How to view accommodation letters for your students

-For Instructors-
Welcome to the instructor viewing accommodation letter tutorial.

Accommodation letters notify you about the academic accommodations your students will need to meet learning outcomes of your course.

In the tutorial, we will show you two ways to access these letters:

• **Email:** Click a link in an email you will receive from rcsd02@uvic.ca

• **Self serve portal.** Log on to the instructor self serve portal through the RCSD website.

Both ways take you into the same confidential student information system.
When a student with a disability in your course gives permission for you to access a letter of accommodation, you will receive an email.

Here is a sample:

| Subject: Accommodation Letter Notification for Poli 0001 section A01 LEC Test Instructor, testinstructor@uvic.ca |
| From: rcsd02@uvic.ca |
| Date: Thu. February 5, 2015 1:26 pm |
| To: testinstructor@uvic.ca |

Dear Test Professor,

One of your students has registered with the Resource Centre for Students with a Disability and has an accommodation letter ready for your review.

Please click on the Link below to login and review the letter:

https://al.uvic.ca/ClockWork/user/instructor/iletter.aspx?pid=rzllf80zz7hp%3e43d&hici d=ClIu887300541et

If you have any questions or concerns please do not hesitate to contact us.

Sincerely,

RCSD

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and contains confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please notify the sender by reply e-mail that you have received the message in error and destroy all copies of the original message and attachments without using, copying or otherwise disseminating it.
This will take you to an authentication page where you enter your netlink username and password.

Instructor Log In

Please enter your school username and password below.

Your netlink ID: 
Password: 
Log In
This is the accommodation letters screen.

It shows a list of the courses you are teaching this semester containing students with disabilities who have given permission to share their letters with you.

Click the "View letter" link for each respective student in your class(es).
This is the accommodations page.

Select "Review PDF Letter" to view the accommodation letter.

Accommodations for 1, Student. V000000T1
Political Science Poli 0001 section A01 (Winter 2015): Darryl Gorrie

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

☐ I acknowledge that I have received and reviewed this Accommodation Letter

Submit
The accommodation letter will always be available on the site for future reference.

Just a reminder... letters of accommodation are confidential.
After you view the accommodation letter, select the checkbox to acknowledge you have reviewed it and select the "Submit" button.

Courses Accommodation letters Help

Accommodations for 1, Student. V000000T1 Political Science Poli 0001 section A01 (Winter 2015): Darryl Gorrie

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Review PDF Letter

Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

- I acknowledge that I have received and reviewed this Accommodation Letter

Submit

Resource Centre for Students with a Disability-University of Victoria-Campus Services Building Room 150-3600 Finnerty Road (Ring Road)-Victoria BC, V8P 5C2
The second way to view letters of accommodation is to use the instructor self serve portal on the RCSD website at www.rcsd.uvic.ca

You can get there by following the links on the self-serve tab at the top of the primary navigation bar
Click the "Instructor self serve" tab on left

or,

the "instructors" link on the right to access.
This is the instructor information page. This page will allow you to view accommodations letters for students with disabilities in your courses who have given you permission to do so.

Select the "Accommodation letters" tab to get started.
You are now at the authentication site. Log in using your netlink username and password.

Instructor Log In

Please enter your school username and password below.

Your netlink ID: 
Password: 

Log In
Once you are logged in, you will see the "Accommodation letters" tab at the top. Click on that tab.

Select the term you which you want to view on the right.

This page shows a list of courses you teach this semester with students who have given permission for you to view their letters with you.

Select the "View letter" link to view the letters for each respective student.
This is the accommodations letters page.

Select "Review PDF Letter."

The accommodation letter will always be available on the site for future reference.
The accommodation letter will always be available on the site for future reference.

Just a reminder that letters of accommodation are confidential.
After the accommodation letter is viewed, select the checkbox to acknowledge you have reviewed it then select the "Submit" button.

Courses Accommodation letters Help

Accommodations for 2, Student. V000000T2

ADMN 0001 section A01 (201501): Darryl Gorrie

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Review PDF Letter

Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

I acknowledge that I have received and reviewed this Accommodation Letter

Submit
Repeat the process by clicking on the "Accommodation letter" tab to view letters for other students in your class.

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**University of Victoria**

Resource Centre for Students with a Disability

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**Accommodations for 2, Student. V000000T2**

**ADMN 0005 section A01 (201501): Darryl Gorrie**

**Step 1: Review the accommodations letter**

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

[Review PDF Letter]

**Step 2: Confirm receipt of the accommodations letter**

No action is required - you confirmed receipt of this Accommodations Letter on:

**May 4, 2015 12:40 PM**
Remember to log out when you are finished.

Accommodation Letters

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

<table>
<thead>
<tr>
<th>Course</th>
<th>Student</th>
<th>Date letter available</th>
<th>Your confirmation</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMN 0001 section A01 (201501)</td>
<td>Student 2</td>
<td>Mar 31, 2015</td>
<td>Mar 31, 2015</td>
<td>View letter</td>
</tr>
<tr>
<td>Political Science Poli 0001 section A01 (Winter 2015)</td>
<td>Student 1</td>
<td>Mar 31, 2015</td>
<td></td>
<td>View letter</td>
</tr>
</tbody>
</table>
Thank you for taking the time to learn how to view letters of accommodation for your students.