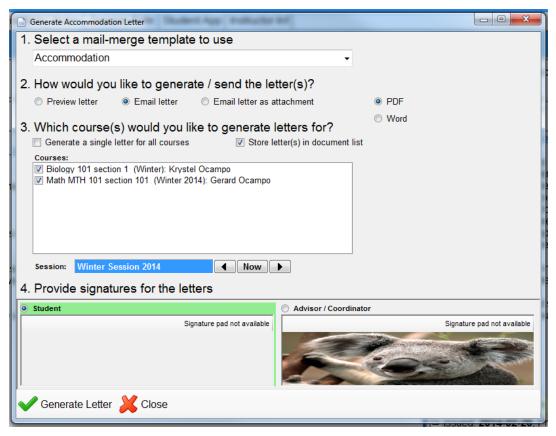
CLOCKWORK

Accommodation Letter

Workflow

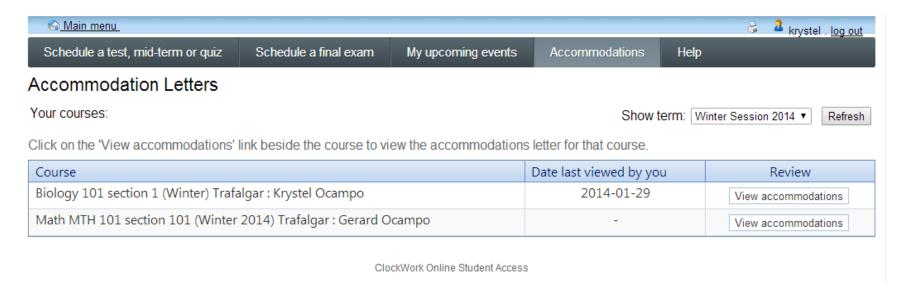
- 1. Email student
- 2. Print letter and give it to student to give to their professor
- 3. Email professor and professor downloads the letter from the web
- 4. Self-registration



1. Email student

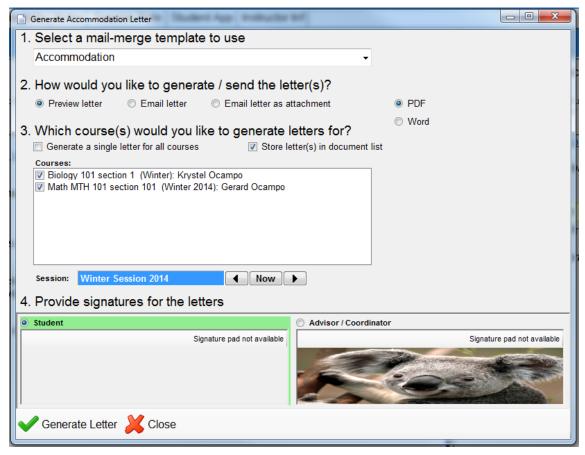
- a. Select a student
- b. Go to their Accommodation tab in their Student Information
- c. Generate their accommodation letter
- d. Select Email letter
- e. Send the email to the student

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



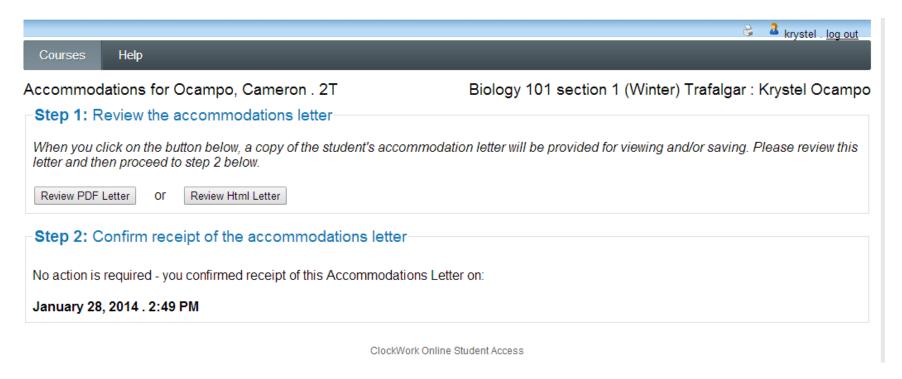
- f. Student logs in to the web
- g. They click the link to their "Accommodation Letters"
- h. Select the right term (top-right)
- i. Find their course
- j. Click on "View accommodations" under the Review column

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



- a. Select a student
- b. Go to theirAccommodation tab in theirStudent Information
- c. Generate their accommodation letter
- d. Select Preview letter
- e. Print the letter by staff
- f. Give it to the student
- g. Student gives it to their professor

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



- 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
- I. 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

- a. Student has to go to the Self-registration module
- b. Under the Accommodations tab on the menu
- c. Select the right term (top-right)
- d. Find their course
- e. 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 to	erm: 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

Main menu



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

Optional note to your advisor:

o need to change or remove an accommodation

Courses to request:

Math MTH 101 section 101 Gerard Ocampo gerard@ocampo.com check all check none

- 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.