor?

- ☒ Instructor will pick up
- ☐ Representative from instructor's department will pick up
- ☐ DSS will return the test(s) (indicate building and room number in "Other Instructions" below)
- ☐ Test(s) submitted online

Indicate whether the following items can be utilized by the class on the test(s):

- | | | |
|----------------|---------------------------|-------------------------------------|
| Open book? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Open notes? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Dictionary? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Calculator? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Scratch paper? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

Other Instructions: (Optional)

Student and Instructor Responsibilities

Student Responsibilities

- It is the student's responsibility to make arrangements with instructors to take tests with accommodations.
- It is the student's responsibility to schedule all tests at least two (2) working days in advance with DSS. DSS will only administer tests with at least two (2) working days notice.
- It is the student's responsibility to remind faculty to deliver exams to DSS. If an exam is not delivered by the test date, it is the student's responsibility to contact faculty.

Instructor Responsibilities

- It is my responsibility to make sure my test(s) is delivered to DSS at least two (2) working days prior to the test date.
- It is my responsibility to provide a password if one is required for online test(s).
- It is my responsibility to complete and submit this form if I wish to have DSS proctor my test(s).

☒ I confirm that I have read and agree to the above student and instructor responsibilities.

Submit Approval

Office of Technology and Information Services
UAB Division of Student Affairs
psis@uab.edu

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Once you have completed the Proctor Approval Request form, check the box to confirm your understanding of the student and instructor responsibilities.

Upon submitting your approval, students in your course(s) can log into the Student Portal and see that you have approved their Proctor Approval Request.

Once you have submitted the Proctor Approval Request, you will be redirected to the Main Menu screen where you can view a list of the Proctor Approval Requests sent to you by DSS students in your courses.

Proctor Approval Requests

Term	Course	Course Title	Student	Status	Details
201350	ANTH101	Intro to Cultural Anthropology	Dragon, Blaze	Approved	Select
201350	ANTH101	Intro to Cultural Anthropology	Dragon, Blaze	Approved	Select
201350	IS204	Intro to Business Programming	O'Neil, Douglas	Approved	Select

Office of Technology and Information Services
UAB Division of Student Affairs
osis@uab.edu

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[Disclaimer](#)

From the Main Menu, you can view the status of Proctor Approval Requests sent to you by students. *Sent by Student* indicates that the Proctor Approval Request is still awaiting your approval. *Approved* indicates that you have responded to the request.

Once you have confirmed your receipt of the Proctor Approval Request, you may view the completed Proctor Approval Request again at any time by selecting it from the Main Menu screen.