How to share your letter of accommodation with your instructors each term

-For Students-
This tutorial shows you how to complete the **first step** for receiving accommodations each term in your courses.

This step is to request academic accommodations for your courses by sharing your letter of accommodation with your instructor(s) **through this online system**.

*You have to share your letter of accommodation with your instructor(s) in this way, first, **before** making test or exam bookings with our office.*
To share your letter of accommodation click on the "Students self-serve" tab on the RCSD web page at www.rcsd.uvic.ca

or,

click on the "students" link on the right
This is the launch page
To continue click the "Launch" link

Student self serve

Step 1. Get your letters
Request accommodations for specific classes and share your letter of accommodation with your instructors each term.

Step 2. Request exam bookings
Request accommodated test and exam bookings.

Step 3. Review your bookings
View your bookings and check your exam schedule.

Launch to get started!

(If you have trouble logging in, please come to our front desk for assistance)

Important Note: Test & exam booking deadlines

- Midterm exams, test and quizzes: Submit requests at least two weeks before the scheduled exam date.
- Final exams: Submit requests two weeks before the first day of the final exam period. This applies to both December and April.

Contact

Front desk hours
Monday to Friday
8:00am - 4:00pm

Location
Campus Services Building

Phone
250-472-4947

General Email
info-rscds@uvic.ca

Exam email
rscdsexam@uvic.ca

Go paperless with Clockwork!

- For students and instructors
  - access accommodation letters
  - book tests and exams
  - check your exam schedule
  - verify arrangements
This is the self-serve welcome screen.

Click on the "Self registration" button to continue.

(Self registration is just a fancy way of saying "share my letters")
You are now at the authentication page.

Use your netlink username and password to log in.

Please log in

To access this site you will need to log in with your UVic Netlink user name and password. Please remember to log out when you are done.

Your netlink user name:  
Password:  
Log In
Click on the "Accommodations" tab or link to continue.

You can request your course accommodations using the tools in this section. Once a request is submitted it will be automatically approved if you do not require any changes to your accommodations.

If your circumstances have changed and you wish to request changes in your accommodations, please book a meeting with your advisor through our front desk (250-472-4947).

Once a request has been approved your instructor will receive an email and instructions on how to access your accommodation letter by logging into the instructor portion of this website. You are able to access your own accommodation letter on this website at any time once your request has been approved.

If you have any questions or require assistance please contact your advisor. Click the 'Accommodations' button above to get started.
You are now on the request accommodations screen.

- Select the current term.
- Click the "Request" button to begin the process.

Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Request</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLI 001</td>
<td>Waiting for student to request</td>
<td>Request</td>
<td></td>
</tr>
<tr>
<td>Section W01</td>
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<td>WRK</td>
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Please click the 'Request' button to the right in order to complete the request process.
This screen shows your specific accommodations as established with your advisor.

_REQUEST ACCOMMODATIONS_

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.

**Your accommodations:**
- Extended time: 1.75x (forty-five mins extra/hr)
- 129% enlargement on 11x17 inch paper
- May use screen magnification software
- Incandescent lighting
- This student may use a portable computer in class with screen magnification and/or screen reading software

**Courses to request:**
- POLI 001 section W01 WRK
- ADMN 0001 section A01
- Darryl Gorrie dgorrie@uvic.ca

Please indicate if your accommodations require any changes:
- My accommodation(s) are correct the way they are
- I will book a meeting through the front desk at RCSD with my advisor to discuss my accommodations

Optional note:

I agree to the terms outlined above

Submit  Cancel
Select the available accommodations that you would like to use this term for your classes.

You can choose individual accommodations, "check none" or "check all."

- If you select all classes, one letter will go to all of your instructors.
- If you choose classes individually, the accommodation letter you created will go just to the instructor for that selected class.
Please indicate if your accommodations are correct.

*If your circumstances have changed and you want to discuss additional accommodations, please specify the details in the "optional note" to your advisor text box and make an appointment with your advisor to discuss.

If you are wanting to discuss changes with your advisor, she or he will have to approve any new accommodations before you will be able to access or share your letter online.
Select the checkbox signifying you agree to the terms and select the "Submit" button to continue.

*This action will send an email to your instructor(s) with a secure link to open and review your letter of accommodation
This example shows your accommodation requests are now registered for both classes by the message in the status column showing "Sent."

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Your accommodation letter has been sent to your instructor and is awaiting Confirmation.
To view the accommodation letter which was sent to your instructor select "get letter."

To continue the process for the next class, select the "Request" button.
Your letter will be downloaded by your web browser to your default downloads folder and will show in the typical way all downloads do on your browser.

Click to open it in Adobe Reader or other pdf reading software

Date: April 13, 2015
To: Darryl Gorrie, ADMN (XX) 1 A01
From: Roslyn Gaetz, Advisor, Learning Strategies: rgaetz@uvic.ca, (250) 472-5134
RE: Student 3, V0000Q0T3

This memo is to introduce you to your student, Student 3, who has registered with our Centre. Your student requires the following academic accommodations in order to meet the learning outcomes of your course:

CLASSROOM/LAB ACCOMMODATIONS:
• This student may use a portable computer to class with screen magnification and/or screen reading software

TESTING ACCOMMODATIONS:
• Extended time: 1.75s (forty-five mins extra/hr)
• 129% enlargement on 11x17 inch paper
• May use screen magnification software
• Incandescent lighting

ASSIGNMENT/OTHER ACCOMMODATIONS:
You may receive an Instructor Exam Confirmation Form to complete for on-campus exams. This form will contain instructions about how to complete and return by email to the RCSD Exam Coordinator. Please complete this process as soon as possible to allow the RCSD to make timely exam arrangements. Please note that there are deadlines for students to submit bookings.

Your student has already discussed accessibility requirements with RCSD staff but please take the opportunity to discuss this confidential memo with your student as he or she is the best source of information about his or her specific requirements for course accessibility.

Please contact me if you have any questions about the services we provide.
You can return to the main menu by clicking the "Main menu" tab at the top or you can log out.
Next step:

Please review the "How to book test and exams with accommodations each term" tutorial if you have test or exam accommodations and need to book exams with us.

Thank you for taking the time to learn how to request accommodations for your classes and share your letter of accommodation with your instructors.