

Accommodate - Faculty Portal: Accommodation Letter Instructions for Faculty

Accessible Learning Services (ALS) has implemented a new program, Accommodate, for requesting and managing accommodations. Within this new system, faculty can:

- Review Accommodation Letters
- Review course information and manage enrolled students

For more information and instructions on managing quizzes/tests/exams, please visit the Assessment Centre's page for [Faculty Instructions for Test Submission](#).

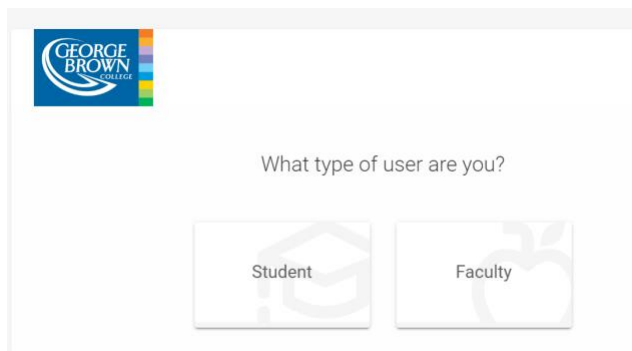
Faculty can access the [Accommodate portal](#) from anywhere.

View an instructional video of the Faculty Accommodate Portal

Managing Student Accommodation Letters

Logging In

1. Visit the Accommodate Portal via <https://georgebrown-accommodate.symplicity.com/>.
2. Select the **Faculty** user type.



3. Log in using your GBC account(your username is your EmployeeID@georgebrown.ca).



George Brown College

Sign in

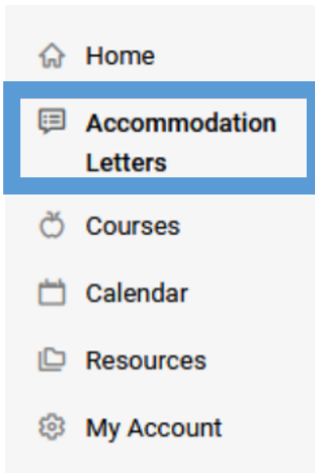
Sign in

To sign in please add your Employee ID/Student ID to @georgebrown.ca in the username box. Your password will be the same as all your GBC passwords. Forgot/Reset your password click [here](#)

George Brown College is located on the traditional territory of the Mississaugas of the Credit First Nation and other Indigenous peoples who have lived here over time. We are grateful to share this land as treaty people who learn, work and live in the community with each other.

Reviewing Accommodation Letters

1. Log in to [Accommodate](#) and on the left-side navigation select **Accommodation Letters**.



2. You can use the search bar to find a specific Accommodation Letter from the list.

Accommodation Letters

Search

Select 'More Filters' to search by semester

Apply Search

More Filters

3. Select the **Accommodation Letter title** for each individual student to review their specific letter.

Accommodation Letter **REQUESTED**

A02340-001-2021/

Introduction to Biology (BIO101)

Sent on August 31, 2021, 4:24 pm

Accommodation Letter **REQUESTED**

A00002-2018/

Introduction to Biology (BIO101)

Sent on August 31, 2021, 4:16 pm

Accommodation Letter **REQUESTED**

A00003-2021/

Introduction to Biology (BIO101)

Sent on August 31, 2021, 4:16 pm

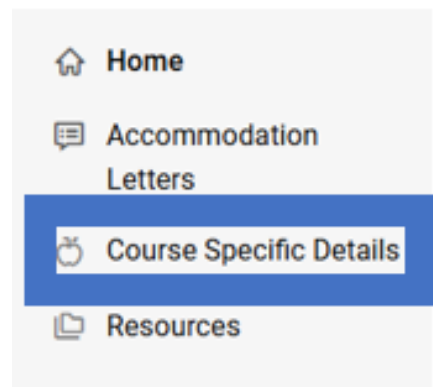
4. From here, you can review the letter's contents. The Accommodate system requires you to sign the letter by **typing your name or initials** to mark it as reviewed.

Your Signature *

Sign

Reviewing Courses

1. Log in to [Accommodate](#) and on the left-side navigation select **Course Specific Details**.



2. You can review both your current courses and past courses. From here, you can use the search bar to narrow down the list by keyword and/or semester. Once you have found the course you want to review, select the course's name.

Course

Course Catalog - Click on Course Name for more information.

Past Courses - Click on Course Name for more information.

Keywords

Semester

Apply Search

Clear

More Filters

3. Then, you will be brought to the course overview page for more information. From here, you can select **Accommodated Students** to view and manage the enrolled students for the course.

Ceramics 2 (Ceramics 201)

< **Course Details** [Accommodated Students](#) [Assessment Centre Bookings](#) [Upload E...](#)

Cancel

Course

Title

Ceramics 2

Instructors

Adria Brubaker (arb@example.edu)

Code

Ceramics 201

Days

Monday, Wednesday, Friday

Semester

Winter 2025

Start Date

January 1, 2025

End Date

May 30, 2025

Start Time

11:00 am

End Time

2:00 pm

Course Unique ID

Ceramics2345

Tip: If you have already reviewed and signed the letter and would like to see a summary of a student's accommodations, navigate to the **Accommodated Students** tab under Course Details to see the types of accommodations that are approved.

Home / Course / Course Details / Accommodated Students

Ceramics 2 (Ceramics 201)

Course Details **Accommodated Students** Assessment Centre Bookings Upload Exam Service Provider Notes

Keywords

Apply Search More Filters

14 results Sort By: Last Name v Showing 20 v

Barragan, Cora (Test1237)

Accommodations:

- Academic Accommodations/Alternatives to Presentations
- Academic Accommodations/Materials in an alternative accessible format
- Test Accommodations/1.5 x Duration of class test
- Test Accommodations/Memory Aids

Blanca, Loise (Test1245)

Accommodations:

- Academic Accommodations/Notetaking Services
- Academic Accommodations/Tutor
- Test Accommodations/1.25 x Duration of class test

Accommodation Letters FAQ

How do I access my student's accommodation letter?

If you are GBC faculty, you will be able to access the majority of your students' Accommodation Letters through the [Faculty Portal](#) in Accommodate. If you are a non-GBC faculty, you or the Program Coordinator will receive your students' Accommodation Letters via email from an Accessibility Consultant. Unfortunately, ALS is unable to upload Accommodation Letters to the Faculty Portal for non-GBC faculty due to restricted access to the course registration system.

Where do I find student Accommodation Letters?

The [Faculty Portal](#) in Accommodate is a central location where you can conveniently access student Accommodation Letters through the college's secure network.

Once student Accommodation Letters are active, ALS will send an automatic email to you with a link to the portal where you can login to view the letter. If changes are made to a student's Accommodation Letter, a new notification email is sent, providing you with the link to the updated letter.

Why is my student's Accommodation Letter not available on the Portal?

One of the following reasons will likely account for why a student's Accommodation Letter is not available on the Faculty Portal:

- You are a non-GBC faculty member. Unfortunately, ALS is unable to upload Accommodation letters 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 letter. 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.
- The student's Accommodation Letter has expired, and the student has not renewed their letter for the current semester. In such circumstances, please encourage your student to contact their Accessibility Consultant to ensure their accommodation letter is up to date.
- You have been added to the course later in the semester or are taking over for another faculty member in the middle of the semester. In these circumstances, students will need to notify their Accessibility Consultant of their new faculty so ALS can resend the Accommodation Letter. New letters will only be sent if the student makes an adjustment to it.
- If you are a GBC faculty and are experiencing issues logging in, please contact the Accessibility Consultant assigned to your program.