

CLOCKWORK

Accommodation Letter

Workflow

1. Email student
2. Print letter and give it to student to give to their professor
3. Email professor and professor downloads the letter from the web
4. Self-registration

1. Email student

- a. Select a student
- b. Go to their Accommodation tab in their Student Information
- c. Generate their accommodation letter
- d. Select Email letter
- e. Send the email to the student

The email will have a link to the web module for students to download their accommodation letter and give it to their professor.

Generate Accommodation Letter

1. Select a mail-merge template to use
Accommodation

2. How would you like to generate / send the letter(s)?
 Preview letter Email letter Email letter as attachment PDF Word

3. Which course(s) would you like to generate letters for?
 Generate a single letter for all courses Store letter(s) in document list

Courses:
 Biology 101 section 1 (Winter): Krystel Ocampo
 Math MTH 101 section 101 (Winter 2014): Gerard Ocampo

Session: Winter Session 2014 ◀ Now ▶

4. Provide signatures for the letters


Student Advisor / Coordinator

Signature pad not available

Signature pad not available

✔ Generate Letter ✘ Close

[Main menu](#)

 **krystal** . [log out](#)

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Accommodation Letters

Your courses: Show term:

Click on the 'View accommodations' link beside the course to view the accommodations letter for that course.

| Course | Date last viewed by you | Review |
|--|-------------------------|--|
| Biology 101 section 1 (Winter) Trafalgar : Krystal Ocampo | 2014-01-29 | <input type="button" value="View accommodations"/> |
| Math MTH 101 section 101 (Winter 2014) Trafalgar : Gerard Ocampo | - | <input type="button" value="View accommodations"/> |

ClockWork Online Student Access

- f. Student logs in to the web
- g. They click the link to their “Accommodation Letters”
- h. Select the right term (top-right)
- i. Find their course
- j. Click on “View accommodations” under the Review column

2. Print letter and give it to student to give to their professor

The screenshot shows a software window titled "Generate Accommodation Letter". It contains the following steps and options:

- 1. Select a mail-merge template to use:** A dropdown menu is set to "Accommodation".
- 2. How would you like to generate / send the letter(s)?** Radio buttons for "Preview letter" (selected), "Email letter", and "Email letter as attachment". On the right, radio buttons for "PDF" (selected) and "Word".
- 3. Which course(s) would you like to generate letters for?** Checkboxes for "Generate a single letter for all courses" (unchecked) and "Store letter(s) in document list" (checked). A list of courses includes "Biology 101 section 1 (Winter): Krystal Ocampo" and "Math MTH 101 section 101 (Winter 2014): Gerard Ocampo", both checked. A "Session:" dropdown is set to "Winter Session 2014" with "Now" and navigation arrows.
- 4. Provide signatures for the letters:** Two signature pads are shown. The "Student" pad is selected and contains the text "Signature pad not available". The "Advisor / Coordinator" pad is unselected and contains a koala image and the text "Signature pad not available".

At the bottom, there are buttons for "Generate Letter" (with a green checkmark icon) and "Close" (with a red X icon).

- Select a student
- Go to their Accommodation tab in their Student Information
- Generate their accommodation letter
- Select Preview letter
- Print the letter by staff
- Give it to the student
- Student gives it to their professor

3. Email professor and professor downloads the letter from the web

The screenshot shows a web interface with a navigation bar at the top containing 'Courses' and 'Help'. The user is logged in as 'krystal' with a 'log out' link. The page title is 'Accommodations for Ocampo, Cameron . 2T' and the course is 'Biology 101 section 1 (Winter) Trafalgar : Krystal Ocampo'. The main content area is divided into two steps:

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 or Review Html Letter

Step 2: Confirm receipt of the accommodations letter

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

January 28, 2014 . 2:49 PM

ClockWork Online Student Access

- a. Select a student
- b. Go to their Accommodation tab in their Student Information
- c. Generate their accommodation letter
- d. Select Email letter
- e. Send the email to the Professor

In the mail merge template use #<instructoremail># for the To: section

f. The professor gets the email

g. The email has a link the professor has to go to

h. On the web, professor has to click Courses on the menu

i. Select the right term (top-right)

j. Find their course

k. Click on Accommodation Letters under the Options column

l. Select the student and click on the View Letter button

m. Select from “Review PDF Letter” or Review HTML Letter”

n. The professor must also complete step 2 to acknowledge the letter

4. Self-registration

- Student has to go to the Self-registration module
- Under the Accommodations tab on the menu
- Select the right term (top-right)
- Find their course
- Click on Request under the Request column



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.

Your courses:

Show term: Winter Session 2014 ▾ Refresh

| Course | Status | Request | Letter |
|--------------------------------|---|----------------------|-------------------------|
| Biology 101 Section 1 | Confirmed Your Accommodation Letter has been Confirmed by your instructor. | | Get letter |
| Math MTH 101 Section 101 | Waiting for student to request Please click the 'Request' button to the right in order to complete the request process. | Request | |

ClockWork Online Student Access

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 sent to your advisor for review.

Your accommodations:

- Accommodation Expiry: 2016-08-18
- Supplemental notes from a volunteer notetaker within the course
- Copy of visual material not on course website
- Voice record lectures as needed
- Extended time to complete labs outside of lab time
- Student may need to request an extension for deadlines due to a change in disability-related needs and will discuss with Instructor directly, as needed
- Consideration for spelling and grammar errors on inclass assignments
- May occasionally be required to miss class due to unavoidable medical reasons
- Use of FM system in classroom
- Other (specify): Other
- Accessible computer station, or table with minimum 29 inch knee clearance
- Drafting table
- Separate table and sturdy chair
- Footstool for test/exams
- Obus Chair
- Scribe
- Computer Scribe
- Extra Time: 50%

[check all](#) [check none](#)

Please indicate if your accommodations require any changes:

- My accommodation(s) are correct the way they are
- I need additional accommodations
- I need to change or remove an accommodation

Optional note to your advisor:

g. The student will then be directed to a page where they have to confirm their accommodations

h. The student has to checked if all their accommodations are correct

i. The student has to select between the three options at the bottom of the page

Please indicate if your accommodations require any changes:

- My accommodation(s) are correct the way they are
- I need additional accommodations
- I need to change or remove an accommodation

My accommodation(s) are correct the way they are:

It sends a notification to the instructor. The instructor then goes to the web to download the letter. See #3

I need additional accommodations / I need to change or remove an accommodation:

The request goes to a place holder in ClockWork, the button is called Accommodations Request. The staff needs to approve the accommodation. Under the Student Information, the staff needs to change the student's accommodation in their accommodation tab. The staff then sends an email to the student asking them to check their accommodations online. And the students approves it. Then see #3.