American University
WASHINGTON, DC

ASAC Instructor Portal Manual

Use the links in the Table of Contents below to navigate the Academic Support and Access Center (ASAC) Instructor Portal Manual. Click on a topic to jump to that section. If you have any questions, don't hesitate to contact us!

Introduction to the ASAC Instructor Portal

What is the ASAC Instructor Portal?

The ASAC Instructor Portal is the instructor's access to the ASAC database system. This database system centralizes accommodations processes for students, instructors, and ASAC team members.

Instructors use the ASAC Instructor Portal to:

- View the students in their course(s) who have notified them of their approved accommodations with the ASAC.
- Read Faculty Notification Letters (formerly known as accommodations letters), which outline a specific student's approved accommodations.
- Provide general course instructions for students taking accommodated exams in the ASAC.
- Provide exam dates, specific instructions, and files for students taking accommodated tests in the ASAC.
- View student requests to take upcoming exams and statuses of past student exams in the ASAC.
- Create and view flex plans, which are accommodations that require more discussion between students and instructors.

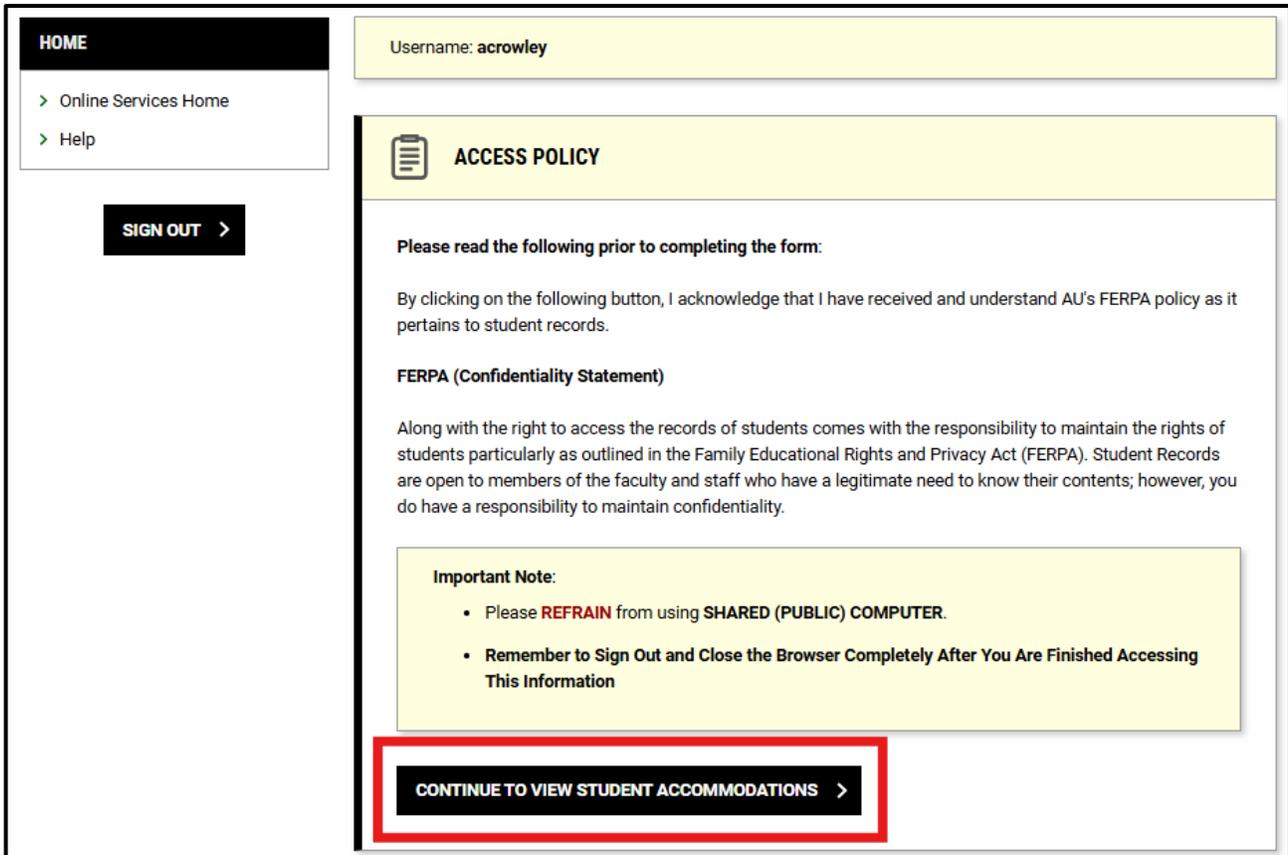## Important Links and Emails

- The ASAC Instructor Portal can be accessed through all Canvas courses homepage. Alternatively, save the login page link to your internet browser bookmarks: https://bona.accessiblelearning.com/American/Instructor.
- Bookmark the ASAC Instructor Portal resources on the ASAC website: https://www.american.edu/provost/academic-access/asac-dashboard-and-asac-instructor-portal-resources.cfm
- Add ASAC email senders to your mail address book:
  - ASAC@american.edu
  - exams@american.edu
  - American.ASAC@accessiblelearning.com

ASAC Instructor Portal Login and Navigation

Logging into the ASAC Instructor Portal

Log into the ASAC Instructor Portal using your AU username and password. The instructor portal requires Duo two-factor authentication.

Before accessing the ASAC Instructor Portal, read the access policy and click "Continue to See Student Accommodations".

ASAC Instructor Portal Navigation

You are now in the Overview section of the ASAC Instructor Portal. The Announcement at the top of the screen provides general instructions on navigating the portal as well as a link to more detailed instructions on the ASAC website.

To the left of the Announcement is the navigation menu. There are currently three sections available to instructors: Overview (your current section), Accommodated Testing, and Flex Plan.

Faculty Notification Letters

A Faculty Notification Letter, formerly known as an accommodations letter, includes a list of approved accommodations a student has chosen to use in your course. Students may opt in or out of sending a Faculty Notification Letter for each of their courses. They may also choose to only use some of their approved accommodations in a course.

In the Overview section, below the Announcement, there is a list of students in your courses for the current term that have notified you of their approved accommodations with the ASAC.

Click "View" to see a Faculty Notification Letter in your browser or "PDF" to download the letter as a PDF.

This list includes additional information about the student's Faculty Notification Letter. An "Emailed" status indicates the letter was emailed to the instructor. A "Read" status indicates the letter was viewed in the portal.

The "Request Date" is the date the letter was sent to the instructor, and the "Last Updated" date is the last date the letter was updated. If the letter has not been updated, these dates will be the same.

A "Yes" or "No" under the Accommodated Testing and Flex Plan headings indicates whether a student is approved for those specific accommodations.

Accommodated Testing

[Navigating the Accommodated Testing Section of the ASAC Instructor Portal](#)

To access the Accommodated Testing section of the ASAC Instructor Portal, click on "Accommodated Testing" in the navigation menu on the left side of the screen.

On the Accommodated Testing section homepage, an "Important Message" has quick instructions regarding adding course and exam information. **It also includes our recommendations for most efficient use of the Accommodated Testing features.**

At the top of the screen, headings link to different pages within the Accommodated Testing Section.

- **Upcoming Exams-** This page lists upcoming exams scheduled by your students. Please note, only exams scheduled for courses with completed Course Instructions Forms will be listed.
- **Completed Files-** The ASAC is not currently using this section. No action is needed from instructors.
- **Course Instructions Form-** Use this page to add exam instructions that are applicable to all assessments in your courses, exam dates and specific instructions if needed, and exam files. Additionally, use this page to view and/or modify previously submitted instructions.
- **List Students-** This page lists all students with approved testing accommodations in your courses.
- **All Exams-** This page lists past and future exams taken by your students.

Below the Important Message, reminders are visible. These reminders are specific to you. For example, a common reminder is the number of courses for which you have not completed Course Instructions Forms.

Use the hyperlink(s) in the reminder(s) to complete the action steps.

How to Most Efficiently Use the ASAC Instructor Portal for Testing

The ASAC's accommodated testing procedures were designed with the goal of a secure, smooth, and student-centered testing experience.

Please see below for instructions on how to most efficiently use the testing features of the portal. The below process reduces the work and stress for instructors, students, and ASAC staff.

At the Start of the Semester

- You'll begin receiving Faculty Notification Letters from your students shortly before the semester begins. These letters will note whether any of your students have approved testing accommodations.
- Log into your ASAC Instructor Portal and navigate to the Accommodated Testing section.
- Complete the Course Instructions Form for each of your courses.
    - Complete this form once with general testing information that is applicable to all exams in the course. These proctoring instructions and allowed testing materials (e.g., graphing calculator, notes) will be the primary instructions for administering your exams throughout the semester. If you need to provide specific instructions for exam dates (e.g., Canvas access code), add this exam-specific information when filling out Exam Details.
- Add the details of your scheduled quizzes, midterms, or exams (i.e., date, time, standard length).

- o You **do not** need to have the exam file created to complete this step. If you know when the midterm will be but don't know what will be on it, add just the exam details now. Later, when the exam is written, upload the exam file.
  - o When you add exam details early, it simplifies the process for your students. When they request to take an accommodated exam, they can choose your scheduled exam date from a dropdown menu. When exam details are not added, students need to add the date, time, and standard length themselves, leaving more opportunity for mistakes.
- If any quizzes/tests/exams are already written and finalized, upload these files now after adding your exam details.

Throughout the Semester

- You'll receive email notifications from the ASAC with action steps needed from you.
- When you finalize any exam details or files that weren't added at the start of the semester, log into the portal to add this information.
- You also have the option to modify any previously provided information (e.g., standard length of exam, exam file). For example, if you wrote and uploaded a midterm at the start of the semester but then modified it based on the content your class has completed, you can log into your portal and replace the file.
- Provide exam details and files to the ASAC at least three days prior to the exam. The ASAC manages a high volume of accommodated exams. This deadline ensures our team can prepare for and administer exams accurately and efficiently and prevents unnecessary stress for your students.
- If something comes up and you are unable to provide the exam by the deadline, please send an email, call, or stop by to communicate with us. We are happy to work with any instructors to find solutions to any issues that arise.

Course Instructions Forms

About Course Instructions Forms

Course Instructions Forms should be the first task you complete within the Accommodated Testing section of the ASAC Instructor Portal. These forms contain information regarding testing that is applicable to all exams in your course (e.g., contact information, permitted testing materials, test delivery, test return).

How to Complete a Course Instruction Form

Log into the ASAC Instructor Portal. Open the Accommodated Testing section by clicking "Accommodated Testing" in the navigation menu on the left side of the screen.

Click the "Course Instructions Form" heading at the top of the screen. You may also have a reminder that notes the number of courses that are missing a Course Instructions Form. If so, you can also click the hyperlink in the reminder "Courses without Course Instructions Form".

On the Course Instructions page, use the dropdown menu to view only "Courses without Course Instructions Form". Click "Go". Find your course, and click "Specify Course Instructions Form".

Before completing the Course Instructions Form, you have the option to note if you would like to proctor your own exams for students with testing accommodations or if your class has no exams.

If you want the ASAC to proctor your exams, use the dropdown menu next to Exam Management Method to select "ASAC will proctor exams". Then use the dropdown menu next to Confirm Task to select "Confirm to Proceed". Click "Submit Your Selection" to move onto the Course Instructions Form.

COURSE INSTRUCTIONS FORM

PROCTORING YOUR OWN EXAM

If you would like to proctor your own exams for all students with testing accommodations, or your class has no exams, choose the appropriate option in the drop-down on the right side of the screen under Exam Administration Method. If you would like the ASAC to proctor your exams, please select "ASAC will proctor exams".

AVAILABLE OPTIONS FOR TEST 567.001

Exam Management Method * : ⑦
Select One

Confirm Task * :
Select One

FORM SUBMISSION

SUBMIT YOUR SELECTION >

On the Course Instructions Form, provide your primary phone number, email, and an alternative phone number (if applicable). It is important to be able to reach you when a student is taking an exam with our office, to provide the same access to you as their peers taking the exam in class.

COURSE INFORMATION

Course:
TEST 567.001 - AUTUMN TEST COURSE 2024 (CRN: 5678)

Information Regarding Course Instructions Form

Use this form to provide information regarding testing that is applicable to all exams in your course (e.g., contact information, permitted testing materials, test delivery, test return).

For additional guidance on Accommodated Testing in the ASAC Instructor Portal, please see the ASAC website.

CONTACT INFORMATION

Phone Number * :
United States of America (+1)

LIST OF QUESTIONS

Email: *

Alternative phone number

Next, provide information regarding instructions for your accommodated assessments in this course. If instructions are the same for all assessments in this course, you can enter this information now. You will not need to reenter the information when adding exam details.

If instructions differ for specific exams, you have two options to indicate this in the form.

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- **Option One-** enter your general instructions in the Course Instructions Form. When adding exam dates and details, you will then enter exam-specific instructions for that date (e.g., Canvas access code).
- **Option Two-** select "Other" under testing materials and note that instructions will differ across exams. When adding exam details, you may enter exam-specific instructions for each assessment.

Indicate what software and/or materials students are permitted to use while taking the test. *

- ☐ No software or other materials needed
- ☐ Equation/study sheet
- ☐ Notes
- ☐ Textbooks/course readings
- ☐ Basic calculator
- ☐ Graphing calculator
- ☐ Scientific calculator
- ☐ Listening portion of exam
- ☐ Software - please specify (Excel, Statcrunch, SPSS, etc) (**Additional Comment Required**)
- ☐ Internet access
- ☐ Canvas access - please indicate whether accommodated time will be adjusted by instructor or by ASAC (**Additional Comment Required**)
- ☐ Other learning platform - please specify (Connect, MyLab, etc) (**Additional Comment Required**)
- ☐ Respondus Lockdown browser - instructors are responsible for adjusting accommodated time
- ☐ Scantron
- ☐ Bluebook
- ☑ Other (**Additional Comment Required**)

Additional Comment * :

Permitted exam materials are different for each assessment. I'll note permitted materials for each exam in Exam Details.

Next, add test delivery and test return information. The three options listed on the Course Instruction Form are the only options available for test delivery: File upload through portal, Canvas, Other learning platform (Connect, MyLab, etc.).

If you want your student to deliver the completed exam, include a delivery location. Use the "Additional information/notes to ASAC" to communicate anything else regarding your course.

How will you deliver your test to ASAC? Select from the only options available *

File upload through portal ▾

Additional Comment:

Test return *

By student on a sealed envelope (please provide d ▾

Additional Comment *:

Deliver to Butler Pavilion 300

Additional information/notes to ASAC

Click "Submit and continue to specify exam dates" under the Form Submission heading at the bottom of the screen. When you've successfully completed the form, you will see a message reading "Success! Your action has been completed".

You then have the option to add exam details and/or copy the Course Instructions Form. If you do not have this information now, you can add it later.

FORM SUBMISSION

SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >

Course Instruction Form Examples

- **Example 1-** Professor C. teaches TEST 101.001. Her contact information will remain the same all semester. For all exams, her students are allowed the use of a graphing calculator and no other materials. For all exams, she will deliver the exam by uploading it to the portal and will pick up completed exams from the ASAC office.

- o **Example 1 Course Instructions Form-** In this example, Professor C. can complete the Course Instructions Form with her contact information, testing materials, and delivery/return information. When adding exam details, she will not need to reenter any of this information for each exam.
- **Example 2-** Professor C. teaches TEST 210.001. Her contact information will remain the same all semester. Students are allowed to use their notes for quizzes but not for the midterm or final exam. For all exams, she will deliver the exam by uploading it to the portal and will pick up completed exams from the ASAC office.
  - o **Example 2 Course Instructions Form-** In this example, Professor C. can complete the Course Instructions with her contact information and test delivery/return. For permitted materials, she has two options. Option 1 is to select the most common materials in the Course Instructions Form. When adding exam details, she will then enter exam-specific materials for the exams with differing permitted materials. Option 2 is to select "Other" under testing materials and note that permitted materials differ across exams. When adding exam details, she'll need to enter exam-specific testing materials for each assessment.

Adding Exam Dates, Details, and Files

Once you complete a Course Instructions Form, you can add specific exam information. After submitting a Course Instructions Form, you will automatically be taken to the "List Exam Dates" step.

You can also navigate to this step by following these steps:

- Open the Accommodated Testing section of the ASAC Instructor Portal
- Click the "Course Instructions Form" heading at the top of the screen
- Locate your course, and click "View/Modify Course Instructions Form"
- Click "List Exam Dates" at the top of the screen

To add exam information, complete the Exam Detail section. Select the assessment type, date, and time. Add the standard length of the exam. This is the time you are giving students in class to complete the assessment. You do not need to calculate a student's accommodated time.

EXAM DETAIL

Type * :

Quiz

Date * :

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2024).

11/08/2024

Time: ⓘ

9 AM   00

Standard Length Of Exam (In Minutes) * :

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

30

Additional Note For Staff: ⓘ

You will also see a section to add Exam Date Instructions including permitted materials, test delivery, and test return. **If the information for this exam is the same as the information provided in your Course Instructions Form, please skip this section.**

If your exam is on a learning platform that requires an access code, provide the Access code in the box provided. Additionally, if you are using Canvas, note whether you will adjust the student's time on Canvas to reflect their accommodation or if you need the ASAC to adjust the time. On any other platforms, you must adjust the student's time to reflect their accommodations as the ASAC does not have editing access.

Finally, answer the last question related to student late arrival.

In the event a student arrives more than 15 minutes late to their exam, do we have your permission to start the student's assessment late?

○ Yes

◉ No, the student needs to contact instructor.

If you have an exam file ready, upload it in the "Upload Exam File" section. If your exam is not complete, you can add it later. **All exam files and instructions should be provided at least three days before the scheduled exam.**
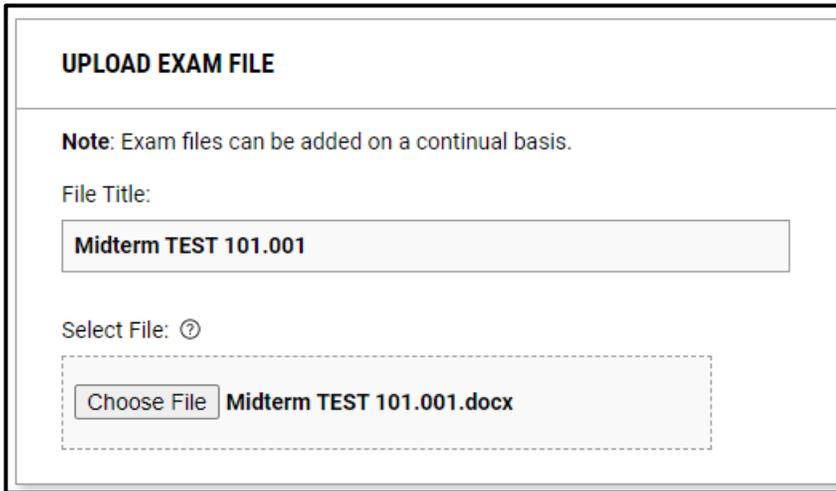
UPLOAD EXAM FILE

Note: Exam files can be added on a continual basis.

File Title:

Midterm TEST 101.001

Select File: ⑦

Choose File | Midterm TEST 101.001.docx

You must click "Save Exam Date" in the Form Submission section at the bottom of the page for this information to save.
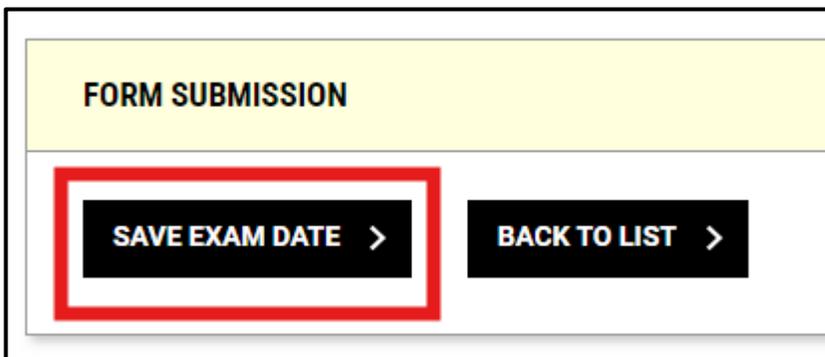
FORM SUBMISSION

SAVE EXAM DATE >   BACK TO LIST >

When you've successfully saved an exam date, you'll see the message "Success! Your action has been completed".

If you need to modify your exam date/details or if you need to upload an additional file, click "Modify" next to your exam date.

LIST EXAM DATES

Modify	Delete	Type	Date	Time	Length	Exams Uploade...
Modify	Delete	Quiz	Friday, November 08, 2024	09:00 AM	30	1

Copying Course Instruction Forms and Exam Details Across Sections or Courses

You may want to copy your Course Instructions Form and exam details across multiple courses or sections (e.g., you teach multiple sections of the same course). You can do that with the "Copy Course Instructions Form" feature.

To locate this feature, follow these steps:

- Opening the Accommodated Testing section of the ASAC Instructor Portal
- Click the "Course Instructions Form" heading at the top of the screen
- Locate the course for which you've already completed the Course Instructions Form, and click "View/Modify Course Instructions Form"
- Click "Copy Course Instructions Form" at the top of the screen

Use the dropdown menu to select the course or section to which you want to copy your course instructions. Click "Continue".

TEST 567.001 - AUTUMN TEST COURSE 2024 (CRN: 5678)

COURSE INSTRUCTIONS FORM   LIST EXAM DATES   COPY COURSE INSTRUCTIONS FORM

COPY COURSE INSTRUCTIONS FORM TO

Select Course:

| Select One | ˅ |

Select One

TEST 867.001 - FALL 2024 TEST COURSE (CRN: 8675309)

FORM SUBMISSION

CONTINUE >

If you have also added exam dates, you have the option to also copy exam dates and files. Once you have made your selection, click "Copy Course Instructions Form".

TEST 567.001 - AUTUMN TEST COURSE 2024 (CRN: 5678)

COURSE INSTRUCTIONS FORM   LIST EXAM DATES   COPY COURSE INSTRUCTIONS FORM

Copy to Course: **TEST 867.001 - FALL 2024 TEST COURSE (CRN: 8675309)**.

☐	Type	Date	Time	Length	Use Same File
☑	Quiz	**Hint**: Enter date in the following format Month/Day/Year (i.e. 12/31/2024). 11/08/2024 📅	9 AM ˅ 00 ˅	30	☑

COPY COURSE INSTRUCTIONS FORM >

Flex Plans

About Flex Plans

Some accommodations require discussion and agreement between students and instructors (e.g., opportunity to discuss flexible attendance). These agreements are called Flex Plans.

Students and instructors can agree to and save Flex Plans in the ASAC database. This creates a record of the agreement and can be used as a reference throughout the semester, enabling clear expectations for you and your student(s).

How to Most Efficiently Use the ASAC Instructor Portal for Flex Plans

- First, you will receive a Faculty Notification Letter from your student. This letter outlines the accommodations the student wishes to use in your course. The flex plan would be included in this letter. Please see the ASAC website for additional information regarding the contents of this letter and viewing the letter on your ASAC Instructor Portal.
- Next, your student should contact you to initiate a discussion about the specifics of the flex plan agreement. You are also welcome to initiate contacting the student. We strongly encourage setting up a meeting so you and your student can talk about what is reasonable for that specific course.
- Based on your discussion, the student will then complete the flex plan form on their ASAC Dashboard.
- After the student has submitted the form, you will receive an email notification, and you can view the completed form in your ASAC Instructor Portal. You can either agree to the form or make edits and send it back. Please see the ASAC website for additional guidance regarding the Flex Plan.
- If you make edits, your student will receive an email notification and see the updated form on their ASAC Dashboard. They can either agree to the updated form or make edits and send it back.
- Once both you and your student agree to the the plan, it will be saved in your ASAC Instructor Portal and your student's ASAC Dashboard. You will both have this plan as a reference and resource throughout the semester.

How to Complete and View Flex Plans

Log into the ASAC Instructor Portal. Open the Flex Plan section by clicking "Flex Plan" in the navigation menu on the left side of the screen.

At the top of the screen, there is an Important Message with additional guidance regarding Flex Plan accommodations.

Scroll down to view a list of students who have initiated a Flex Plan agreement. Please note, students are responsible for initiating the Flex Plan in their ASAC Dashboard. You will only see a Flex Plan listed here for a student once the student has filled out the Flex Plan on their dashboard and clicked "initiate" to send it to you (the instructor) to review.

Previous Term				Term: Fall 2024			

Records Found: **1** (Showing: **1 - 1**)   Show P

View	Status	Initiated On	CRN	Subject	Course	Section	Full Name
View	**Waiting for Instructor Response**	10/22/2024	5678	TEST	567	001	Minnie Mouse

For each flex plan listed, you'll see the student and accommodation information, course information, the date the flex plan was initiated, and the status of the flex plan. Any flex plans with a status of "waiting for instructor response" are ready for your review. To open a flex plan, click "view".

View	Status	Initiated On	CRN	Subject	Course	Section	Full Name
View	Waiting for Instructor Response	10/22/2024	5678	TEST	567	001	Minnie Mouse

Within the flex plan, details about the accommodation and status of the flex plan are noted. Next, there is a list of questions specific to the student's accommodations. These questions should be used to guide the initial conversation between the student and instructor and will outline what is reasonable for that course.

You'll see the student's responses to the questions in the flex plan. You can edit within the response box if needed.

LIST OF QUESTIONS

Please note that the student and professor can seek individual support from the student's assigned ASAC staff member in discussing these parameters. We advise this agreement should be completed after a professor and student conversation has occurred to discuss these parameters or complete this agreement during a joint meeting. *

☑ Ok

Per the course syllabus, how many absences are permitted prior to the overall grade and/or learning outcomes being impacted? *

2

What additional number of absences can be considered for this course before the overall grade/learning outcomes may be impacted? *

2

After reviewing the flex plan, scroll to the bottom of the page. Read the agreement statement, and click the agreement checkbox.

If you made any changes to the responses in the boxes, click "Update and Request Review". Your student will then receive the updated flex plan to review.

If the responses accurately reflect the conversation and agreement between you and the student and are reasonable for your course, click "Accept Flex Plan". This will finalize the flex plan. Completed flex plans will be available for reference throughout the semester.

FORM SUBMISSION

I agree to the terms of this agreement. If I have questions or concerns about the implementation of this agreement at any point during the remainder of the course, I will communicate with the student and/or the ASAC in a timely manner.

☐ I agree to the statement listed.

ACCEPT FLEX PLAN >   UPDATE AND REQUEST REVIEW >   VIEW HISTORY >   BACK TO LIST >

Questions? Contact Us

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ASAC Main Office Email: ASAC@american.edu

Accommodated Testing Phone: 202-885-3489

Accommodated Testing Email: Exams@american.edu

Visit: Butler Pavilion 300