

## LIBERTY UNIVERSITY

## LU ACCOMMODATE - FACULTY OVERVIEW

**LU Accommodate** is used by students with documented disabilities and helps manage their accommodation requests and related services with ease. This training document will demonstrate the **LU Accommodate** application for Faculty use.

LU ACCOMMODATE ACCESS

1. To access LU Accommodate, navigate to <u>Liberty.edu/LUAccommodate</u>. Click the blue Log in to Accommodate button.



2. Select Faculty.



3. Log in with your Liberty Email and click Next. Then, enter your Liberty Password and click Sign in.

sparkyeagle@libert	y.edu	
Can't access your acc	count?	
	Back	Next 🕞
LIBERTY UN	NIVERSITY erty.edu	
Enter passv	vord	

4. Once logged in, the **Home** page will open.

	$\Gamma_{Y}$	2	СН
<ul><li>☆ Home</li><li>□ Accommodation</li></ul>	Getting Started		
Letters Ö Courses My Account	Account Created     Personal Profile		
	News Feed		
	Welcome to Accommodate! Please select "Accommodation Letters" on the left navigation to review or sign your letters.		

TOP MENU OPTIONS

5. At the top right-hand corner of the screen, you will find your profile. Click the profile icon to access **Tools** and **Account** information.



6. Click **Help** to view answers to commonly asked questions.

Tools	Account
Help	Update My Account
Accessibility Mode: Off	

7. If you are using assistive technology like a text reader or speech input software, click **Accessibility Mode**, then click **Ok**.

Tools	Account
Help	Update My Account
Accessibility Mode: Off	



## Home Screen

8. The Home screen will display the **Getting Started** and **News Feed** sections.

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<ul> <li>ᢙ Home</li> <li>Accommodation Letters</li> <li>Courses</li> <li>My Account</li> </ul>	Getting Started <u> Account Created Personal Profile </u>	
	News Feed           Welcome to Accommodate!           Please select "Accommodation Letters" on the left navigation to review or sign your letters.	

9. Since your account is set up by Liberty University, you will not use the **Getting Started** section.

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<ul> <li>ᢙ Home</li> <li>Accommodation Letters</li> <li>Courses</li> <li>My Account</li> </ul>	Account Created         Personal Profile		
	<u>Welcome to Accommodate!</u> Please select "Accommodation Letters" on the left navigation to review or sign your letters.		

10. The **News Feed** will display announcements. To view all announcements that have been posted, click **View All Announcements**.



11. On the left side of the application is the **navigation menu**.



12. Click **Home** to navigate to the home page.

ଜ	Home	
œ	Accommodation Letters	
ð	Courses	
ŝ	My Account	
551	My Account	

13. Click Accommodation Letters to access your students' approved accommodations.\*

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ð	Courses	0
ŝ	My Account	

\*Faculty must review the accommodations and agree to adhere to them by providing their electronic signature. To learn more about Faculty responsibilities, please watch the <u>Accommodation Letters</u> <u>video</u>.(Will be linked once document is approved for customer use)

14. The **Courses** page displays all your courses. Click on a course to view information on that course.

Home Accommodation Letters
C courses
les My Account
Keywords
Semester
×
Apply Search Clear More Filters
2 results
Art History AHIST
O Date: June 01, 2023 - August 14, 2023
© Time: 11:00 am - 12:15 pm
Statistics
STATS
⊙ Date: August 15, 2023 - December 21, 2023
⊙ Time: 11:00 am - 12:15 pm

15. The **Course Details** tab shows all relevant course information, including categories like **Days**, **Start Date**, and **Start Time**.

Art Histor	y (AHIST)		
Course Details	Enrolled Students	Alternative Te	st Room Bookings
Cancel			
Course			
Title Art History			
Instructors Charles Habern	nan (cdh@example.ed	lu)	
Code AHIST			
Credit Hours 4			
Days Monday, Wednesd	ay		
Semester Summer 2023 (tes	t)		
Start Date June 1, 2023	]		
End Date August 14, 2023			
Start Time 11:00 am	]		
End Time 12:15 pm			

16. The **Enrolled Students** tab shows all students enrolled in the course and lists accommodations for each student.

Course Details	Enrolled Students Alternative Test Room Bookings
Keywords	
Apply Search	More Filters
Batch Opt	ions 17 results
	(Test1249)
Accommo	odations:
- @Classi	oom/Modified Attendance
- ⊘Testin	g/Allow for paper tests if possible
- @Testin	g/ resting Center, 50% (time and a half) extended test time
- @Testin	g/Testing Center, 100% (double) extended test time
- OClassi	oom/Preferential seating

17. Faculty can click **More Filters** to only show students who need accommodations in their given course.

Course Details	Enrolled Students	Alternative Test Room Bookings
Keywords		
Apply Search	More Filters	
Batch Opt	ions 17 results	
	(Test124	19)
Accommo	odations:	
- @Classi	oom/Modified Attend	ance
- @Testin	g/Allow for paper test	s if possible
- ⊘Testin	g/Testing Center, 50%	(time and a half) extended test time
- ⊘Testin	g/Testing Center, 100	% (double) extended test time
O Classe	oom/Droforantial.com	ting

18. Select **Yes** or **No** under the **Approved Accommodations for this Course** field to filter students with approved accommodations. Then click **Apply Search**.

Course Details	Enrolled Students	Alternative Test Room Booking
Keywords		
Semester		
202330		
🗌 Fall 2023 (te	st)	
Spring 2023	(test)	
Summer 202	23 (test)	
Approved Acco	mmodations for this	Course
Apply Search	Clear Fe	wer Filters

## Need Assistance?

To learn more about LU Accommodate, please visit Liberty.edu/LUAccommodate.