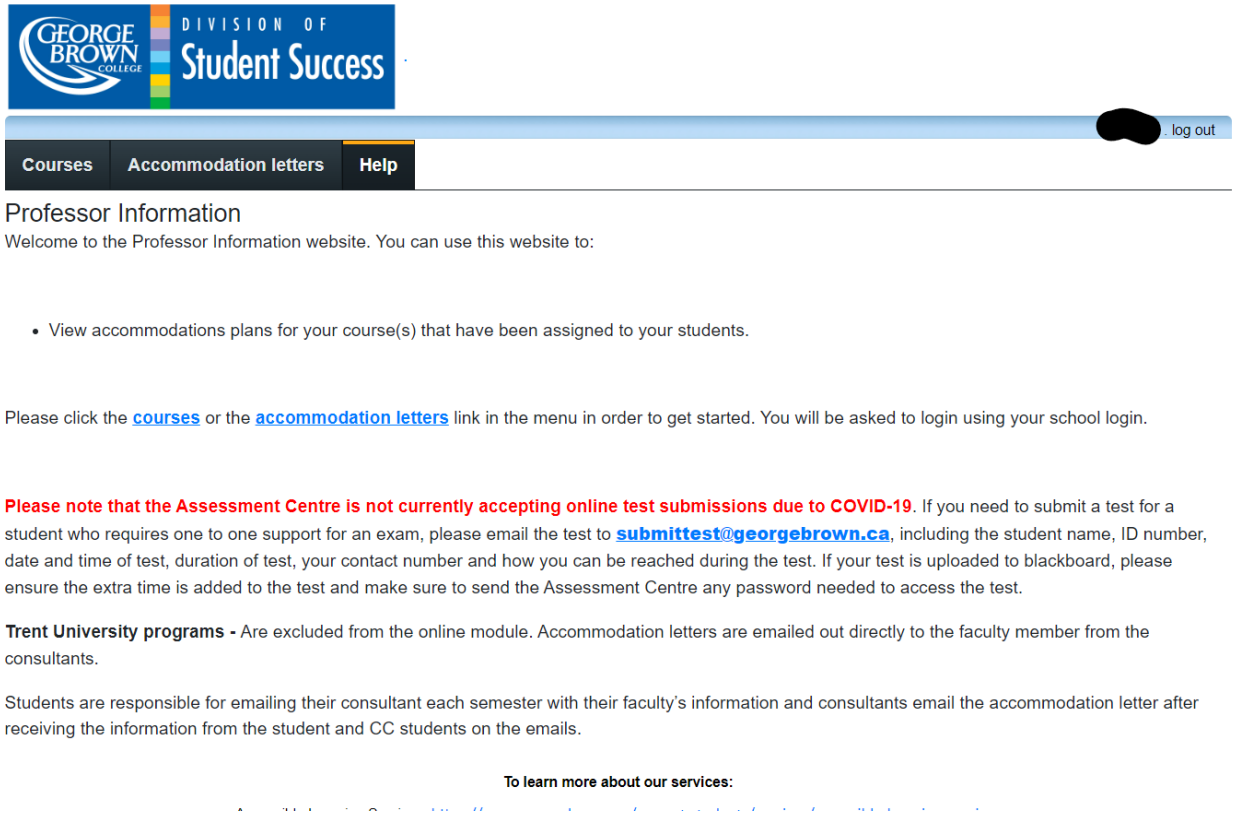
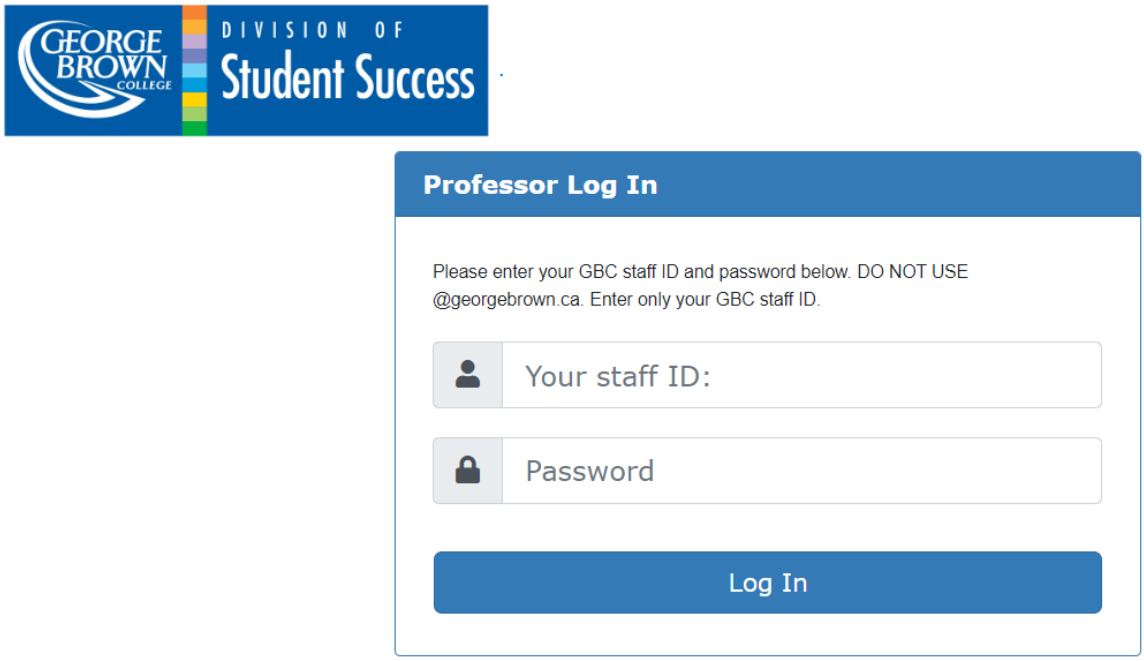
Accessible Learning Services

How to use the Faculty Web Portal for student accommodation letters.

Use the following instructions and screen shots below to assist you with viewing student accommodation letters online using the Faculty Web Portal.

- ***Go to George Brown College Accessible Learning Services Faculty Web Portal: https://cw.georgebrown.ca/Clockwork/user/instructor/login.aspx***





- ***Use your George Brown ID number (example 101456789) and password (the same password you use to access STU-View) to login.***
- ***Please use ONLY your Employee ID number. Do not include "@georgebrown.ca" with your Staff ID.***
- ***Click the "Log In" button.***

Distribution of Accommodation Letters

At George Brown, students have two options to distribute their accommodation letters:

1. Students can choose to have ALS send their accommodation letters directly to faculty.

This web portal was introduced to provide an efficient method of communicating that information to you. Periodically, you may receive emails from our office that will direct you to this portal to access accommodation plans for a student in one of your classes.

Unfortunately, ALS is unable to upload Accommodation plans for non-GBC faculty due to restricted access to the course registration system. In these situations, you will receive an email from an Accessibility Consultant with a copy of the student's accommodation plan. It is the student's responsibility to contact their Accessibility

Consultant to request this each semester and provide their faculty email addresses to the Accessibility Consultant.

2. Students can choose to distribute their accommodation letters directly to faculty.

PLEASE NOTE: Accommodation letters for students who choose this method will **NOT** appear on this web portal. These students may choose to share their accommodation letters with you as a printed copy, or as an electronic copy via email.

Regardless of how accommodation letters are received – web portal, hard copy in person or email from the student – ALL accommodation letters are valid for the semester indicated. If you have a concern about an accommodation letter you have received, please contact the Accessibility Consultant listed in the Accommodation Plan.

More information regarding academic accommodation guidelines for faculty can be found on our website.

A word about confidentiality

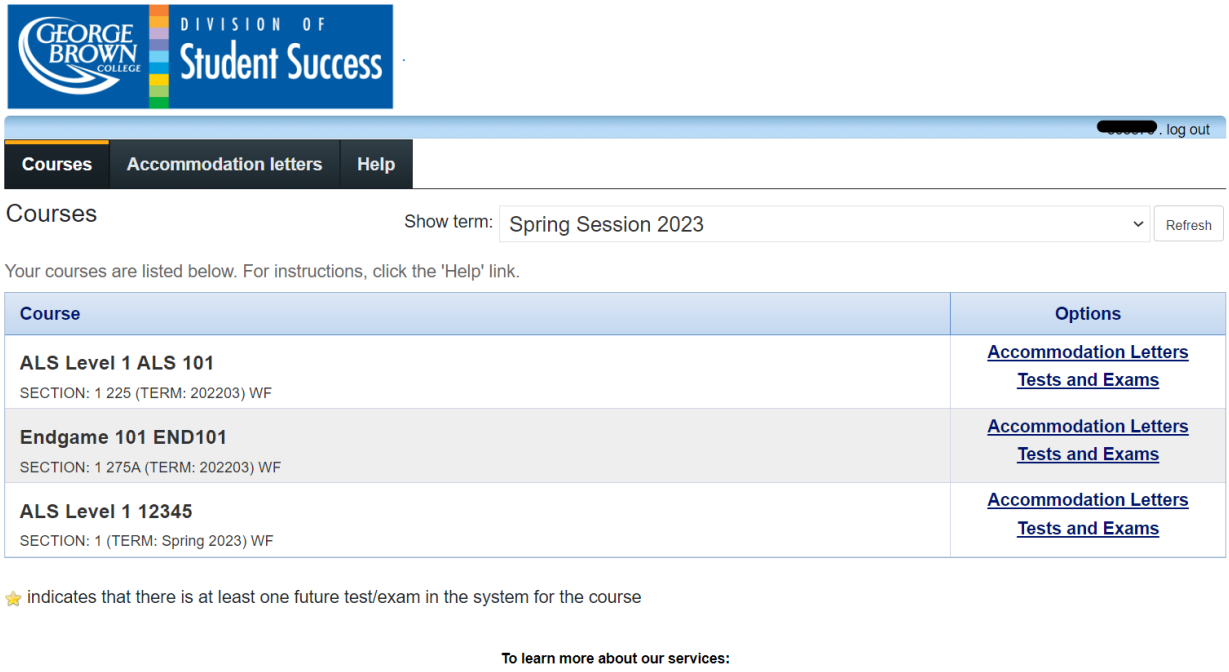
All communication regarding students MUST be kept confidential. As an employee of George Brown College, you have a responsibility to keep accommodation plans private. We recommend you create a secure environment to store accommodation plans provided to you by students or downloaded from the Faculty Portal.

IMPORTANT: Be mindful when viewing/downloading accommodation plans on computers that are accessible to others. For security reasons, please log out and exit your web browser when you are done accessing this portal. Review the computer's downloads folder (C drive) and remove any accommodation letters that have been downloaded.

How the portal works

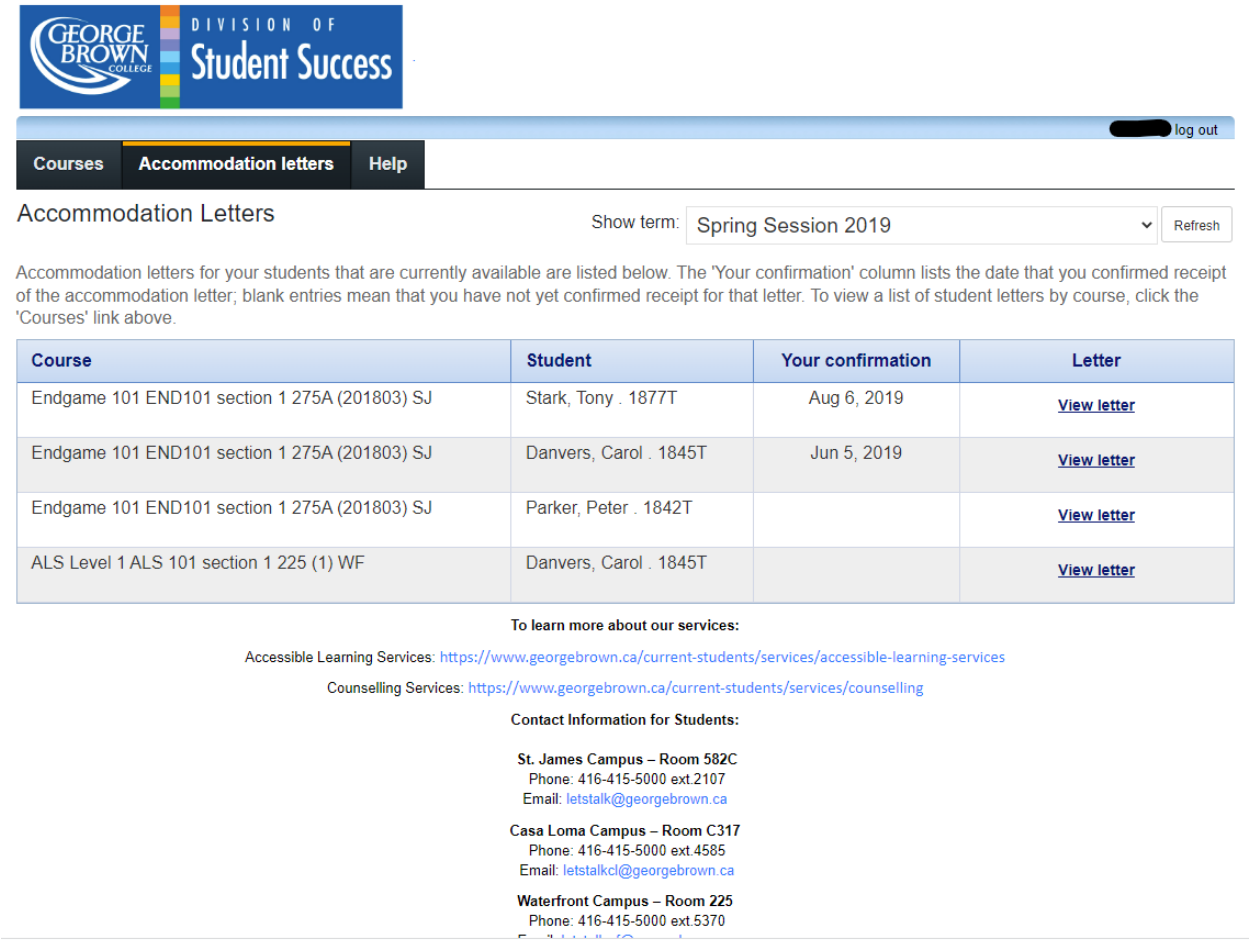
1. View by course (Courses tab)

- Clicking the 'Courses' tab in the top menu will display the courses you are teaching. The course name, section and campus are provided. Each course listed has a



- Clicking the ‘Accommodation Letters’ link to the right of the listed courses will provide you with the list of students for that particular course. Please note that students who have chosen to distribute their own accommodation letters or have a special status (e.g. ‘Standing Deferred’ SD status) will NOT be displayed on this page. You will need to store/manage those accommodation letters separately.
- If you have viewed the student’s accommodation letter previously, the date you confirmed the letter will also be displayed.
- You can also go back to the list of courses by clicking the ‘Back to courses’ button.

2. View by student (Accommodation letters tab)



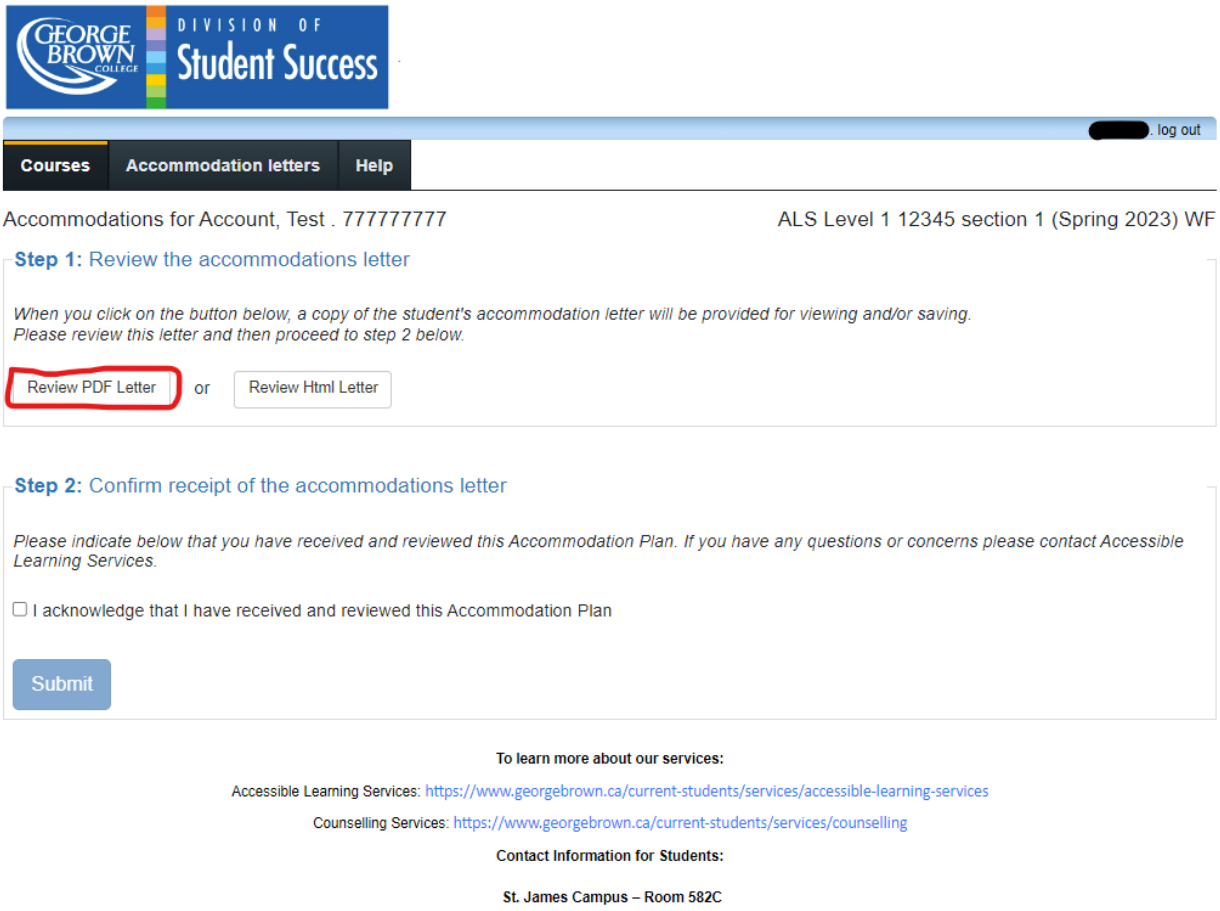
- To view the accommodation letter for a particular student, click the “View letter” link to the right of the student’s name.
- There are also two columns in the table with date information.
    1. Date letter available – the first date – indicates the date that the letter was made available to you by our office (ALS).
    2. Your confirmation – the second date – indicates the date that you confirmed receipt of the accommodation letter.
- ***PLEASE NOTE: Students may require changes to their accommodation letters throughout the academic year. In these situations, you may be informed (by an email from ALS) that an accommodation letter is waiting for your review. If you notice that the date in the “Date letter available” column is more recent than***

the date in the "Your confirmation" column, please click the "View letter" link to review the most recent accommodation letter.

The Accommodation Plan

Step 1: Review the Accommodation Plan

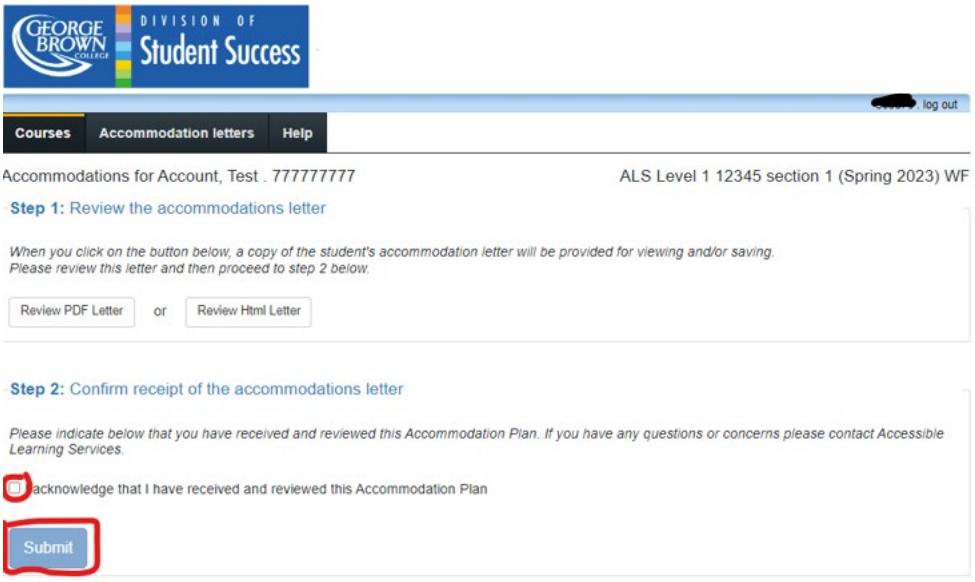
As noted above, accommodation plans for individual students can be reviewed via the 'Courses' tab or the 'Accommodation letters' tab. Once you are on the screen for a particular student, clicking the 'Review PDF Letter' button will open the student's accommodation letter in PDF format, in a new window.



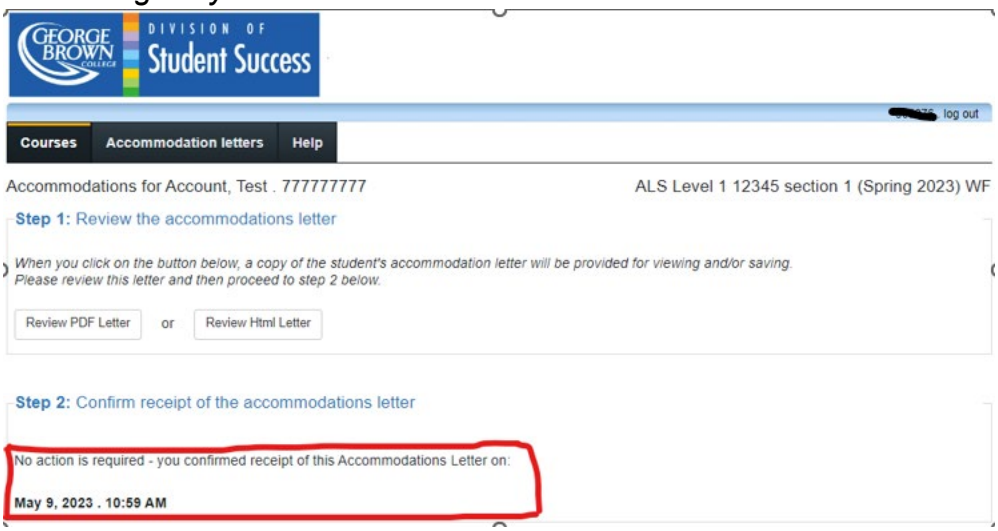
Step 2: Confirm receipt of the accommodation letter.

The same screen as above will allow you to confirm receipt of the student's accommodation letter.

a. If this is the first time you are reviewing this accommodation letter you will be required to check the box beside the text: **I acknowledge that I have received and reviewed the Accommodation Plan**; then click the "Submit" button. The date and time of confirmation will be displayed on the screen. This is the date and time that will appear in the Accommodation Letters screen.



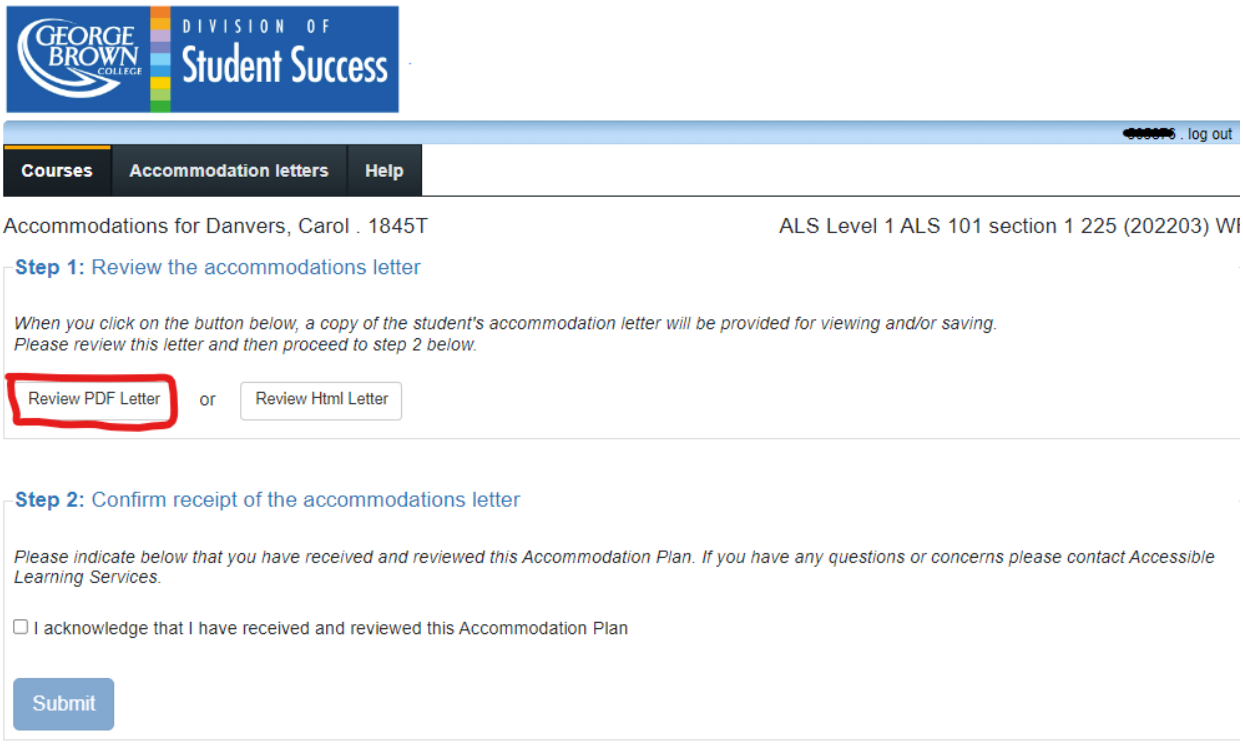
b. If you have already confirmed receipt previously, you will not be asked to confirm receipt again. Instead, you will see the message “No action is required – you confirmed receipt of this Accommodation Plan on: *the date and time that you originally confirmed is indicated.*



Downloading accommodation plans

1. Clicking the “Review PDF Letter” button on the student’s individual accommodations screen will open a digital copy of a student’s accommodation

letter. Additionally, depending on your computer's configuration, a copy may be automatically downloaded to the "Downloads" folder of your computer.



2. You may wish to save accommodation letters individually with the student name/number or course name and/or code in the file name to help you manage them better. Please refer to the section on confidentiality for further information on storing accommodation letters securely.

DIVISION OF STUDENT SUCCESS
Accessible Learning Services

Date: May 9, 2023

Accommodations Expiry Date: August 31, 2023

Student Name: Carol Danvers

Student ID: 1845T

Program: GBC123

Student GBC Email: carol.danvers@georgebrown.ca

Student Personal Email: avengers@gmail.com

Consultant: Accessible Learning Services

Consultant Email: accessibility@georgebrown.ca

a) **Date:** *Found on the first page of the letter.* This is the date that the accommodations were issued for the current semester.

b) **Accommodations Expiry Date:** *Found on the first page of the letter.* This is the date that the accommodations may expire.

c) **Student name and contact information:** *Found on the first page of the letter.*

d) **Consultant name and contact information:** *found on the first page of the letter.*

3. Some Mac users may have trouble with viewing and/or downloading accommodation plans. Many of these problems can be resolved by using a browser other than Safari and using Adobe Reader to view them. If you still experience issues after trying these suggestions, please be sure to send us a message with the details.

If you experience any problems, or have any questions, please contact us.