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.

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

<table>
<thead>
<tr>
<th>View</th>
<th>CRN</th>
<th>SBI</th>
<th>CRS</th>
<th>SEC</th>
<th>Student’s Full Name</th>
<th>TEST</th>
<th>ALT</th>
<th>HEAR</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>X0001</td>
<td>TEST</td>
<td>001</td>
<td>001</td>
<td>Jane Jayhawk</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Read</td>
</tr>
<tr>
<td>View</td>
<td>X0002</td>
<td>TEST</td>
<td>002</td>
<td>002</td>
<td>Jane Jayhawk</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Emailed</td>
</tr>
</tbody>
</table>

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.

OR

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:

1. How will you deliver your exams to the AAAC?
   - 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).