MyDSO Faculty Portal: Notification Letters

At the start of each semester (and updated throughout the term as needed), Disability Services will send email notifications to you about students in your class(es) who have academic accommodations. Each email will include important information:

a. Emails will come from RIT – Disability Services Office <RIT.DSO@post.accessiblelearning.com>

b. Student name, course number and name, and term are identified in the subject line

c. The student's specific academic accommodations will be listed

d. A link to the MyDSO Faculty portal so that you can electronically acknowledge each student's accommodations

e. A link to submit information for the Alternative Testing Agreement (this link will only be included if the student has test accommodations, and if you have not already submitted a Testing Agreement for the listed class)

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**Alternative Testing**

1. **Access to DSO Test Center – Student Must Reserve in Advance**
   - The student is permitted to use the Disability Services Office Test Center for quizzes, tests, and exams as needed. The student must request accommodations in advance using the MyDSO Test Center Request Form.

2. **Classroom Access**
   - **Assignment Due Date Extension if Needed due to Absence**

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**REQUIRED NEXT STEPS FOR FACULTY:** Please log into the MyDSO Faculty Portal and click “Continue to View Student Accommodations.” Use your student's accommodation letters by clicking the blue “View” link to the left of their course. For each of your students, please review the letter and then click “Submit Acknowledgment for Test/Examination.” Clicking this acknowledgement button indicates understanding of your requirement to provide the student's approved accommodations in your course.

Thank you for supporting Student Affairs and the continuing partnership with the DSO to make the RIT experience inclusive and accessible for all students. Please contact the DSO whenever you have questions and visit our website at www.rit.edu/dso.
1. You may access the MyDSO Faculty Portal from the email notifying you of a student’s accommodations or at bachelor.accessiblelearning.com/RIT/Instructor.

2. Review any REMINDERS that display on the page, then click Continue to View Student Accommodations.

3. The OVERVIEW page lists all students in your courses who have requested accommodations for the current term. The last column (Status) lets you know if you have electronically acknowledged the Notification Letter yet. If so, the status will be Confirmed. Remember that EVERY Notification Letter for EVERY student must be read and electronically acknowledged EVERY semester (see details in step 5).
4. Select View to open and read an individual student's Faculty Notification Letter.

5. On the next screen, you will see the individual student's Notification Letter. In the top yellow box labeled Accommodation Request Acknowledgement, click the button to Submit Acknowledgement Electronically. This step is required for every notification letter that you receive every semester. DSO staff will follow up with faculty and/or deans to ensure compliance.
The next time you open a student's Notification Letter, you will see the date/time the letter was officially acknowledged indicated above the text of the student's letter. Please note that neither other RIT faculty nor DSO staff members can acknowledge a letter for you; this can only be done by logging into the MyDSO faculty portal.
7. The Notification Letter lists the DSO-approved accommodations each student has specifically requested to use in your course. Depending upon the accommodations a student has, they will be grouped by Alternative Testing, Classroom Access, etc.
8. If you teach multiple courses, it may be helpful to filter the list of students by clicking the black bar **Click to Expand Advanced Search Panel.**

9. Enter **Course Subject**, **Course Number**, and/or **Section Number** then press **Search**.

10. Some courses may have a “Course Coordinator” who is responsible for multiple sections of a course; please contact **dso@rit.edu** and provide the name and RIT email address for the coordinator as well as the list of course numbers. DSO staff can add this coordinator so that they can search students with accommodations in courses, upload exams for multiple sections, etc.
11. A list of students with all of their accommodations can be exported by clicking the Accommodation Requests button in the yellow Export Search Result to CSV File box.

12. The resulting spreadsheet will list each of your students and indicate “yes” for the accommodations that they have requested. Only accommodations that have been requested by at least one of your students will be displayed. Note that if students have Alternative Testing accommodations, those specific accommodations can be viewed in the Notification Letter but are grouped together in this spreadsheet.

If you have questions about how to implement accommodations for a student or have difficulty accessing the Notification Letters for students in your class, please contact the Disability Services Office at dso@rit.edu.