

Instructor Dashboard in AAAC Access Online

All instructors that receive emails with accommodation information may access their Access Online faculty portal by clicking on www.access.ku.edu and clicking on “Instructor Login” (large blue button in upper right).


Step-by-step guide


1. Login with your MyKU credentials
2. Use the dashboard to view individual student accommodation requests
3. Use the navigation menu on the left to view the status of accommodation requests in particular areas.

Authentication Page – with important FERPA reminders

This page provides a reminder for all instructors to acknowledge the need to safeguard student information.

INSTRUCTOR AUTHENTICATION PAGE

 CONFIDENTIALITY AND REMINDERS



Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

[Continue to View Student Accommodations](#)

Student Accommodations View

This view lists the students who are enrolled in courses being taught by a particular instructor and indicates which accommodation types are active for each.

Note that if the Instructor Dashboard is accessed from outside the KU network, last names will not be shown.

Click “View” to review the Alternative Testing Contract By Instructor

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	ALTF	HEAR	Status
View	X0001	TEST	001	001	Jane Jayhawk	Yes		Yes	Read
View	X0002	TEST	002	002	Jane Jayhawk	Yes		Yes	Emailed

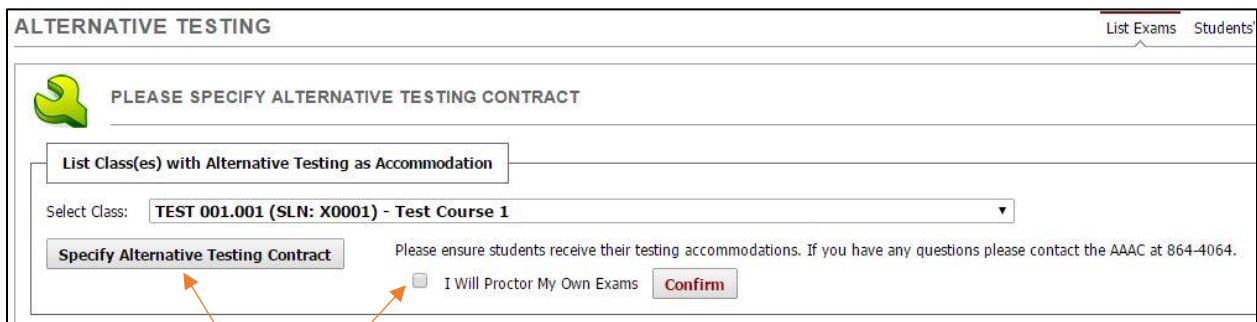
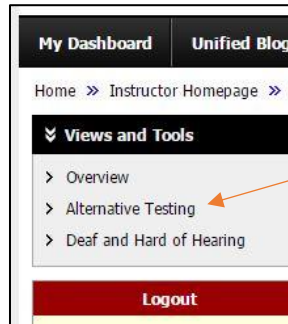
To access the full notification letter use the “view” link. Note that once viewed, the status will show as “read” and this status is also visible to students.

There are also Advanced Search Panel options for other Accommodation Requests (where results can be sorted by course information, student name, or recency of request) and Student Eligibility.

Testing Detail View

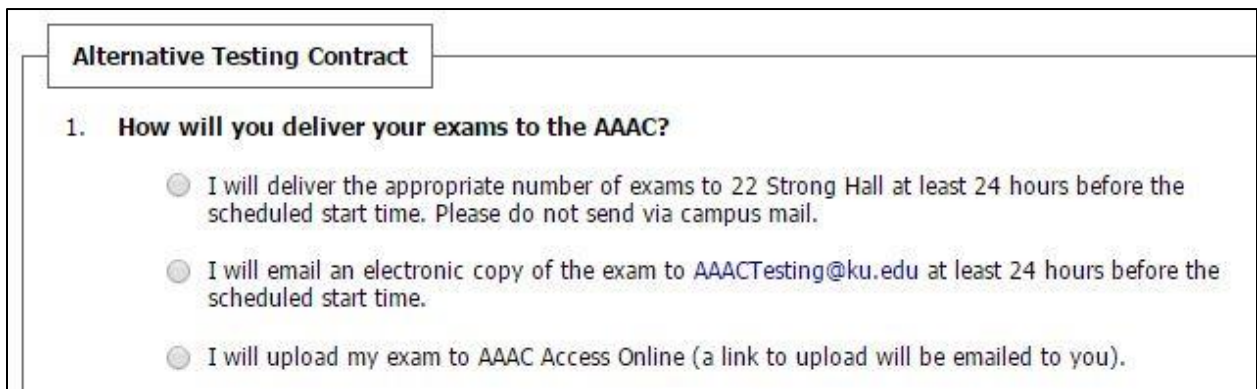
The testing view provides access to the test contracts and gives faculty a way to not only view, but also edit or update contracts as well as upload exams.

In addition, the testing view also provides faculty with a view of the upcoming exam appointments with the AAAC Testing Center.

A screenshot of a web form titled 'ALTERNATIVE TESTING'. The form has a header with 'List Exams' and 'Students' links. Below the header is a green icon and the text 'PLEASE SPECIFY ALTERNATIVE TESTING CONTRACT'. A section titled 'List Class(es) with Alternative Testing as Accommodation' contains a dropdown menu with 'TEST 001.001 (SLN: X0001) - Test Course 1' selected. Below this is a 'Specify Alternative Testing Contract' button (highlighted with an orange arrow) and a checkbox labeled 'I Will Proctor My Own Exams' (also highlighted with an orange arrow). To the right of the checkbox is a 'Confirm' button. A note reads: 'Please ensure students receive their testing accommodations. If you have any questions please contact the AAAC at 864-4064.' The word 'OR' is centered below the form, with two orange arrows pointing from it to the 'Specify Alternative Testing Contract' button and the 'I Will Proctor My Own Exams' checkbox.

The Instructor Testing Contract details how the instructor wants their exam administered. **AAAC does not need this information if the instructor is providing testing accommodations themselves and arranging for the proctoring of exams, if exams are online, or if there are no classroom exams (please choose “I will proctor my own exams”).** Only one contract is necessary for each course the AAAC is to proctor. Contact AAACTesting@ku.edu to copy your contract to other students in the class.

Example of Testing Contract question:

A screenshot of a question titled 'Alternative Testing Contract'. The question is: '1. How will you deliver your exams to the AAAC?'. There are three radio button options:

- I will deliver the appropriate number of exams to 22 Strong Hall at least 24 hours before the scheduled start time. Please do not send via campus mail.
- I will email an electronic copy of the exam to AAACTesting@ku.edu at least 24 hours before the scheduled start time.
- I will upload my exam to AAAC Access Online (a link to upload will be emailed to you).