**Frequently Asked Questions – Faculty Edition**

**Many of my students have accommodations approved for the regular classroom; do I really need to worry about these in the distance-learning version of my class?**

It depends. Since the format of your class is different, accommodations may look different. For example, all students will have preferential seating. A student could use a monitoring tool/cell phone for their chronic health issue. Since testing accommodations are most frequently requested, the provision of accommodations including the format of tests and extended time allowances are appropriate.

**What do I do if I can’t figure out how to change my student’s extended time in Moodle?**

The on-line service desk through Elon provides step-by-step instructions. You can use this [Link to the Service Desk](https://elon.teamdynamix.com/TDClient/1947/Portal/Home/) and type your question in the “search for answers” bar.

**Is Disabilities Resources going to be responsible for proctoring my tests administered on-line? Do my students still have to sign-up for a time in Accommodate?**

We do not need students to make arrangements for testing through Accommodate, as we will not be able to proctor those exams.

Since the university has opted to provide distance-learning as the method of instruction for this time of crisis, on-line assessment and proctoring is most appropriate. Even if students have remained on campus or return to campus to use the distance-learning option, our office is required to provide equal access to all students. Therefore, whatever method of assessment is being used for the distance-learning class should be used for all students; we cannot proctor tests for only a portion of students registered with our office.

**Do I still need to have a note-taker for my class? What should I tell my current note-taker?**

Yes. Note-takers are still connected in the Accommodate portal. Our office will be reaching out to all note-takers encouraging them to speak with their professors to determine if a note-taker is still appropriate given the transition to distance-learning courses.

If you haven’t been asked to provide a note taker for your class yet, OR your note taker has difficulty in uploading their notes for some reason, you should consider providing a set of lecture notes for all of your students to access.

**What if a student asks me for accommodations, but has not sent me an accommodation letter? Should I provide accommodations even without official notification for the spring semester?**

We encourage you to ask any student who hasn’t shared a letter for Spring 2020 to do so before you provide them with any accommodations. It is best practice to insist that they do this. Additionally, they will be unable to access certain accommodations through the Accommodate system if they haven’t made their semester request. While you may informally accommodate students if you choose, we do not recommend that course of action.

**I know I have a lot of students in my class who are registered with Disabilities Resources, but I do not recall what their accommodations are. Who do I contact for this information?**

We have made adjustments in the Accommodate system that will allow you to view the approved classroom accommodations for each of the students that have requested accommodations for this semester. You can find this information by logging into [Accommodate](https://www.elon.edu/u/academics/koenigsberger-learning-center/disabilities-resources/information-for-faculty/) using your Elon credentials. Once you are logged in, go to Courses and click on the correct class and section. Click on “Enrolled students” to see your roster. The accommodations will be listed under each student’s name.

**What do I do if I run into an accessibility issue that I cannot solve? How should these issues be handled?**

We have instructed our students to notify us of accessibility issues as soon as they have difficulty. Please email us at disabilities@elon.edu with questions about accessibility. We will try to work with you to determine a best practice solution.