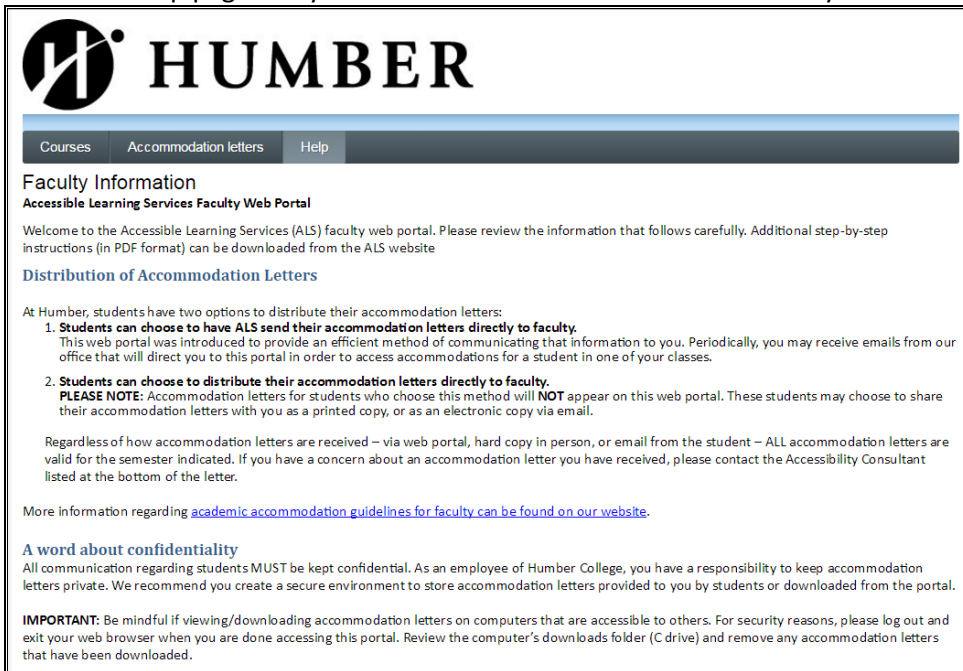


Accessible Learning Services

How to use the Faculty Web Portal for student accommodation letters

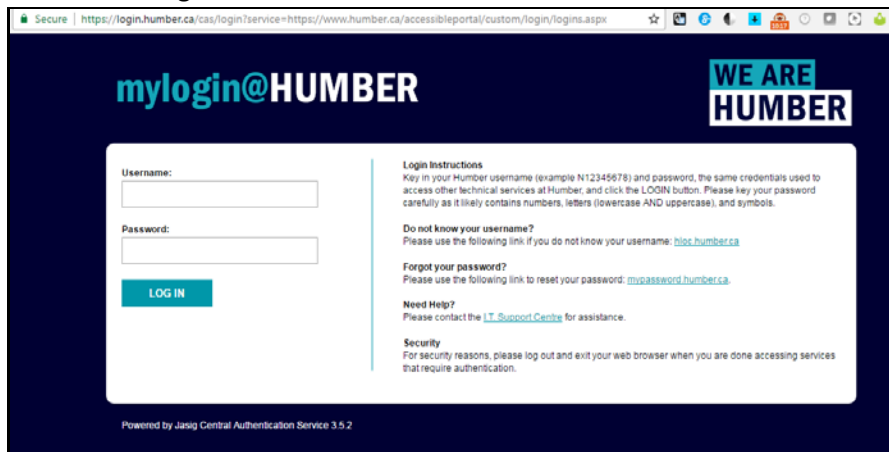
Use the following instructions and screen shots below to assist you with viewing student accommodation letters online using the Faculty Web Portal.

1. Go to Humber College Accessible Learning Services Faculty Web Portal:
<https://www.humber.ca/accessibleportal/user/instructor/default.aspx>
2. This is the Help page and you will find information and links to assist you with using the portal.



The screenshot shows the Humber Faculty Web Portal Help page. At the top is the Humber logo and the word "HUMBER". Below this is a navigation menu with tabs for "Courses", "Accommodation letters", and "Help". The "Help" tab is selected. The main content area is titled "Faculty Information" and "Accessible Learning Services Faculty Web Portal". It contains a welcome message, a section on "Distribution of Accommodation Letters" with two numbered options for students, and a "PLEASE NOTE" regarding email distribution. There is also a section on "A word about confidentiality" and an "IMPORTANT" note about security.

3. To begin, click on “Accommodation letters” or “Courses” tab in the top menu. You will be taken to the Humber login screen.



The screenshot shows the Humber mylogin@HUMBER login screen. The page has a dark blue background with the Humber logo and the text "mylogin@HUMBER" and "WE ARE HUMBER". There are two input fields for "Username:" and "Password:" with a "LOG IN" button below them. To the right of the input fields are "Login Instructions", "Do not know your username?", "Forgot your password?", "Need Help?", and "Security" sections with links to help pages.

4. Use your Humber username (example N12345678 or Username) and password (the same credentials you use to access other technical services at Humber) to login.
 - a. Please enter your password carefully as it likely contains numbers, letters (lowercase AND uppercase), and symbols. Your login is also case sensitive.
 - b. Click the LOG IN button.
 - c. If you do not know your username, please use the following link to recover it: hloc.humber.ca

Distribution of Accommodation Letters

At Humber, students have two options to distribute their accommodation letters:

1. **Students can choose to have ALS send their accommodation letters directly to faculty.**

This web portal was introduced to provide an efficient method of communicating that information to you. Periodically, you may receive emails from our office that will direct you to this portal in order to access accommodations for a student in one of your classes.
2. **Students can choose to distribute their accommodation letters directly to faculty.**

PLEASE NOTE: Accommodation letters for students who choose this method will **NOT** appear on this web portal. These students may choose to share their accommodation letters with you as a printed copy, or as an electronic copy via email.

Regardless of how accommodation letters are received – via web portal, hard copy in person, or email from the student – ALL accommodation letters are valid for the semester indicated. If you have a concern about an accommodation letter you have received, please contact the Accessibility Consultant listed at the bottom of the letter.

More information regarding [academic accommodation guidelines for faculty can be found on our website](#).

A word about confidentiality

All communication regarding students MUST be kept confidential. As an employee of Humber College, you have a responsibility to keep accommodation letters private. We recommend you create a secure environment to store accommodation letters provided to you by students or downloaded from the portal.

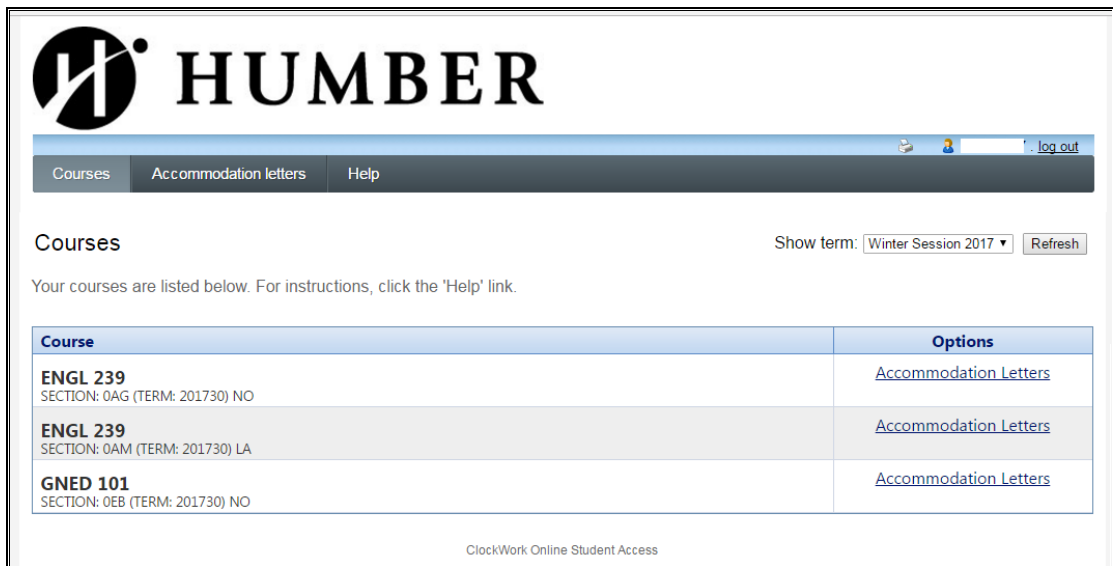
IMPORTANT: Be mindful if viewing/downloading accommodation letters on computers that are accessible to others. For security reasons, please log out and exit your web browser when you are done accessing this portal. Review the computer's downloads folder (C drive) and remove any accommodation letters that have been downloaded.

How the portal works

There are two ways to view accommodation letters on the portal: by course or by student.

1. View by course (Courses tab)

- Clicking the 'Courses' tab in the top menu will display the courses you are teaching. The course name, section and campus are provided. Each course listed has a corresponding link to the accommodation letters.



The screenshot shows the Humber Faculty Web Portal for Accommodations. At the top is the Humber logo and name. Below it is a navigation menu with 'Courses', 'Accommodation letters', and 'Help'. The 'Courses' tab is selected. The page title is 'Courses' and there is a 'Show term:' dropdown menu set to 'Winter Session 2017' and a 'Refresh' button. Below the title, it says 'Your courses are listed below. For instructions, click the 'Help' link.' A table lists three courses with their respective 'Accommodation Letters' links.

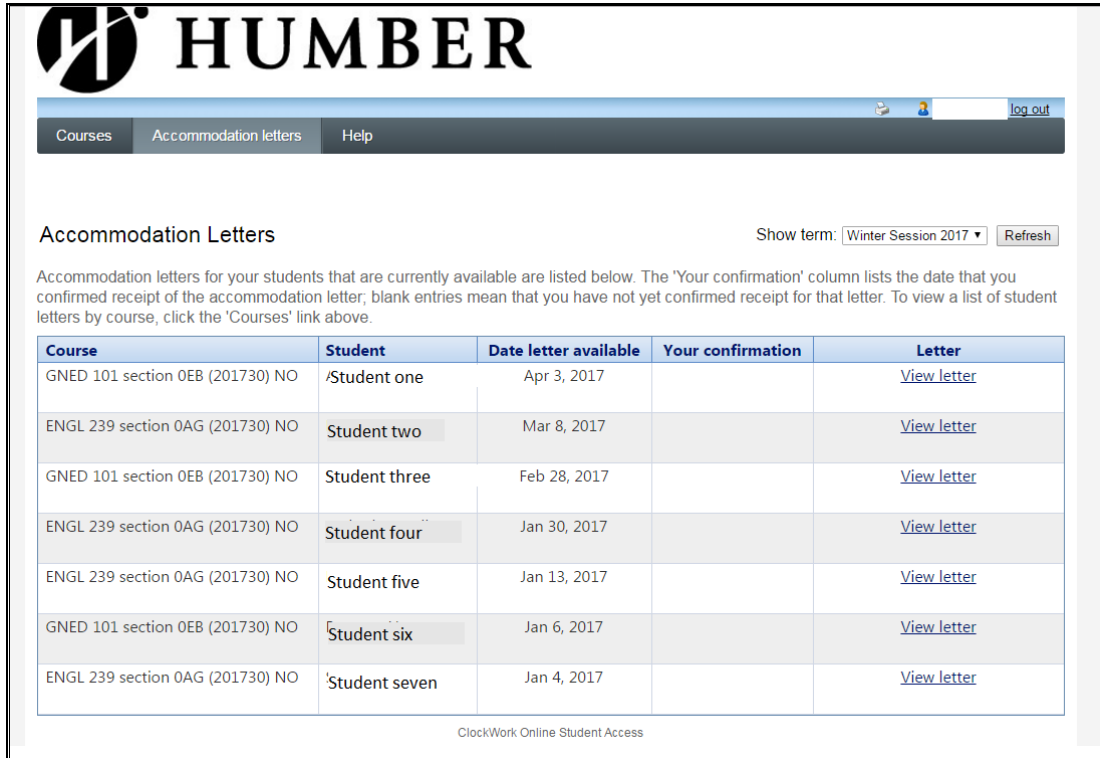
Course	Options
ENGL 239 SECTION: 0AG (TERM: 201730) NO	Accommodation Letters
ENGL 239 SECTION: 0AM (TERM: 201730) LA	Accommodation Letters
GNED 101 SECTION: 0EB (TERM: 201730) NO	Accommodation Letters

ClockWork Online Student Access

- Clicking the "Accommodation Letters" link to the right of the listed courses will provide you with the list of students for that particular course. **Please note that students who have chosen to distribute their own accommodation letters will NOT be displayed on this page. You will need to store/manage those accommodation letters separately.**
- If you have viewed the student's accommodation letter previously, the date you confirmed the letter will also be displayed.
- You can also go back to the list of courses by clicking the 'Back to courses' button.

2. View by student (Accommodation letters tab)

- Clicking the 'Accommodation letters' tab in the top menu will provide you with a list of students in all your courses.



Accommodation Letters Show term:

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

Course	Student	Date letter available	Your confirmation	Letter
GNE101 section 0EB (201730) NO	Student one	Apr 3, 2017		View letter
ENGL 239 section 0AG (201730) NO	Student two	Mar 8, 2017		View letter
GNE101 section 0EB (201730) NO	Student three	Feb 28, 2017		View letter
ENGL 239 section 0AG (201730) NO	Student four	Jan 30, 2017		View letter
ENGL 239 section 0AG (201730) NO	Student five	Jan 13, 2017		View letter
GNE101 section 0EB (201730) NO	Student six	Jan 6, 2017		View letter
ENGL 239 section 0AG (201730) NO	Student seven	Jan 4, 2017		View letter

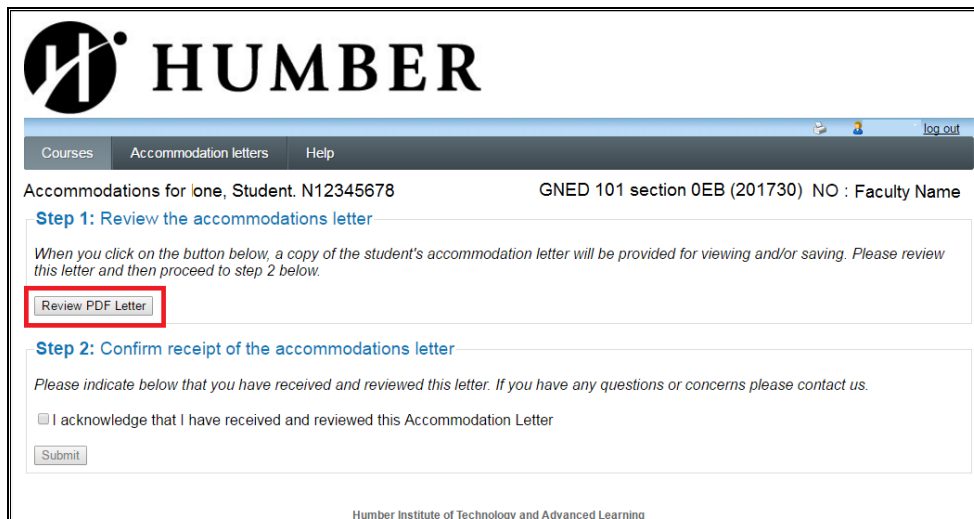
ClockWork Online Student Access

- To view the accommodation letter for a particular student, click the "View letter" link to the right of the student's name.
- There are also two columns in the table with date information.
 - Date letter available – the first date – indicates the date that the letter was made available to you by our office (ALS).
 - Your confirmation – the second date – indicates the date that you confirmed receipt of the accommodation letter.
- PLEASE NOTE: Students may require changes to their accommodation letters throughout the academic year. In these situations you may be informed (by an email from ALS) that an accommodation letter is waiting for your review. If you notice that the date in the "Date letter available" column is more recent than the date in the "Your confirmation" column, please click the "View letter" link to review the most recent accommodation letter.**

The accommodations letter

Step 1: Review the accommodations letter

As noted above, accommodation letters for individual students can be reviewed via the 'Courses' tab or the 'Accommodation letters' tab. Once you are on the screen for a particular student, clicking the 'Review PDF Letter' button will open the student's accommodation letter in PDF format, in a new window.



HUMBER

Courses Accommodation letters Help log out

Accommodations for lone, Student. N12345678 GNED 101 section 0EB (201730) NO : Faculty Name

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

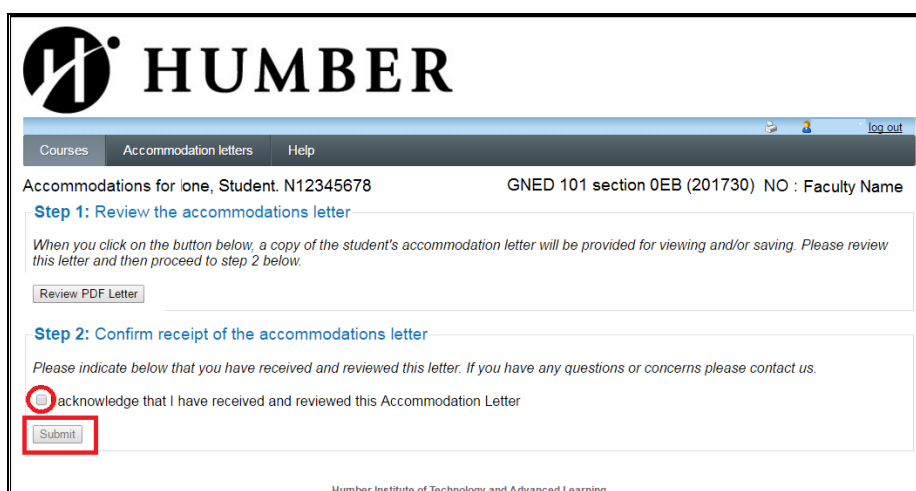
I acknowledge that I have received and reviewed this Accommodation Letter

Humber Institute of Technology and Advanced Learning

Step 2: Confirm receipt of the accommodations letter

The same screen as above will allow you to confirm receipt of the student's accommodation letter.

- If this is the first time you are reviewing this accommodation letter you will be required to check the box beside the text: **I acknowledge that I have received and reviewed the Accommodation Letter**; then click the "Submit" button. The date and time of confirmation will be displayed on the screen. This is the date and time that will appear in the Accommodation Letters screen.



HUMBER

Courses Accommodation letters Help log out

Accommodations for lone, Student. N12345678 GNED 101 section 0EB (201730) NO : Faculty Name

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

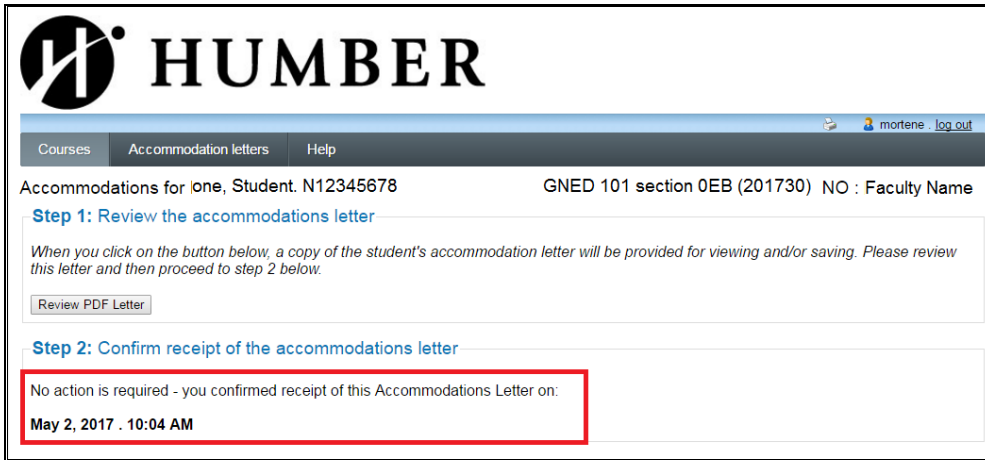
Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

I acknowledge that I have received and reviewed this Accommodation Letter

Humber Institute of Technology and Advanced Learning

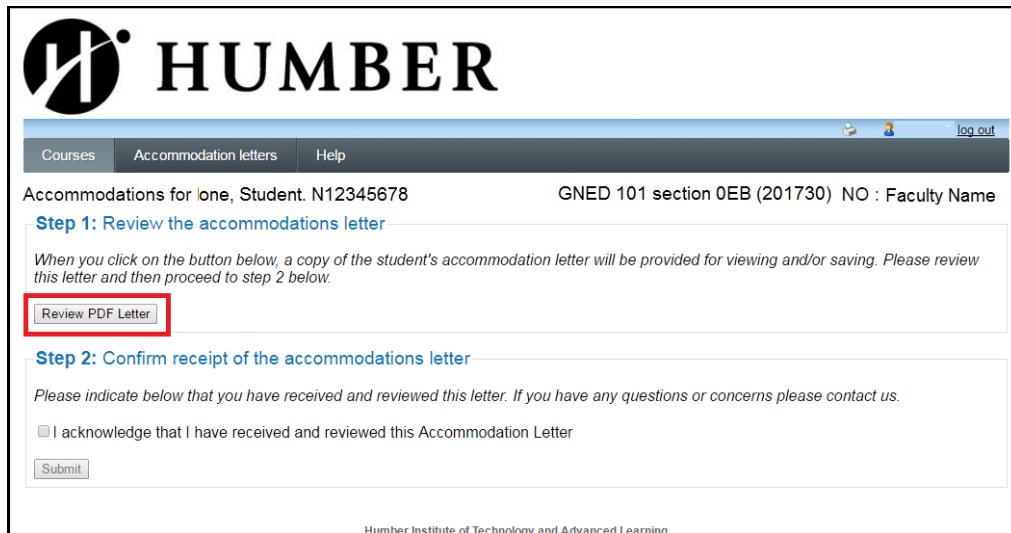
- b. If you have already confirmed receipt previously, you will not be asked to confirm receipt again. Instead you will see the message “No action is required – you confirmed receipt of this Accommodation Letter on: *the date and time that you originally confirmed is indicated.*”



The screenshot shows the Humber web portal interface. At the top left is the Humber logo and the word "HUMBER". Below the logo is a navigation bar with "Courses", "Accommodation letters", and "Help". The main content area displays "Accommodations for lone, Student. N12345678" and "GNED 101 section 0EB (201730) NO : Faculty Name". There are two steps: "Step 1: Review the accommodations letter" and "Step 2: Confirm receipt of the accommodations letter". Under Step 1, there is a "Review PDF Letter" button. Under Step 2, a red box highlights the message: "No action is required - you confirmed receipt of this Accommodations Letter on: May 2, 2017 . 10:04 AM".

Downloading accommodation letters



1. Clicking the “Review PDF Letter” button on the student’s individual accommodations screen will open a digital copy of a student’s accommodation letter. Additionally, depending on your computer’s configuration, a copy may be automatically downloaded to the “Downloads” folder of your computer. The name of the document downloaded will be accommodations_current.pdf. Subsequent downloads will retain the same filename with an incremental number added.



The screenshot shows the Humber web portal interface. At the top left is the Humber logo and the word "HUMBER". Below the logo is a navigation bar with "Courses", "Accommodation letters", and "Help". The main content area displays "Accommodations for lone, Student. N12345678" and "GNED 101 section 0EB (201730) NO : Faculty Name". There are two steps: "Step 1: Review the accommodations letter" and "Step 2: Confirm receipt of the accommodations letter". Under Step 1, there is a "Review PDF Letter" button. Under Step 2, there is a form with the text: "Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us." Below this text is a checkbox labeled "I acknowledge that I have received and reviewed this Accommodation Letter" and a "Submit" button.

2. You may wish to save accommodation letters individually with the student name/number or course name and/or code in the file name to help you manage them better. [Please refer to the section on confidentiality](#) for further information on storing accommodation letters securely.

The following information is included in a student's accommodation letter:

 HUMBER	CONFIDENTIAL	
	ACCOMMODATION LETTER Accessible Learning Services	
Date Issued: May 8, 2017		Valid Through: Summer 2017
Re: One Student	Student #: N12345678	
Courses: GCRT 100 GBU, HUMA 235 0AB		

- a) **Date Issued:** *Found at the top left of the letter.* This is the date that the accommodations were last renewed or changed.
 - b) **Valid Through:** *Found at the top right of the letter.* This is the semester that the listed accommodations are valid for.
 - c) **Courses:** *Found below the student's name and number.*
 - d) **Consultant name and contact information:** *found at the end of the letter.*
3. Some Mac users may experience difficulty viewing and/or downloading accommodations letters. Many of these problems can be resolved by using a browser other than Safari and using Adobe Reader to view them. If you still experience issues after trying these suggestions, [please be sure to send us a message with the details.](#)

Additional resources and information can be found here:

- Academic Accommodation Guidelines for Faculty: (<http://www.humber.ca/student-life/swac/accessible-learning/faculty-portal/guides>)
- Accommodation Guide – Memory aid (<http://www.humber.ca/student-life/swac/accessible-learning/faculty-portal/guides/memory-aid>)
- Accommodation Guide – Note taking services (<http://www.humber.ca/student-life/swac/accessible-learning/faculty-portal/guides/note-taking-services>)
- Accommodation Guide – Extensions as an accommodation (<http://www.humber.ca/student-life/swac/accessible-learning/faculty-portal/guides/extensions>)

If you experience any problems, or have any questions, [please contact us.](#)