

Faculty Login: Managing Your Students' Accommodations

Faculty and instructors who are currently teaching a course during a semester can log into the Faculty Login of the CEA Online Student Services database to review academic accommodations for students registered in the course(s) they teach.

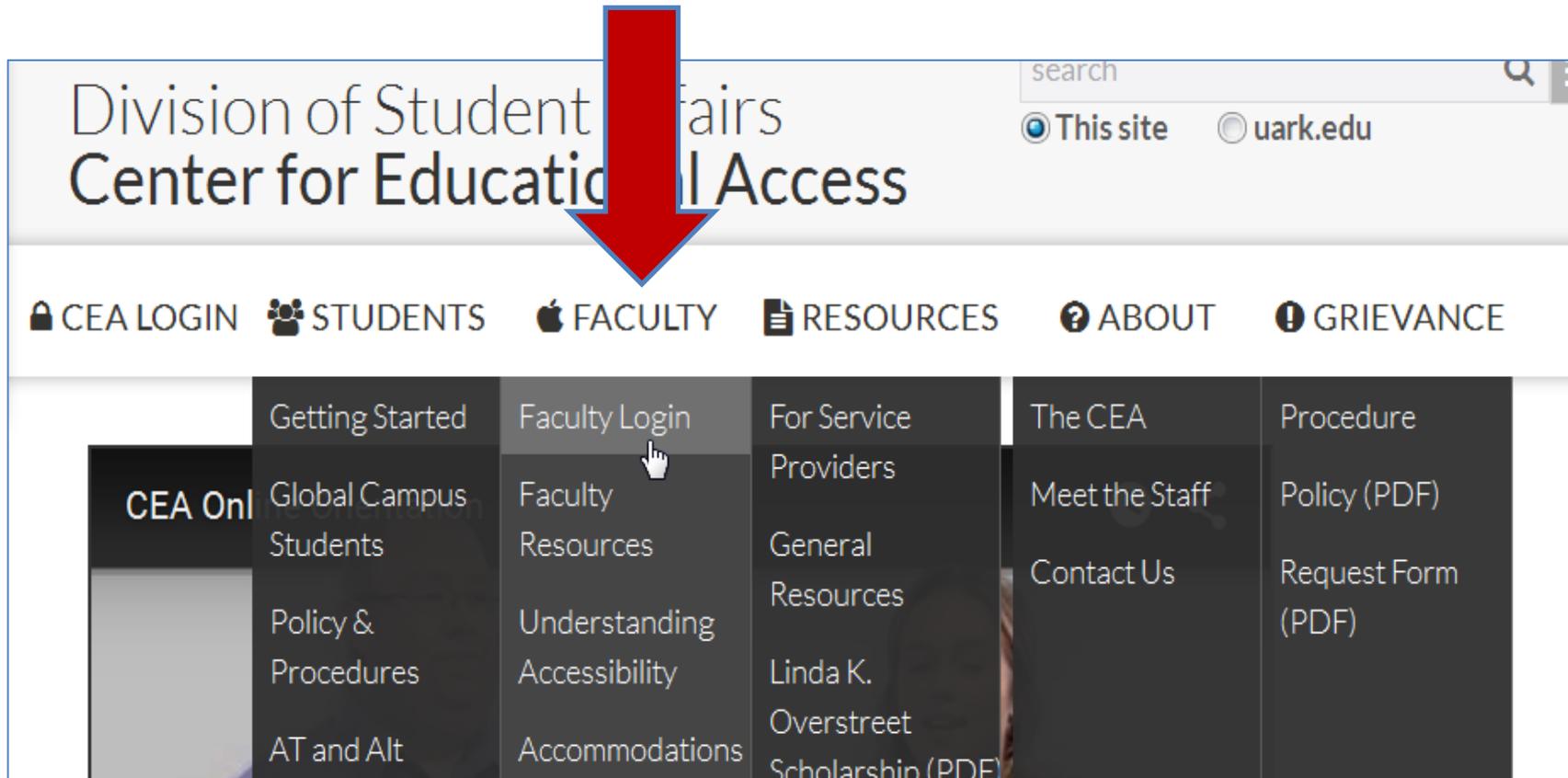
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Log in instructions

Navigate to the CEA website at: <http://cea.uark.edu>

1. There are two ways to reach the log in link.
 - a) On the Faculty drop-down menu, select "Faculty Login".



- b) From the Faculty tab (top of page horizontal navigation), select "Faculty Login"
OR navigate to "Faculty Resources" and select "Faculty Login".

Do **NOT** use the CEA Online Student Services link as this is for student login only.

NOTE: This [How to Manual](#) is also available on the [Faculty Resource](#) web page.

Faculty Resources | Center... X +

cea.uark.edu/faculty/faculty_resources.php

UNIVERSITY OF ARKANSAS

Center for Educational Access

STUDENTS NOTE-TAKERS FACULTY RESOURCES ABOUT

Faculty Resources

U of A / Center for Educational Access / Faculty / Faculty Resources

Faculty Login
to manage student accommodations

How To Manual - Faculty Module: Managing Your Students' Accommodations

Policy & Procedures

QUICK LINKS

- CEA Online Student Services
- CEA Test Center Information
- Getting Started
- Home

2. Complete login by entering your UARK email address and password.
3. Click "Sign in" button.



Sign in

[Can't access your account?](#)

Next

 [Sign-in options](#)



← hascher@uark.edu

Enter password

[Forgot my password](#)

Sign in

4. Click the button: "Continue to View Student Accommodations".

UNIVERSITY OF ARKANSAS | DIVISION OF STUDENT AFFAIRS
Center for Educational Access

Home

Home » Instructor Homepage » **Instructor Authentication Page**

Home

- > CEA's Main Website
- > Contact Us

Logout

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

Log Out

Logout

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

Log Out

INSTRUCTOR AUTHENTICATION PAGE

REMINDERS

Continue to View Student Accommodations

You are now logged into your *Instructor Homepage* >> *Overview* in the Faculty Login of the CEA Online Student Services.

UARK Home
CEA Home
Sign In

Division of Student Affairs

Center for Educational Access

Home
Home >> Instructor Homepage >> Overview

Views and Tools

- > Overview
- > Course Syllabus
- > Accessible Testing/Quizzes
- > Accessible Course Documents
- > Notetaking Services
- > Deaf and Hard of Hearing

OVERVIEW

[Previous Term](#)
Term: Fall 2021
[Next Term](#)

Click to Expand Advanced Search Panel

Sort Result: **Last Requested (Newest f** v Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- **TST**: Accessible Testing/Quizzes
- **ETX**: Accessible Course Documents
- **COM**: Deaf and Hard of Hearing
- **NTK**: Notetaking Services

Export Search Result To CSV (Comma-Separated Values) File

Export Student Lists
For Accommodation Export, Sort Column by: Alphabetically v
Accommodation Requests
Courses with Eligibility

| View | CRM | SBJ | CRS | SEC | Student's Full Name | TST | NTK | ETX | COM | Request Date | Status |
|----------------------|------|------|------|-----|--------------------------------------|-----|-----|-----|-----|--------------|----------------|
| View | 9998 | CEAS | 9998 | 001 | Princess Leia Organa | Yes | | | | 08/11/2021 | Emailed |
| View | 9998 | CEAS | 9998 | 001 | Luke Skywalker | Yes | | | | 08/11/2021 | Emailed |
| View | 9998 | CEAS | 9998 | 001 | Darth Vader | Yes | | | | 08/11/2021 | Emailed |

Logout

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

Log Out

Export Students' Accommodations List

Faculty may find it helpful to have a spreadsheet that shows all students who have requested accommodations to date, and what those specific accommodations include.

To export a current list of students and the accommodations they have requested

1. Locate the yellow section title "Export Search Result to CSV (Comma-Separated Values) File."
2. Click the button *Courses with Eligibility*.

The screenshot shows the 'OVERVIEW' page for the 'Term: Fall 2021'. The 'Export Search Result to CSV (Comma-Separated Values) File' section is highlighted in yellow. It contains an 'Export Student Lists' button, a dropdown menu set to 'Alphabetically', and a 'Courses with Eligibility' button. Two red arrows point towards the 'Courses with Eligibility' button, one from the left and one from the right. Below this section is a table with columns for View, CRN, SBJ, CRS, SEC, Student's Full Name, TST, NTK, ETX, COM, Request Date, and Status. The table lists three students: Princess Leia Organa, Luke Skywalker, and Darth Vader, all with a status of 'Emailed'.

| View | CRN | SBJ | CRS | SEC | Student's Full Name | TST | NTK | ETX | COM | Request Date | Status |
|----------------------|------|------|------|-----|--------------------------------------|-----|-----|-----|-----|--------------|---------|
| View | 9998 | CEAS | 9998 | 001 | Princess Leia Organa | Yes | | | | 08/11/2021 | Emailed |
| View | 9998 | CEAS | 9998 | 001 | Luke Skywalker | Yes | | | | 08/11/2021 | Emailed |
| View | 9998 | CEAS | 9998 | 001 | Darth Vader | Yes | | | | 08/11/2021 | Emailed |

3. A CSV file will be downloaded. This file can be opened in MS Excel for viewing and sorting.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|-----------|---------------|-------------------|-------|---------|--------|---------|--------|------------|-----------|------------|------------|------------|------------------|--------------------|-------------|-------|
| 1 | Last Name | First Name | Email | CRN | Subject | Course | Section | Campus | Request St | Textbook/ | Accessible | Accessible | Accessible | Adjustable/stand | All instructions p | All test/qu | Allow |
| 2 | Vader | Darth | cealab12@uark.edu | 99996 | CEAS | 9996 | 1 | FAY | Emailed | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| 3 | Organa | Princess Leia | cealab10@uark.edu | 99998 | CEAS | 9998 | 1 | FAY | Emailed | Yes | | | | | | | |
| 4 | Skywalker | Luke | cealab11@uark.edu | 99998 | CEAS | 9998 | 1 | FAY | Emailed | Yes | | | | | | | |
| 5 | Organa | Princess Leia | cealab10@uark.edu | 9998 | CEAS | 9998 | 2 | FAY | Emailed | Yes | | | | | | | |
| 6 | Organa | Princess Leia | cealab10@uark.edu | 9997 | CEAS | 9998 | 3 | FAY | Emailed | Yes | | | | | | | |
| 7 | Vader | Darth | cealab12@uark.edu | 99999 | CEAS | 9999 | 1 | FAY | Emailed | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| 8 | | | | | | | | | | | | | | | | | |

It may be helpful to fill columns pertaining to specific types of accommodations, such as those which appear on the Faculty Notification Letter under the heading “Accessible Test/Quizzes” or “Course Content”.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|---|-----------|---------------|-------------------|-------|---------|--------|---------|--------|------------|-----------|----------------------|------------------|----------------------|------------------|-----------------|
| 1 | Last Name | First Name | Email | CRN | Subject | Course | Section | Campus | Request St | Textbook/ | Accessible audio/vic | Accessible video | Accessible digital m | Adjustable/stand | All instruction |
| 2 | Vader | Darth | cealab12@uark.edu | 99996 | CEAS | 9996 | 1 | FAY | Emailed | Yes | Yes | Yes | Yes | Yes | Yes |
| 3 | Organa | Princess Leia | cealab10@uark.edu | 99998 | CEAS | 9998 | 1 | FAY | Emailed | Yes | | | | | |
| 4 | Skywalker | Luke | cealab11@uark.edu | 99998 | CEAS | 9998 | 1 | FAY | Emailed | Yes | | | | | |
| 5 | Organa | Princess Leia | cealab10@uark.edu | 9998 | CEAS | 9998 | 2 | FAY | Emailed | Yes | | | | | |
| 6 | Organa | Princess Leia | cealab10@uark.edu | 9997 | CEAS | 9998 | 3 | FAY | Emailed | Yes | | | | | |
| 7 | Vader | Darth | cealab12@uark.edu | 99999 | CEAS | 9999 | 1 | FAY | Emailed | Yes | Yes | Yes | Yes | Yes | Yes |
| 8 | | | | | | | | | | | | | | | |

Filtering can be helpful if you want to view a specific student’s accommodations or view accommodations for students within a specific class.

| | A | B | C | D | E | F | G | H | I | J |
|---|-----------|------------|-------------------|-------|---------|--------|---------|--------|------------|-----------------|
| 1 | Last Name | First Name | Email | CRN | Subject | Course | Section | Campus | Request St | Textbook/ Acce: |
| 2 | Vader | Darth | cealab12@uark.edu | 99996 | CEAS | 9996 | 1 | FAY | Emailed | Yes |
| 7 | Vader | Darth | cealab12@uark.edu | 99999 | CEAS | 9999 | 1 | FAY | Emailed | Yes |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |

Homepage
 (also called Overview under “Views and Tools” navigation links)

UARK Home CEA Home Sign In

UNIVERSITY OF ARKANSAS

Division of Student Affairs
Center for Educational Access

Home

Home » Instructor Homepage » Overview

Views and Tools

- Overview
- Course Syllabus
- Accessible Testing/Quizzes
- Accessible Course Documents
- Notetaking Services
- Deaf and Hard of Hearing

Logout

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

Log Out

OVERVIEW

Accommodation Requests Search Students' Eligibilities

Previous Term Term: Fall 2021 Next Term

Click to Expand Advanced Search Panel

Sort Result: Last Requested (Newest F Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- TST: Accessible Testing/Quizzes
- ETX: Accessible Course Documents
- COM: Deaf and Hard of Hearing
- NTK: Notetaking Services

Export Search Result To C a. Separated Values) File b. c. d.

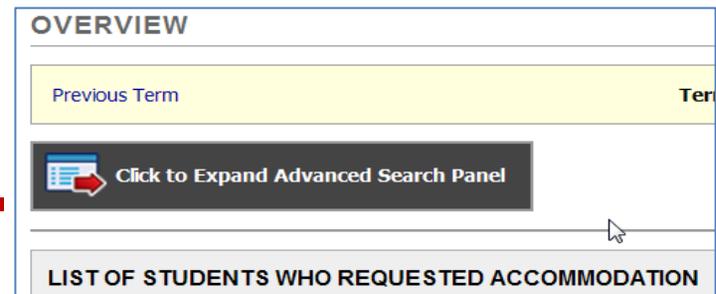
Export Student Lists

Accommodation Export, Sort Column by: Alphabetically Acco :requests Courses w

| View | CRN | SBJ | CRS | SEC | Student's Full Name | TST | NTK | ETX | COM | Request Date | Status |
|----------------------|------|------|------|-----|--------------------------------------|-----|-----|-----|-----|--------------|---------|
| View | 9998 | CEAS | 9998 | 001 | Princess Leia Organa | Yes | | | | 08/11/2021 | Emailed |
| View | 9998 | CEAS | 9998 | 001 | Luke Skywalker | Yes | | | | 08/11/2021 | Emailed |
| View | 9998 | CEAS | 9998 | 001 | Darth Vader | Yes | | | | 08/11/2021 | Emailed |

1. The Instructor Homepage gives an overview of all students who have requested to use accommodations in your course sections. (Students who have accommodations available, but have not requested to use them are **not** included.) As students complete CEA registration throughout the semester, This list will change throughout the semester as students submit requests to use accommodations due to either a student deciding that he/she needs accommodations in your class or because he/she has completed registering with the CEA and accommodations are then available.
 - a. If you are teaching multiple sections or multiple courses, then **all** sections of all of your courses will be listed
 - b. An overview of the accommodations are listed to the right of the students' names.
 - c. Date student submitted this request to CEA for accommodations.
 - d. Status indicates that the Faculty Notification Letter has been emailed to you or if a student has cancelled their request to use accommodations.
2. If you would like to see students listed for only one course/section, click on the brown button labeled "Click to Expand Advanced Search Panel".

2.

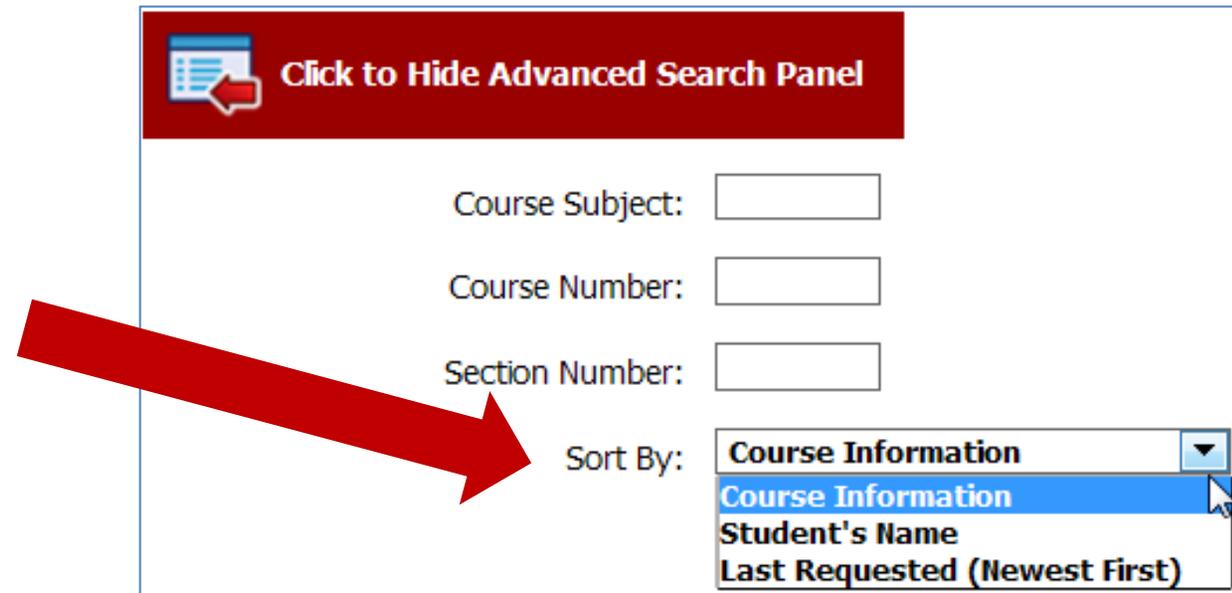


Queries

You can now query by:
 Course Subject, Course Number,
 Section Number
 Or any combination of these fields.

Using the "Sort By" drop-down list, you can also sort the information by:

- Course Information
- Student's Name
- Last Requested (Newest First)



Click to Hide Advanced Search Panel

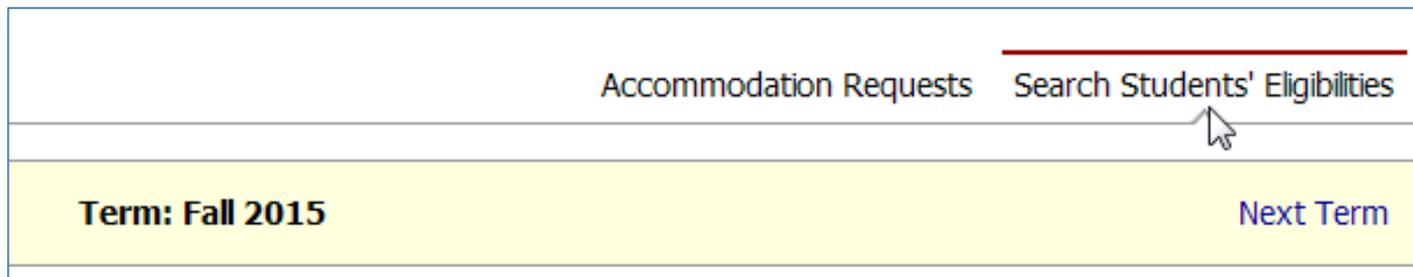
Course Subject:

Course Number:

Section Number:

Sort By: **Course Information**
Course Information
Student's Name
Last Requested (Newest First)

To search for students with a specific accommodation: in the upper right corner, click the link "Search Students' Eligibilities".



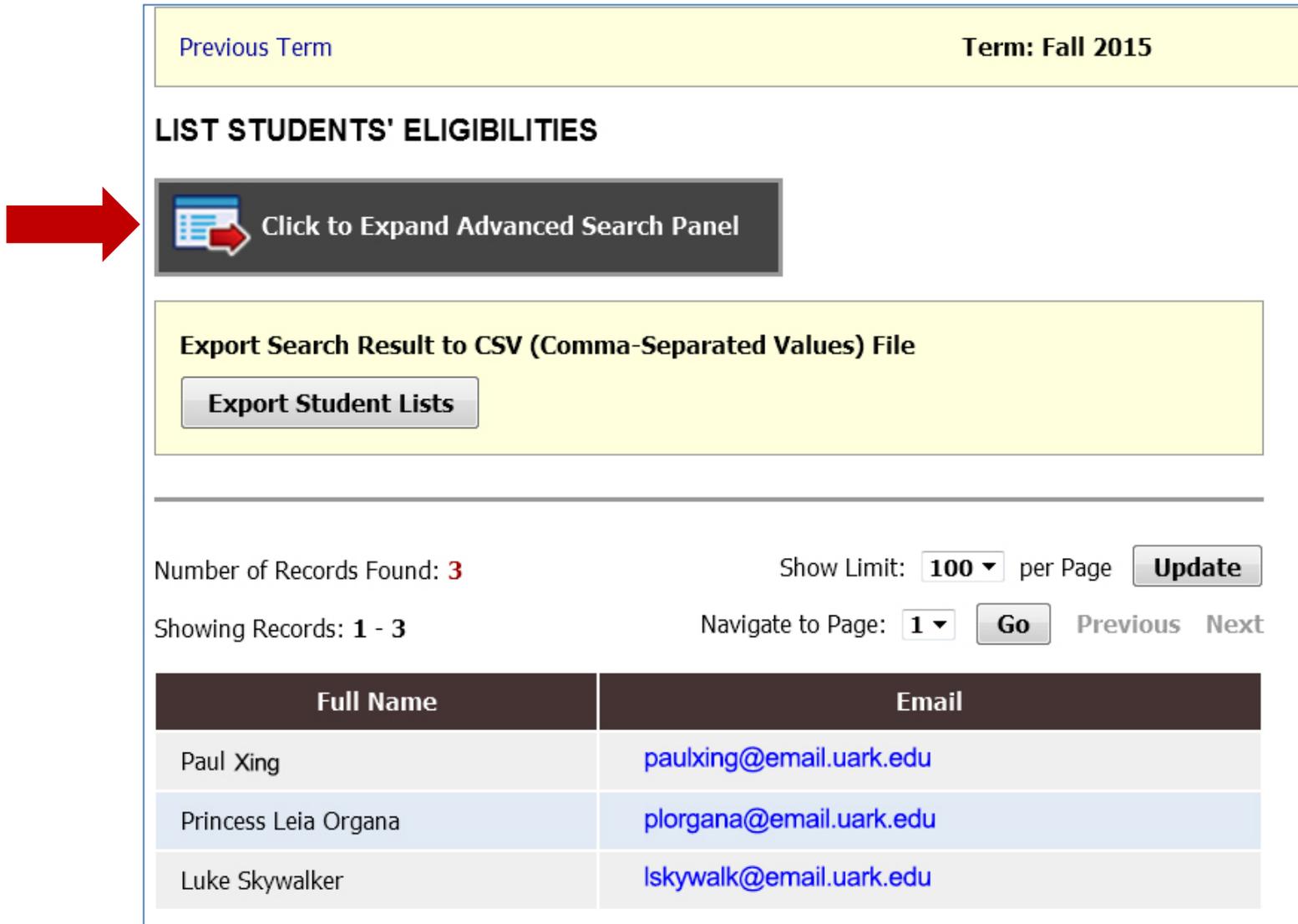
Accommodation Requests Search Students' Eligibilities

Term: Fall 2015 [Next Term](#)

A new page is displayed.

From this page, you can either export the student list to view all students who have requested accommodations and what accommodations have been requested, or search for students with a specific accommodation.

Select "Click to Expand Advanced Search Panel".



Previous Term Term: Fall 2015

LIST STUDENTS' ELIGIBILITIES

  **Click to Expand Advanced Search Panel**

Export Search Result to CSV (Comma-Separated Values) File

Export Student Lists

Number of Records Found: **3** Show Limit: **100** per Page **Update**

Showing Records: **1 - 3** Navigate to Page: **1** **Go** Previous Next

| Full Name | Email |
|----------------------|--|
| Paul Xing | paulxing@email.uark.edu |
| Princess Leia Organa | plorgana@email.uark.edu |
| Luke Skywalker | lskywalk@email.uark.edu |

You can now search by semester,
part of a student's last name,
part of a student's first name.

LIST STUDENTS' ELIGIBILITIES



Accommodation Term: **2017 - Summer**

Part of Last Name:

Part of First Name:

STUDENT'S ELIGIBILITY

Alternative Formats

Accessible Alternative Formats

Alternative Testing/Quizzes (Will be Itemized on Letter)

| | | |
|--|--|---------------------------------|
| <input type="checkbox"/> Accessible digital materials for open-book tests | <input type="checkbox"/> Adjustable/standing table for tests/quizzes | <input type="checkbox"/> All in |
| <input type="checkbox"/> Allow student to access medication/medical device | <input type="checkbox"/> Allow student to wear sunglasses or hat during test | <input type="checkbox"/> Allow |

You can also scroll down the list of accommodations and select specific ones which you wish to query. Once all the accommodations you wish to search have been selected, click the "Search" button at the bottom of the page.

Views and Tools → Alternative Testing/Quizzes

Views and Tools

- Overview
- Alternative Testing/Quizzes
- Alternative Formats
- Notetaking Services
- Deaf and Hard of Hearing

In the Alternative Testing/Quizzes section you may:

1. Complete & review your Testing Agreement(s)
2. View what students have testing appointments with the CEA Test Center, including the date/time of students' appointments.
3. Upload exams to student appointments.

One test agreement must be completed per course. The agreement is simply a way for you to confirm if you will or will not be using CEA Test Center's proctoring services for your course(s) each semester as well as a way for Test Center staff to ensure the correct administration of your exams. You may complete agreement on the page seen below.

SPECIFY TESTING AGREEMENT

Select Class:

If you need CEA to proctor your exams,

PROCTORING YOUR OWN EXAM

This student has requested testing accommodations. If you will be proctoring your own exams, please confirm below. It is important that you discuss with your student which accommodations he/she will be using for your tests, and how you will implement the accommodations.

Per [UA Academic Policy Series 1520.20](#), faculty members should strive to accommodate students who require extra time on exams and/or a relatively distraction-free testing environment in a space within the department or building in which the other students are taking the exam, so as to give the students with disabilities access to the faculty member for questions. Appropriate spaces include an empty classroom or conference room space. If you choose to utilize personal office or laboratory space, it is important to make sure distractions are minimized, such as unplugging the phone, turning computers off, and placing a sign on the door indicating an exam is taking place.

Reasons for which you do NOT need CEA Test Center to administer exams in this class to students who use accommodations might include any of the following reasons:

1. There are no in-class exams for this course.
2. I will allow students to take as long as they need to complete the exam.
3. I will make individual arrangements for students to use accommodations outside of the CEA.
4. Exams are administered fully online and I will extend appropriate time for students.

If your class does not have exams, please select "My Class has No Exams". For ALL other reasons why CEA Test Proctoring Services are not needed, please select: "I Will Proctor My Own Exams"

Select Class: Type:

Complete Testing Agreement

If you will not need the CEA Test Center for one or more of your course(s), for any reason at all, you must complete the section titled "Proctoring Your Own Exam".

If your class does not have exams, please select: My class has no exams.

For ALL other reasons why CEA test proctoring is not needed, please select: I will proctor my own exams.

a. "Select Class"

b. "Type"

i. "My Class has No Exam"

ii. "I Will Proctor My Own Exams" (indicates that arrangements will be made for students to access their testing accommodations outside of the CEA Test Center.)

c. Confirm

PROCTORING YOUR OWN EXAM

This student has requested testing accommodations. If you will be proctoring your own exams, please confirm below. It is important that you discuss with your student which accommodations he/she will be using for your tests, and how you will implement the accommodations.

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2. I will allow students to take as long as they need to complete the exam.
3. I will make individual arrangements for students to use accommodations outside of the CEA.
4. Exams are administered fully online and I will extend appropriate time for students.

If your class does not have exams, please select "My Class has No Exams". For ALL other reasons why CEA Test Proctoring Services are not needed, please select: "I Will Proctor My Own Exams"

Select Class: Type:

a.

b.

c.

If you are unable to accommodate the student and will need to have the student take tests in the CEA Test Center, then you will need to complete the section *Specify Testing Agreement* and enter a testing agreement by answering questions related to your tests and how they are to be proctored. By completing a Testing Agreement, CEA will have the information necessary to proctor your tests appropriately and return completed tests to you correctly.

From the drop down menu:

(a) Select Class.

Click the button labeled "Continue to Specify Testing Agreement".

(b) Provide the information requested.

(c) Click the button "Update Testing Agreement".

a.

ALTERNATIVE TESTING/QUIZZES

SPECIFY TESTING AGREEMENT

Select Class: **CEAS 9996.001 (SLN: 9996) - CEA Demo class** ▼

If you need CEA to proctor your exams, **Continue to Specify Testing Agreement**

b.

Testing Agreement

1. **What is your test format? (Select all that apply)**

- Online - taken independently (e.g. home or location of student's choice)
- Online - taken at centralized location (e.g. class, computer lab, etc...)
- Online - taken independently & utilizing third-party proctoring service (e.g. ProctorU)
- Paper-based Exam
- Other (Specify Below)

Additional Note or Comment

2. **If any portion of your tests are computer-based, please indicate necessary software. (Select all that apply.)**

- Blackboard

c.

Submit Testing Agreement

To change specific test criteria you have entered on a Testing Agreement, please e-mail ceatest@uark.edu to update your agreement.

If students have submitted a request to the CEA Test Center for proctoring services, then information will be displayed as below.

>> **Alternative Testing/Quizzes**

ALTERNATIVE TESTING/QUIZZES [List Exams](#) [Students' Courses](#)

LIST TESTING AGREEMENTS

Hint: If you need to make any changes, please click on the following Testing Agreements.

- [CEAS 9998.02 - CEA Test Tracking](#)

| <u>SBJ</u> | <u>CRS</u> | <u>SEC</u> | <u>Student Name</u> | <u>Type</u> | <u>Date</u> | <u>Time</u> | <u>Status</u> |
|------------|------------|------------|---------------------|------------------------|-------------|-------------|---|
| CEAS | 9998 | 02 | Luke Skywalker | In-Class Exam /Midterm | 06/01/2017 | 12:30 PM | Processing - Upload Exam |

a

b

c

d

| Type | Date | Time | Status |
|------------------------|------------|----------|--|
| In-Class Exam /Midterm | 08/11/2017 | 10:00 AM | No Testing Agreement Specify Testing Agreement |

- a. Type will show one of the following: Quiz, Test, Mid-term, Final
- b. Date = date student has requested to take the quiz/test.
- c. Time = time student has requested to take the quiz/test.
- d. Status = the current status of student's testing appointment. Status can be one of the following:
 - i. Approved (student's appointment is officially scheduled)
 - ii. Processing (student's request is pending approval from Test Center Staff)
 - iii. Canceled (student's appointment is canceled)
 - iv. No Testing Agreement (student's requests is pending until agreement is completed by faculty. This can be done my clicking "Specify Testing Agreement")
 - v. Completed (Student completed exam at CEA Test Center)
 - vi. You may upload exam by clicking "Upload Exam"
- e. To view the list of exams by course, in upper-right corner select "Students' Courses".

e



Views and Tools → Alternative Formats



For students who have a print-related disability, alternative formats provide access to course materials. (“Print-related” applies to hard copy AND digital copies. Not all digital copies are accessible!)

To see which students have requested the accommodation of alternative formats, in the left-side navigation select the link for “Alternative Formats”. For each course, the list of students using this accommodation will be displayed.

It is the student’s responsibility to request textbook and other course materials be converted. As this can be a lengthy process (at times 75-100 hours per book) and a large number requests each semester, students are encouraged to place requests as early as possible. (Immediately following priority registration is not too early!)

If your course has numerous handouts or course materials to download from Blackboard or library materials, please feel to forward copies of all course materials to the CEA Alternative Format Lab Coordinator along with

- the students’ names and ID numbers
- date each item will need to utilized for class.

We can then convert the materials based on the class reading schedule. We are happy to return the materials directly to you the student, whichever you prefer.

| ALTERNATIVE FORMATS | |
|--|-----------------------------|
| CEAS 9998.006 - Cea Alt Format Tracking (Not Braille) | |
| <p>Have Requested Accommodation:</p> <ul style="list-style-type: none"> ▪ Luke Skywalker ▪ Princess Leia Organa | of free or to |

Views and Tools → Notetaking Services



To review information regarding notetaking services for students, in the left-side navigation select "Notetaking Services".

- a. If no note-takers have been assigned to a class, the message will be displayed as such.

NOTETAKING SERVICES

CEAS 9998.006 - Cea Alt Format Tracking (Not Braille)

a. No Notetaker has Been Assigned to this Class

If you know another student in the class that can be a good notetaker, please have them stop by the office or sign up electronically.

Students Who **Have Requested Accommodation:**

- Luke Skywalker
- Princess Leia Organa

- b. If a note-taker has been assigned, then you will see the name of the note-taker as well as his/her email address.
- c. If the note-taker has uploaded notes, then you will see the link for accessing “Available Note(s) for Download (Click to Expand)”. As the instructor, you can download and review any uploaded notes.

b.

c.

NOTETAKING SERVICES

CEAS 9998.006 - Cea Alt Format Tracking (Not Braille)

List of Notetaker(s):

- Name: **Darth Vader** (Email: dvader@uark.edu).

[Available Note\(s\) for Download \(Click to Expand\)](#)

Views and Tools → Deaf and Hard of Hearing

This section will show you any students who have accommodations specific to students with hearing as well as list the accommodations.

⌵ **Views and Tools**

- > Overview
- > Alternative Testing/Quizzes
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

DEAF AND HARD OF HEARING

[Current Requests](#) loss

SOCI 2013.001 - General Sociology

Staff Assigned:

1. Sign Language Interpreting Network
 Email: Scheduling@SLINofNWA.com

Have Requested Accommodation:

- Lando Calrissian