



# **DRC Online Instructor Access**

**UNC**



# What is Instructor Access?

Instructor Access is a portal designed for instructors and faculty to manage accommodations for students with disabilities who are enrolled in their courses and have requested accommodations.\* Instructors can:

- see and read the accommodation letter
- see all exams that students have requested
- see a list of all textbooks that are being converted into accessible versions
- submit captioning requests
- see the assigned note-taker
- see the notes that have been uploaded from the note-taker

\*You may not have an accommodation request for each of these accommodation types each semester, depending on which students are in your classes each semester.



- You'll still receive email notifications for all accommodation requests, but you no longer have to rely solely on emails to facilitate accommodation requests
- We hope it is a helpful tool for instructors...especially those with multiple students at a time with accommodations!



# How do I use Instructor Access?

- Log in with your UNCO credentials (your full @unco.edu email address is your username)
- Link to log in will be found in email notifications from DRC, as well as the DRC website Homepage

Home About Us Students ▾ Accommodations ▾ Faculty & Staff Resources ▾ Additional Resources

UNC > Disability Resource Center

## Disability Resource Center

The Disability Resource Center (DRC) Office collaborates with the University in its commitment to recognize disability as a valued aspect of diversity and to embrace access to the University of Northern Colorado community as a matter of equity and inclusion. The office provides the University with resources, education, and direct services to design a more welcoming and inclusive environment.

### Our Services

The Disability Resource Center (DRC) offers many services to students and faculty. These are a collaborative process with the student and **DRC staff** to determine appropriate accommodations for each semester. Some accommodations that DRC may offer include:

GETTING  
STARTED WITH THE  
DRC


DRC STUDENT  
LOGIN


INSTRUCTOR LOGIN





## Example of email containing link to login:

 UNCO - Disability Resource Center <noreply@rainier.accessiblelearning.com> on behalf of drc@unco.edu  
[DRC] New Exam Request

o  Jessica.Austin

The student listed below has scheduled an exam for your course.

\*If you have made arrangements with the student to proctor this exam (i.e., outside of DRC) with accommodations, you must contact DRC to further discuss this process.

**For Canvas exams, please use the following link to view instructions for extending testing time for a student in Canvas:** <https://www.unco.edu/disability-support-services/faculty-staff/>

Student: **Bart Simpson** (School ID: 222222222)

Class: **DISNEY 110.001 - Cats and How to Groom Them**

Exam Type: **Exam**

Date: **Thursday, January 16, 2020**

Start Time: **11:00 AM**

End Time: **12:15 PM (75)**

Location: **tbd**

Approved Accommodation(s):

- Extra Time 1.50x
- Reduced distraction environment at DRC

**Important Note:** Please follow the link below to fill out the exam instructions. You may also upload the exam here to our secure website if you have an electronic copy. Only system administrators and DRC staff members have access to the uploaded exams. Link to upload exam and enter instructions: <https://rainier.accessiblelearning.com/UNCOSTaff/ExamFile.aspx?ID=E86369278636218&Key=48DLPHOH>.

Please contact DRC with any questions or concerns.

Follow this link to log into DRC Online and view all accommodation/exam requests for your course: <https://rainier.accessiblelearning.com/UNCOSTaff/>

Disability Resource Center





# When you log in...

- You'll be directed to the Instructor Authentication page, which is just a reminder about confidentiality. This will appear each time you log in.
- Click on "Continue to View Student Accommodations" to move on.

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

**Login As Feature**

[Return to Staff](#)

Home

> [DSS's Main Website](#)

**Logout**

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

[Log Out](#)

## INSTRUCTOR AUTHENTICATION PAGE

### REMINDERS

Please read the following prior to completing the form:

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

#### Confidentiality

The information is provided by the Disability Support Services for the purpose of educational planning. We appreciate the respect for the student's confidentiality and your understanding that state and federal laws prohibit the release of this information to any other person or agency or for use in any manner for any other purpose. Students with disabilities are eligible for appropriate services stipulated under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Disability Support Services has received all necessary documentation that substantiates the student's need for academic accommodations.

Reminders:

- 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](#)

**NEED HELP?**

[Access Tutorials](#)  
[Contact Our Office](#)  
[Read Disclaimer](#)

**DISABILITY SUPPORT SERVICES**

**University of Northern Colorado**  
Campus Box 139  
Greeley, CO 80639

Website: <http://www.unco.edu/disability-support-services/>  
Email Us: [DisabilitySupport@unco.edu](mailto:DisabilitySupport@unco.edu)

Phone: (970) 351 - 2289  
Fax: (970) 351 - 4166

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# Your Instructor Dashboard Looks like...

- View all students in your course who requested accommodations, and a shortcut for which accommodations they requested.
- Click “View” to see a student’s accommodation letter

Home > Instructor Homepage > Overview

**OVERVIEW** Accommodation Requests Search Students' Eligibilities

Previous Term Term: Fall 2018 Next Term

**HANDY TOOLS**

**CLASS INSTRUCTIONS**

Select:

Sort Result:

**LIST OF STUDENTS WHO REQUESTED ACCOMMODATION**

Legend:

- **TEST**: Alternative Testing
- **ALT**: Alternative Formats
- **CAPT**: Deaf and Hard of Hearing
- **NOTE**: Notetaking Services

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	NOTE	ALT	CAPT	Status
<a href="#">View</a>	14792	PSY	341	002		Yes				<b>Emailed</b>
<a href="#">View</a>	14792	PSY	341	002		Yes	Yes			<b>Emailed</b>
<a href="#">View</a>	14792	PSY	341	002		Yes	Yes			<b>Emailed</b>
<a href="#">View</a>	14792	PSY	341	002		Yes				<b>Emailed</b>
<a href="#">View</a>	14791	PSY	341	001						<b>Cancelled</b>

**Important Dates**

- > **December 26**  
Office Closed for Winter Break
- > **December 27**  
Office Closed for Winter Break
- > **December 28**  
Office Closed for Winter Break
- > **December 31**  
Office Closed for Winter Break
- > **January 01**  
Office Closed for Holiday

**Logout**

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



# View specific types of accommodation requests that may require instructor facilitation under “Views and Tools”



Home » Instructor Homepage » Overview

**Login As Feature**

[Return to Staff](#)

**Views and Tools**

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

**Important Dates**

- > **December 26**  
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- > **December 27**  
Office Closed for Winter Break
- > **December 28**  
Office Closed for Winter Break
- > **December 31**  
Office Closed for Winter Break
- > **January 01**  
Office Closed for New Years Holiday

**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 2018 Next Term

**HANDY TOOLS**

**CLASS INSTRUCTIONS**

Select:  [Submit](#)

[Click to Expand Advanced Search Panel](#) Sort Result:  [Sort](#)

### LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- TEST: Alternative Testing
- ALT: Alternative Formats
- CAPT: Deaf and Hard of Hearing
- NOTE: Notetaking Services

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	NOTE	ALT	CAPT	Status
<a href="#">View</a>	14792	PSY	341	002		Yes				Emailed
<a href="#">View</a>	14792	PSY	341	002		Yes	Yes			Emailed
<a href="#">View</a>	14792	PSY	341	002		Yes	Yes			Emailed
<a href="#">View</a>	14792	PSY	341	002		Yes				Emailed
<a href="#">View</a>	14791	PSY	341	001						Cancelled





# Alternative Testing

- See exams your students have scheduled to take at DRC with accommodations
- Upload exams

SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
ACCT	33010	001		Final	02/14/2018	09:00 AM	Approved - Upload Exam
ACCT	33010	001		Final	02/14/2018	10:00 AM	Completed (Taken)
ACCT	33010	001		Final	02/14/2018	01:00 PM	Approved - Upload Exam

Students are expected to schedule exams with DRC at least 3 business days in advance (5 days in advance for finals).



# Alternative Formats

- See books being processed by DRC into an alternative format, and which students need them (if applicable).

Home » Instructor Homepage » Alternative Formats

**Login As Feature**

[Return to Staff](#)

**ALTERNATIVE FORMATS** [List Requests](#)

[Previous Term](#) **Term: Fall 2018** [Next Term](#)

**THEA 130.005 - Introduction To The Theatre**

**Book(s) Processed:**

- The Creative Spirit**  
ISBN: 9780073514260  
Author: **Stephanie Arnold**  
Edition: **6th**

**Have Requested Accommodation:**

-

**Views and Tools**

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

**Important Dates**

- > **December 26**  
Office Closed for Winter Break



# Notetaking

- See if there is an assigned note-taker
- View uploaded notes
  - Are the notes quality/uploaded within 48 hours of class period?

**Login As Feature**

[Return to Staff](#)

**Views and Tools**

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

**Important Dates**

- > **December 26**  
Office Closed for Winter Break
- > **December 27**  
Office Closed for Winter Break
- > **December 28**

**NOTETAKING SERVICES**

[Previous Term](#) **Term: Fall 2018** [Next Term](#)

**PSY 341.002 - Principles Of Learning**

List of Notetaker(s):

- Name:

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

Students Who Have Requested Accommodation:

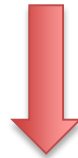
- 
-



# Deaf and Hard of Hearing

- See assigned interpreter/transcriber\*
- Submit video captioning requests\*

\*if applicable



Home » Instructor Homepage » Deaf and Hard of Hearing

**Login As Feature**

[Return to Staff](#)

**Views and Tools**

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

**Important Dates**

## DEAF AND HARD OF HEARING

[Current Requests](#) [Submit Video Captioning Request](#)

[Previous Term](#) **Term: Fall 2018** [Next Term](#)

**AFS 201.971 - African American History I**

**Have Requested Accommodation:**

- 

[Submit Video Captioning Requests or List All Requests](#)





Thank you for your support while we continue  
to improve the online system!

Please contact us with any questions or  
concerns.

[drc@unco.edu](mailto:drc@unco.edu)

970-351-2289

**UNC**