

Flex Plans in the ASAC Instructor Portal

Introduction

Some accommodations require discussion and agreement between students and instructors. These agreements are called Flex Plans. Students approved for one or more of these accommodations will be prompted to complete a questionnaire regarding information about these accommodations, which will then be sent to the instructor.

Students and professors are encouraged to meet either in person or via Zoom to discuss these plans. You should also complete the plans through our database. At any time during this plan's creation, the student or professor can seek support from the student's assigned ASAC staff member to discuss its parameters.

Flex Plan Guidelines

- When a student initiates a flex plan, an email is sent to the instructor notifying them to view the plan in the [ASAC Instructor Portal](#). After logging in to the [ASAC Instructor Portal](#), professors must read and accept the Access Policy.
 - o This policy outlines important requirements to ensure all students' rights to privacy and must be accepted before continuing to your portal
- To accept, select "Continue to View Student Accommodations"



ACCESS POLICY

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand AU's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information

CONTINUE TO VIEW STUDENT ACCOMMODATIONS >

- After accepting the Access Policy, you will be directed to the Overview Page. On the menu to the left, select “Flex Plans.”

Session Extender: [Enable](#) | [OVERVIEW](#)

[Previous Term](#) | Term: Summer 2024 | [Next Term](#)

STUDENTS WHO REQUESTED ACCOMMODATIONS

EXPORT DATA: STUDENTS

Records Found: 1 (Showing: 1 - 1) | Show Per Page: 500 | Page: 1

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Alternative Formats	Accommodated Testing	Communication Access	Flex Plan
View	PDF	123	TEST	123	123	Minnie Mouse	Read	08/08/2024	08/13/2024	Yes	Yes		Yes

HOME

- > Overview
- > Accommodated Testing
- > Alternative Formats
- > Communication Access
- > **Flex Plan**

- On the “Flex Plan” page, you will see all the flex plans that have been initiated by students in each of your courses as well as what accommodation(s) are discussed in the flex plan. You can also see the status of each plan, whether they are waiting for Instructor Response, Student Response, or if they have been completed. To review a plan, select the blue “View” hyperlink.

Records Found: 1 (Showing: 1 - 1) | Show Per Page: 500 | Page: 1

View	Status	Initiated On	CRN	Subject	Course	Section	Full Name	Campus	Lecture	Accommodation	Request Date	Completed Date
View	Waiting for Instructor Response	08/12/2024	123	TEST	123	123	Minnie Mouse			Opportunity to request flexibility with attendance	08/08/2024	

- From here you can see students' responses to questions about their approved accommodation. If instructors would like, they may also upload a copy of the course syllabus to this plan; however, that is not required.

UPLOAD SYLLABI

File Title:

Select File: [?](#)

No file chosen

- **If you agree with everything stated in these responses,** scroll down to “Form Submission.” Review the statement, then check, “I agree to the statement listed” and select “Accept Flex Plan.”

FORM SUBMISSION

Once you click submit, the agreement is sent to the student for their review. At any point during this process, you can request to meet with the student to discuss this agreement. You can reach out to the ASAC for assistance at any time.

I agree to the statement listed.

- **If you would like to make any changes to the plan**, you may type them directly into the box where students’ previous responses were. Scroll down to “Form Submission.” Review the statement, then check, “I agree to the statement listed” and select “Update and Request Review”

For each assignment listed above, identify what amount of time may be reasonable for an extension? (Please note—a granted extension may be hours or days) *

Up to 7 days

When and how will you notify the professor that you are requesting an extension? (please note—extensions must be requested in advance of the due date and time) *

I will notify my professor as soon as possible via email.

FORM SUBMISSION

Once you click submit, the agreement is sent to the student for their review. At any point during this process, you can request to meet with the student to discuss this agreement. You can reach out to the ASAC for assistance at any time.

I agree to the statement listed.

[ACCEPT FLEX PLAN >](#)
[UPDATE AND REQUEST REVIEW >](#)
[VIEW HISTORY >](#)
[BACK TO LIST >](#)

- You will then see on your Flex Plan page that the status has changed to “Waiting for Student Response.” The student will be sent an email to view updates to the Flex Plan and can either accept the plan or make additional edits for your approval.

View	Status	Initiated On	CRN	Subject	Course	Section	Full Name
View	Waiting for Student Response	08/12/2024	123	TEST	123	123	Minnie Mouse

- The Flex Plan will go back and forth between the student and instructor until both parties have selected “Accept Flex Plan.” To review changes that have been made by the student or instructor select “View History.”

FORM SUBMISSION

Once you click submit, the agreement is sent to the student for their review. At any point during this process, you can request to meet with the student to discuss this agreement. You can reach out to the ASAC for assistance at any time.

I agree to the statement listed.

[ACCEPT FLEX PLAN >](#)
[UPDATE AND REQUEST REVIEW >](#)
[VIEW HISTORY >](#)
[BACK TO LIST >](#)

- Once the student and professor have both accepted the flex plan, the status will change to “Completed”. The Flex Plan will be saved in the database for all parties to view and refer to at any time.

Records Found: 1 (Showing: 1 - 1) Show Per Page: 500 Page: 1

View	Status	Initiated On	CRN	Subject	Course	Section	Full Name	Campus	Lecture	Accommodation
View	Completed	08/12/2024	123	TEST	123	123	Minnie Mouse			Opportunity to request flexibility with attendan