



SHIPPENSBURG UNIVERSITY Office of Accessibility Resources

Accommodate Faculty Guide

The Office of Accessibility Resources utilizes an online software program called Accommodate. Faculty have access to Accommodate and can login with their ship. email and password. This guide will assist you with navigating the different tools and functions in Accommodate as you support students with accommodations.

OAR staff are happy to offer assistance with the use of Accommodate to all faculty at Shippensburg University. One-on-one meetings are available upon request and can be either in-person or virtual.

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How to Log in to Accommodate

1. Click on this link [Accommodate](#) (this link can also be found on the [OAR website](#))
2. Select the box that says Faculty
3. Use your Ship. email and password and click Submit
4. You are now logged in to the home screen for Accommodate.

How to View Student Exam Appointments in Accommodate

1. Login to [Accommodate](#) using your Ship. credentials.
2. Click on the Courses tab on the left side of the screen.
3. Choose a specific course by clicking on the course title.

4. Select Room Bookings
5. There will be a list of students with approved exam appointments.
6. To view individual student appointment details, click on student name.

How to View Course Notes in Accommodate

1. Login to [Accommodate](#) using your Ship. credentials.
2. Click on the Courses tab on the left side of the screen.
3. Choose a specific course by clicking on the course title.
4. Select Course Notes
5. There will be a list of notes that have been uploaded by the OAR assigned Notetaker. (This will only occur when there is a student enrolled in the course with an approved Notetaker accommodation.)
6. Notes can be viewed by clicking the download option at the bottom of each notes entry.
7. Faculty can also upload notes on behalf of the notetaker
 - a. Choose Add New
 - b. Add entry details
 - i. Notetaker's name
 - ii. Notes title (chapter 2, exam review, lab 4, etc.)
 - iii. Date taken
 - iv. Description
 - v. Attach file
8. Faculty can view assigned notetakers
 - a. After selecting a specific course, click Enrolled Students
 - b. Assigned notetakers will have a Notetaker label next to their name

How to Access Faculty Resources

There are several ways to access online resources to support you with student accommodations.

Accommodate Resources

1. Login to [Accommodate](#) using your Ship. credentials.
2. Click on the Resources tab on the left side of the screen. There will be a list of faculty resources that have been uploaded for your review.
3. Click on the title of the document to open its contents.

Accommodate Shortcuts

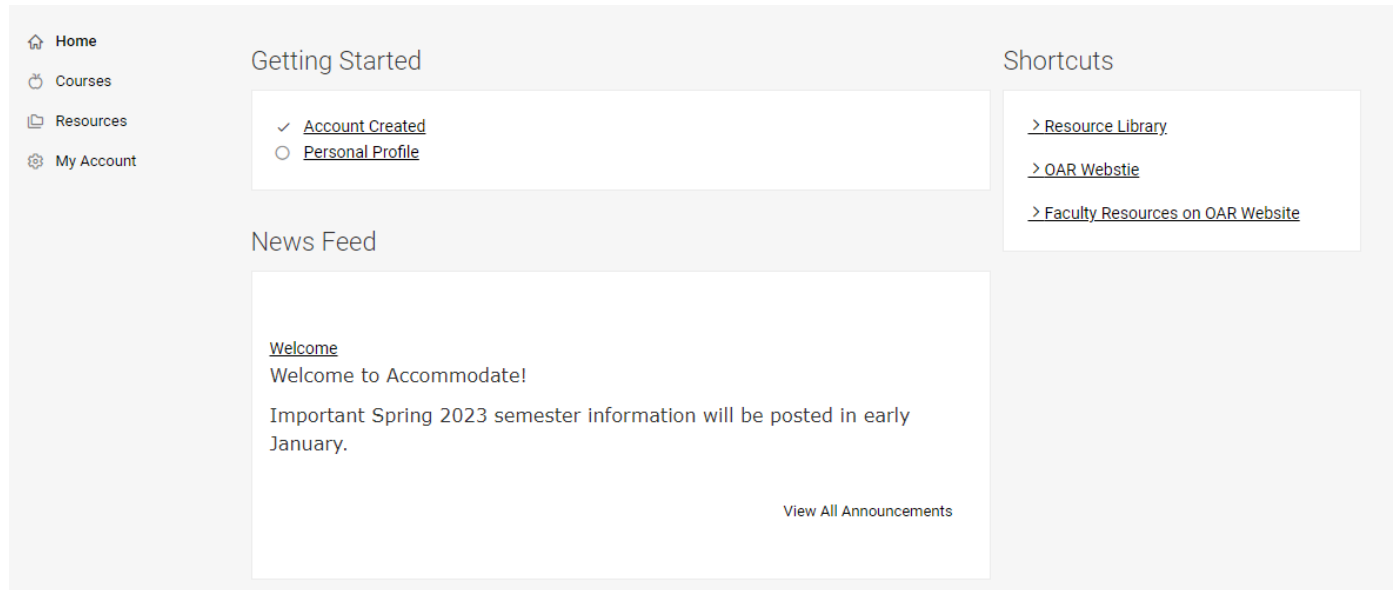
1. Login to [Accommodate](#) using your Ship. credentials.
2. The shortcuts section is located on the right side of your Accommodate home page.
3. Shortcuts may change but the following will always be available:
 - a. Link to the Resource Library
 - b. Link to the OAR website

- c. Link to the Faculty Resources tab on the OAR website

OAR Website

1. [OAR Website](#)
2. Direct link to the [Faculty Resources](#) tab

Accommodate Home Screen Image



OAR Contact Information

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