



Disability Services for Students

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Disability Services for Students Instructor Portal Instructions

The Disability Services Instructor Portal is linked to Colleague. This portal is designed for instructors to manage accommodations for students with documented disabilities who are enrolled in their courses and have requested accommodations. Please note: if you receive an error message at log-in, this means that there are no students in your course who have requested accommodations. All instructors receive an email Letter of Accommodation for approved students.

With this portal, faculty can:

- See and read the Letter of Accommodation
- Complete the testing agreement form
- See all exams that students have requested
- See a list of all textbooks that are being converted into accessible versions (if applicable)
- See interpreters who are assigned to their courses (if applicable)

Basics of Logging in to the Portal and Instructor Overview Page

1. The instructor clicks on the portal link: <https://yukon.accessiblelearning.com/BW/instructor> (this will take you to log into my.bw.edu).
2. The instructor reads the FERPA agreement and clicks “continue to view student accommodations” to the next page.
3. The instructor sees the overview of all their students, the main accommodations they requested.
4. The instructor can click “view” next to a specific student’s name to see the Letter of Accommodation.
5. The instructor can change the term they would like to view by locating the “Next Term” link on the top right.

Alternative Testing

Instructors can submit a testing contract, see a list of exam requests scheduled by students, see the status of the request, and upload an exam. When clicking on Alternative Testing, there are two options on the left side of the page, List Exams and Students’ Courses.

Students’ Courses lists all of the students in that specific course that have requested an accommodation. List exams are where the instructor can complete the Alternative Testing Form, see which students have requested exams and upload an exam. The remaining information below focuses on “List Exams.”

Alternative Testing Contract

1. The instructor clicks the link for “Alternative Testing” under “Views and Tools.”
Select the class.
2. If you need DSS to proctor your exams, select, “Continue to Specify Alternative Testing Form.” If you have met with the student and agreed that you would proctor your exams, please call 440.826.2147 or email disability@bw.edu.
3. Complete the questions on the Alternative Testing Form.
4. Submit Alternative Testing Form.

Alternative Testing - Exam Requests

1. Once a student submits an alternative test request, faculty will receive an email notification. When using the portal, the instructor can complete the following steps to see a list of exam requests, their status, and upload an exam.
2. The instructor clicks the link for “Alternative Testing” under “Views and Tools.”
3. Select the class.
4. The instructor will see a list of exam requests and status. The list will include the subject, student name, type of exam, date, time, and status.

Alternative Testing – Uploading Exams

1. The instructor clicks the link for “Alternative Testing” under “Views and Tools.”
2. Select the class and click on the student.
3. To upload an exam, please scan your document at 150 dpi as the scanner resolution. The maximum allowable file size is 1MB per upload.
4. Under file information, the instructor can add a note for DSS, say of the exam is the same for everyone.
5. Select the file and click “Upload Exam.”