

# MyDSO Faculty Portal: Notification Letters

At the start of each semester (and updated throughout the term as needed), Disability Services will send email notifications to you about students in your class(es) who have academic accommodations. Each email will include important information:

- Emails will come from **RIT – Disability Services Office** <[RIT.DSO@post.accessiblelearning.com](mailto:RIT.DSO@post.accessiblelearning.com)>
- Student name, course number and name, and term are identified in the subject line
- The student's specific academic accommodations will be listed
- A link to the MyDSO Faculty portal so that you can electronically acknowledge each student's accommodations
- A link to submit information for the Alternative Testing Agreement (this link will only be included if the student has test accommodations, and if you have not already submitted a Testing Agreement for the listed class)

From: RIT - Disability Services Office <[RIT.DSO@post.accessiblelearning.com](mailto:RIT.DSO@post.accessiblelearning.com)>

A

Sent: Thursday, May 7, 2020 4:23 PM

To: [REDACTED]

Subject: [DSO] [Scarlett O'Hara - CRPG 61.06 - CRP ACADEMIC STRATEGIES \(CRN: 53441\)](#) - Notification of Academic Support Services 2019-2020 - Spring

B

The Disability Services Office (DSO) is dedicated to facilitating equitable access to the full RIT experience for students with disabilities. We are guided by the Americans with Disabilities Act Amendments Act of 2008, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. **Scarlett O'Hara** is registered with the DSO and has a right to accommodations to ensure equal access on the basis of disability. The following accommodations have been determined through an interactive process between the student and the DSO. It has been determined that the accommodations below will support an accessible learning environment for **Scarlett O'Hara**.

Our campus community shares a collective responsibility to create accessible and inclusive learning environments, and the DSO values your input. If you believe these accommodations do not eliminate access barriers or if they fundamentally alter elements of your course, please contact us at [dso@rit.edu](mailto:dso@rit.edu) so we can explore alternate arrangements. DSO staff are available to consult on specific student access needs as well as general course accessibility questions.

Students and their instructors must discuss the accommodations listed below. Clear communication between students and faculty is key for the successful facilitation of accommodations. **Please always ensure that any discussions of disability and/or accommodations are held in a private environment that honors confidentiality.**

Scarlett O'Hara has been approved for the following academic accommodations:

C

1. **Alternative Testing**

o **Access to DSO Test Center - Student Must Reserve in Advance**

The student is permitted to use the Disability Services Office Test Center for quizzes, tests, and exams as needed. The student will sign the DSO Test Center User Agreement which explains the process for reserving a seat at the Test Center.

The student is required to speak with their instructors about their plans to use their testing accommodations in each class. If the DSO Test Center is needed, the student should visit [www.rit.edu/dso](http://www.rit.edu/dso) for information about our hours, policies, and requirements for test submission.

2. **Classroom Access**

o **Assignment Due Dates Extended if Needed due to Absence**

E

Please click this link to fill out an Alternative Testing Agreement in order to provide basic information regarding tests in your course this semester: <https://bachelor.accessiblelearning.com/RIT/TestingAgreement.aspx?ID=15163&CID=73614&Key=ZMSvuVPt>

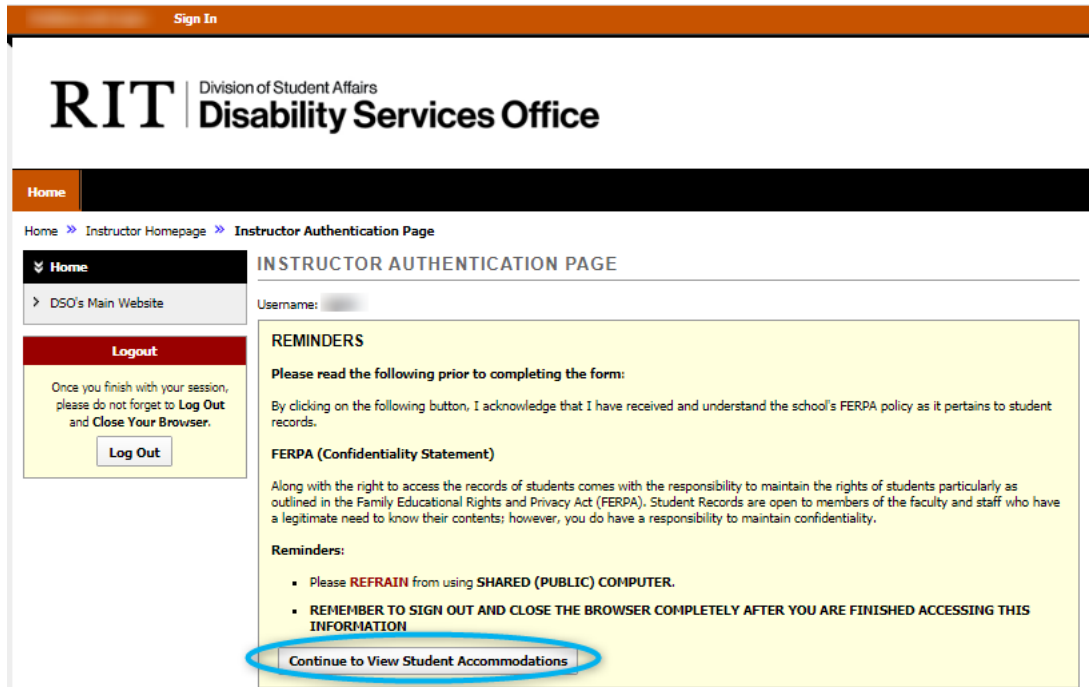
D

**REQUIRED NEXT STEPS FOR FACULTY:** Please log into the [MyDSO Faculty Portal](#) and click "Continue to View Student Accommodations." View your students' accommodation letters by clicking the blue "View" link to the left of their names. For each of your students, please review the letter and then click "Submit Acknowledgment Electronically." Clicking this acknowledgment button indicates understanding of your requirement to provide the student's approved accommodations in your course.

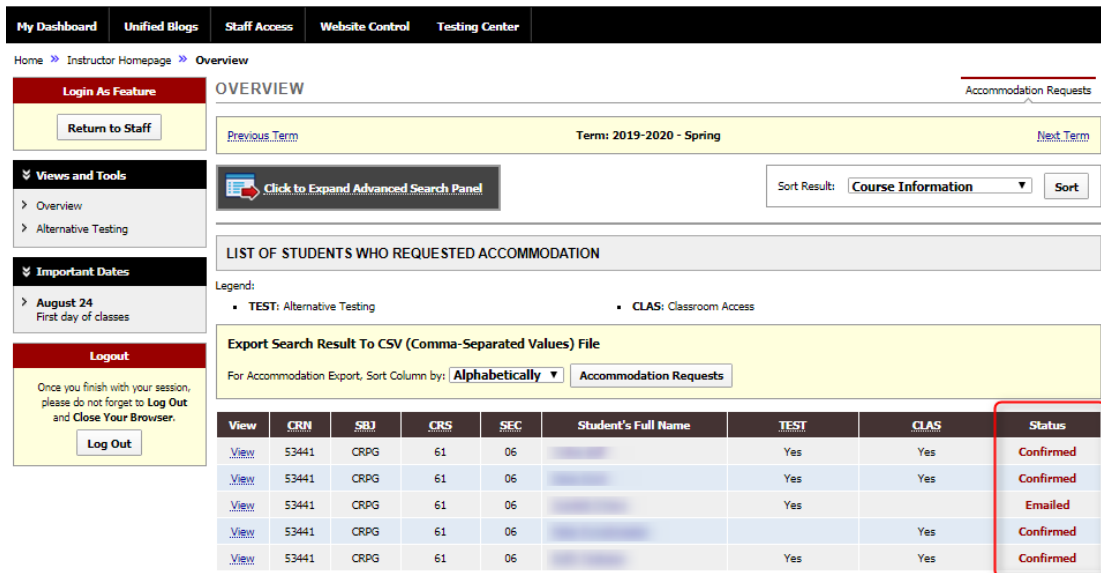
Thank you for supporting **Scarlett O'Hara** and for partnering with the DSO to make the RIT experience inclusive and accessible for all students. Please [contact the DSO](#) whenever you have questions and visit our website at [www.rit.edu/dso](http://www.rit.edu/dso).

Disability Services Office  
Division of Student Affairs  
Student Alumni Union 1150

1. You may access the MyDSO Faculty Portal from the email notifying you of a student's accommodations or at [bachelor.accessiblelearning.com/RIT/Instructor](http://bachelor.accessiblelearning.com/RIT/Instructor).
2. Review any **REMINDERS** that display on the page, then click **Continue to View Student Accommodations**.



3. The **OVERVIEW** page lists all students in your courses who have requested accommodations for the current term. The last column (**Status**) lets you know if you have electronically acknowledged the Notification Letter yet. If so, the status will be **Confirmed**. Remember that EVERY Notification Letter for EVERY student must be read and electronically acknowledged EVERY semester (see details in step 5).



4. Select **View** to open and read an individual student's Faculty Notification Letter.

My Dashboard | Unified Blogs | Staff Access | Website Control | Testing Center

Home » Instructor Homepage » Overview

**OVERVIEW** Accommodation Requests

Previous Term Term: 2019-2020 - Spring Next Term

Click to Expand Advanced Search Panel Sort Result: Course Information Sort

**LIST OF STUDENTS WHO REQUESTED ACCOMMODATION**

Legend:   
 • TEST: Alternative Testing • CLAS: Classroom Access

Export Search Result To CSV (Comma-Separated Values) File   
 For Accommodation Export, Sort Column by: **Alphabetically** Accommodation Requests

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	CLAS	Status
<a href="#">View</a>	53441	CRPG	61	06		Yes	Yes	Confirmed
<a href="#">View</a>	53441	CRPG	61	06		Yes	Yes	Confirmed
<a href="#">View</a>	53441	CRPG	61	06		Yes		Emailed
<a href="#">View</a>	53441	CRPG	61	06			Yes	Confirmed
<a href="#">View</a>	53441	CRPG	61	06		Yes	Yes	Confirmed

5. On the next screen, you will see the individual student's Notification Letter. In the top yellow box labeled **Accommodation Request Acknowledgement**, click the button to **Submit Acknowledgement Electronically**. This step is required for every notification letter that you receive every semester. DSO staff will follow up with faculty and/or deans to ensure compliance.

My Dashboard | Unified Blogs | Staff Access | Website Control | Testing Center

Home » Instructor Homepage » Overview

**OVERVIEW** Accommodation Requests

Return to Previous Page

**ACCOMMODATION REQUEST ACKNOWLEDGEMENT**

[Submit Acknowledgement Electronically](#)

**ACCESS INFORMATION**

This accommodation letter was read by:                       
 Last recorded access on: **Thursday, May 28, 2020 at 10:50:33 AM**

**Notification Letter**

The Disability Services Office (DSO) is dedicated to facilitating equitable access to the full RIT experience for students with disabilities. We are guided by the Americans with Disabilities Act Amendments Act of 2008, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. **Buffy Testcase** is registered with the DSO and has a right to accommodations to ensure equal access on the basis of disability. The following accommodations have been determined through an interactive process between the student and the DSO. It has been determined that the accommodations below will support an accessible

- 6. The next time you open a student's Notification Letter, you will see the date/time the letter was officially acknowledged indicated above the text of the student's letter. Please note that neither other RIT faculty nor DSO staff members can acknowledge a letter for you; this can only be done by logging into the MyDSO faculty portal.

The screenshot shows the MyDSO faculty portal interface. At the top, there is a navigation bar with links: My Dashboard, Unified Blogs, Staff Access, Website Control, and Testing Center. Below this, a breadcrumb trail reads: Home > Instructor Homepage > Overview. The main content area is titled 'OVERVIEW' and includes a 'Return to Previous Page' button. A prominent yellow box with a blue border contains the text: 'ACCOMMODATION REQUEST ACKNOWLEDGEMENT' and 'Confirmed on 05/06/2020 at 02:14:56 PM'. To the left of the main content is a sidebar with sections: 'Login As Feature' (with a 'Return to Staff' button), 'Views and Tools' (with links for Overview and Alternative Testing), and 'Logout' (with a 'Log Out' button and instructions to close the browser). The main content area also features a 'Notification Letter' section with a title button. The text in this section states that the DSO is dedicated to equitable access and lists accommodations for Tinker Bell. It also includes a confidentiality notice and a statement that Tinker Bell has been approved for academic accommodations.

7. The Notification Letter lists the DSO-approved accommodations each student has specifically requested to use in your course. Depending upon the accommodations a student has, they will be grouped by *Alternative Testing, Classroom Access*, etc.

My Dashboard
Unified Blogs
Staff Access
Website Control
Testing Center

Home » Instructor Homepage » Overview

**Login As Feature**

Return to Staff

**Views and Tools**

- > Overview
- > Alternative Testing

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

OVERVIEW
Accommodation Requests

Return to Previous Page

**ACCOMMODATION REQUEST ACKNOWLEDGEMENT**

Confirmed on **05/06/2020 at 02:14:56 PM**

**Notification Letter**

The Disability Services Office (DSO) is dedicated to facilitating equitable access to the full RIT experience for students with disabilities. We are guided by the Americans with Disabilities Act Amendments Act of 2008, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. **Tinker Bell** is registered with the DSO and has a right to accommodations to ensure equal access on the basis of disability. The following accommodations have been determined through an interactive process between the student and the DSO. It has been determined that the accommodations below will support an accessible learning environment for **Tinker Bell**.

Our campus community shares a collective responsibility to create accessible and inclusive learning environments, and the DSO values your input. If you believe these accommodations do not eliminate access barriers or if they fundamentally alter elements of your course, please contact us at [dso@rit.edu](mailto:dso@rit.edu) so we can explore alternate arrangements. DSO staff are available to consult on specific student access needs as well as general course accessibility questions.

Students and their instructors must discuss the accommodations listed below. Clear communication between students and faculty is key for the successful facilitation of accommodations. **Please always ensure that any discussions of disability and/or accommodations are held in a private environment that honors confidentiality.**

**Tinker Bell has been approved for the following academic accommodations:**

**1. Alternative Testing**

- **Access to DSO Test Center - Student Must Reserve in Advance**  
The student is permitted to use the Disability Services Office Test Center for quizzes, tests, and exams as needed. The student will sign the DSO Test Center User Agreement which explains the process for reserving a seat at the Test Center. The student is required to speak with their instructors about their plans to use their testing accommodations in each class. If the DSO Test Center is needed, the student should visit [www.rit.edu/dso](http://www.rit.edu/dso) for information about our hours, policies, and requirements for test submission.
- **Extended Time 1.5x on In-Class Timed Quizzes, Tests, and Final Exams - As Requested Test by Test**  
The student is permitted 1.5X extended time on any in-class (not take home) hard copy, online or practical quiz, test or final exam when requested in advance. The time extension must be calculated based on the actual time allotted for the class testing session. The student will speak with their instructors about when and where each test with extension will be taken. If the DSO Test Center is needed, please visit [www.rit.edu/dso](http://www.rit.edu/dso) for information about our hours, policies, and requirements for test submission.

**2. Classroom Access**

- **Advanced Access to Assignments**  
The student should be provided advanced access to assignments as needed. The student will speak with their instructors about their needs.
- **Alternate Seating Option May be Required**  
Disability Services Office staff will work with students to acquire appropriate seating options when requested. This may include desk, chair, or table adjustments.
- **Class Presentation Modification**  
The student may require alternative methods to complete class presentations. Instructors will speak with students about their needs and reach out to DSO staff for assistance in determining appropriate modifications as needed.
- **Classroom Must be Well-Lit**  
Instructors will speak with students about the light quality in their classroom.
- **Extended Time 1.5X on In-Class Timed Written Assignments**  
The student is permitted 1.5X extended time on any in-class timed written assignment. The time extension must be calculated based on the actual time allotted for the assignment. Instructors will speak with students about how and where they will complete and submit extended time assignments.

**REQUIRED NEXT STEPS FOR FACULTY:** Please log into the [MyDSO Faculty Portal](#) and click **"Continue to View Student Accommodations."** View your students' accommodation letters by clicking the blue **"View"** link to the left of their names. For each of your students, please review the letter and then click **"Submit Acknowledgment Electronically."** Clicking this acknowledgment button indicates understanding of your requirement to provide the student's approved accommodations in your course.

Thank you for supporting **Tinker Bell** and for partnering with the DSO to make the RIT experience inclusive and accessible for all students. Please [contact the DSO](#) whenever you have questions and visit our website at [www.rit.edu/dso](http://www.rit.edu/dso).

**Disability Services Office**  
Division of Student Affairs  
Student Alumni Union 1150

8. If you teach multiple courses, it may be helpful to filter the list of students by clicking the black bar **Click to Expand Advanced Search Panel**.

The screenshot shows the 'Overview' page with a navigation menu at the top: My Dashboard, Unified Blogs, Staff Access, Website Control, Testing Center. Below the menu, the breadcrumb trail reads 'Home > Instructor Homepage > Overview'. On the left sidebar, there are sections for 'Login As Feature' (Return to Staff), 'Views and Tools' (Overview, Alternative Testing), 'Important Dates' (August 24), and 'Logout'. The main content area is titled 'OVERVIEW' and shows 'Term: 2019-2020 - Spring'. A button labeled 'Click to Expand Advanced Search Panel' is circled in blue. Below this, there is a section for 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION' with a legend for TEST and CLAS. An 'Export Search Result To CSV' section is also visible. At the bottom, a table lists student information.

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	CLAS	Status
<a href="#">View</a>	53441	CRPG	61	06		Yes	Yes	Confirmed
<a href="#">View</a>	53441	CRPG	61	06		Yes	Yes	Confirmed
<a href="#">View</a>	53441	CRPG	61	06		Yes		Emailed

9. Enter **Course Subject**, **Course Number**, and/or **Section Number** then press **Search**.

The screenshot shows the 'Overview' page with the search form expanded. A button labeled 'Click to Hide Advanced Search Panel' is visible. The search form includes fields for 'Accommodation Term' (set to 2019-2020 - Spring), 'Course Subject', 'Course Number', and 'Section Number'. It also has a 'Sort By' dropdown set to 'Course Information' and 'Search' and 'Start Over' buttons.

10. Some courses may have a "Course Coordinator" who is responsible for multiple sections of a course; please contact [dso@rit.edu](mailto:dso@rit.edu) and provide the name and RIT email address for the coordinator as well as the list of course numbers. DSO staff can add this coordinator so that they can search students with accommodations in courses, upload exams for multiple sections, etc.

11. A list of students with all of their accommodations can be exported by clicking the **Accommodation Requests** button in the yellow **Export Search Result to CSV File** box.

The screenshot shows the 'Accommodation Requests' overview page. On the left, there are navigation menus for 'Login As Feature', 'Views and Tools', 'Important Dates', and 'Logout'. The main content area includes a 'Return to Staff' button, a 'Previous Term' and 'Next Term' selector (set to 'Term: 2019-2020 - Spring'), a 'Sort Result' dropdown (set to 'Course Information'), and a 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION' section. Below this is a legend for 'TEST' (Alternative Testing) and 'CLAS' (Classroom Access). The 'Export Search Result To CSV (Comma-Separated Values) File' section is highlighted in yellow, with a dropdown menu set to 'Accommodation Requests' circled in blue. Below this is a table of student records.

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	CLAS	Status
<a href="#">View</a>	53441	CRPG	61	06	[Redacted]	Yes	Yes	Confirmed
<a href="#">View</a>	53441	CRPG	61	06	[Redacted]	Yes	Yes	Confirmed
<a href="#">View</a>	53441	CRPG	61	06	[Redacted]	Yes		Emailed
<a href="#">View</a>	53441	CRPG	61	06	[Redacted]		Yes	Confirmed
<a href="#">View</a>	53441	CRPG	61	06	[Redacted]	Yes	Yes	Confirmed

12. The resulting spreadsheet will list each of your students and indicate “yes” for the accommodations that they have requested. Only accommodations that have been requested by at least one of your students will be displayed. Note that if students have Alternative Testing accommodations, those specific accommodations can be viewed in the Notification Letter but are grouped together in this spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Last Name	First Name	Email	School ID	CRN	Subject	Course	Section	Campus	Request Status	Accessible Audio/Video Materials	Advanced Access to Assignments	Alternate Seating Option May be Required	Alternative Testing	Assistance with Building Evacuation	Breaks Permitted During Class	Classroom Must be Well-Lit
1	Bell	Tinker	[Redacted]	[Redacted]	53441	CRPG	61	6 MAIN	Read		Yes	Yes	Yes	Yes			Yes
3	Duck	Daisy	[Redacted]	[Redacted]	53441	CRPG	61	6 MAIN	Read	Yes				Yes	Yes		
4	O'Hara	Scarlett	[Redacted]	[Redacted]	53441	CRPG	61	6 MAIN	Emailed					Yes			
5	Pumpkin eater	Peter	[Redacted]	[Redacted]	53441	CRPG	61	6 MAIN	Read							Yes	
6																	
7																	

If you have questions about how to implement accommodations for a student or have difficulty accessing the Notification Letters for students in your class, please contact the Disability Services Office at [dso@rit.edu](mailto:dso@rit.edu).