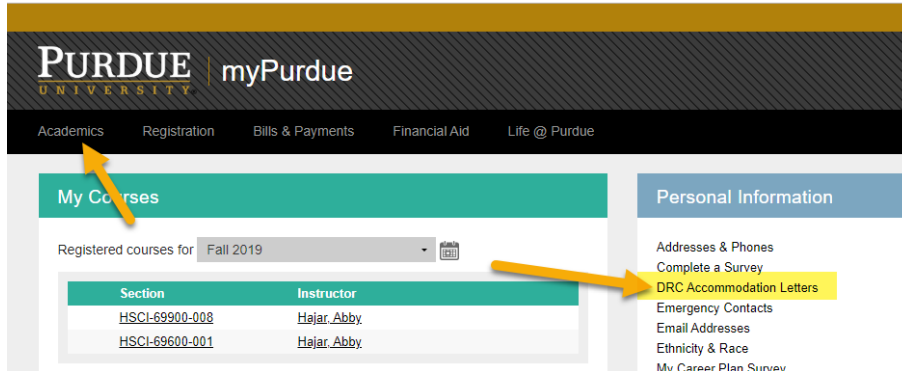


Course Accessibility Letter on MyPurdue

Student View: A student now has the option to view and send his/her Course Accessibility Letter (CAL) to Faculty and/or Advisors. To access the CAL, the student navigates to the Academics tab in myPurdue. Under the Personal Information component, they will see “DRC Accommodation Letters”



Once they select DRC Accommodation Letters, they will be prompted to select a term (**note, you cannot view letters from previous terms, only the current term**):

Registration Term

Select a Term:

- Spring 2020
- Fall 2019
- Summer 2019 (View only)
- Spring 2019 (View only)
- Fall 2018 (View only)
- Summer 2018 (View only)
- Spring 2018 (View only)

Once term is selected, the student will be directed to a page with all faculty and advisors associated with them. The student must select the check box next to the faculty and/or advisor they would like to see the CAL (highlighted in yellow).

Once the student selects “Send E-mail” the faculty selected will receive an e-mail notification stating there is a letter available (Advisors do not receive this notification).

Search

Disability Resource Center

Instructor Name	Course CRN	Course Number	Course Description	Course Type	Send To Instructor	Instructor Viewed Date
Hajar, Abby	36063	HSCI 69600 001	Seminr In Hlth Science	Lecture	<input checked="" type="checkbox"/>	Not Viewed
Cannon, Jason	36063	HSCI 69600 001	Seminr In Hlth Science	Lecture	<input type="checkbox"/>	Not Viewed
Stantz, Keith	34683	HSCI 69900 008	Research PhD Thesis	Research	<input type="checkbox"/>	Not Viewed
Hajar, Abby	34683	HSCI 69900 008	Research PhD Thesis	Research	<input checked="" type="checkbox"/>	Not Viewed

Advisor Name	Send To Advisor	Advisor Viewed Date
Hajar, Abby	<input checked="" type="checkbox"/>	September 27, 2019 10:42:04 AM
Motz, Amber	<input checked="" type="checkbox"/>	Not Viewed

Note the sea green highlighted fields show the student if/when the faculty and advisors have viewed their letter from myPurdue.

The student can view their CAL by selecting "View Accommodation Letter" link from this page:

The screenshot shows the Disability Resource Center interface. At the top, there are navigation tabs: Personal Information, Student, Faculty Services, and Financial Aid. Below these is a search bar with a "Go" button. The main heading is "Disability Resource Center". A link "View Accommodation Letter" is highlighted in sea green. Below this is a table with columns: Instructor Name, Course CRN, Course Number, Course Description, Course Type, Send To Instructor, and Instructor Viewed Date. The table lists three instructors: Howell, Kathleen; Freed, Andrew; and Hajar, Abby. Below the table is another section for advisors with columns: Advisor Name, Send To Advisor, and Advisor Viewed Date. The table lists four advisors: Hajar, Abby; Motz, Amber; Flack, Linda; and Delaney, Morgan. A "Send e-mail" button is located at the bottom left, with a yellow arrow pointing to it.

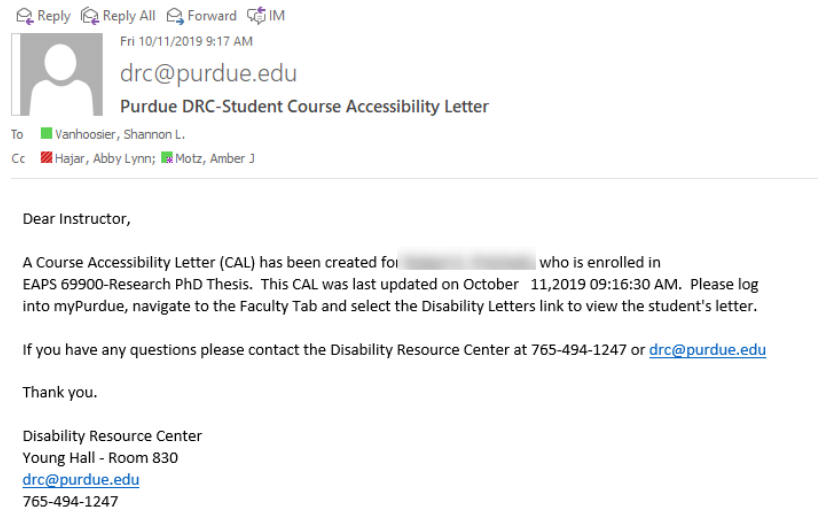
Instructor Name	Course CRN	Course Number	Course Description	Course Type	Send To Instructor	Instructor Viewed Date
Howell, Kathleen	10160	AAE 69900 018	Research PhD Thesis	Research	<input type="checkbox"/>	Not Viewed
Freed, Andrew	17662	EAPS 69900 008	Research PhD Thesis	Research	<input type="checkbox"/>	Not Viewed
Hajar, Abby	17662	EAPS 69900 008	Research PhD Thesis	Research	<input checked="" type="checkbox"/>	October 02, 2019 03:37:00 PM

Advisor Name	Send To Advisor	Advisor Viewed Date
Hajar, Abby	<input checked="" type="checkbox"/>	October 10, 2019 02:57:15 PM
Motz, Amber	<input checked="" type="checkbox"/>	September 19, 2019 02:31:24 PM
Flack, Linda	<input type="checkbox"/>	Not Viewed
Delaney, Morgan	<input type="checkbox"/>	Not Viewed

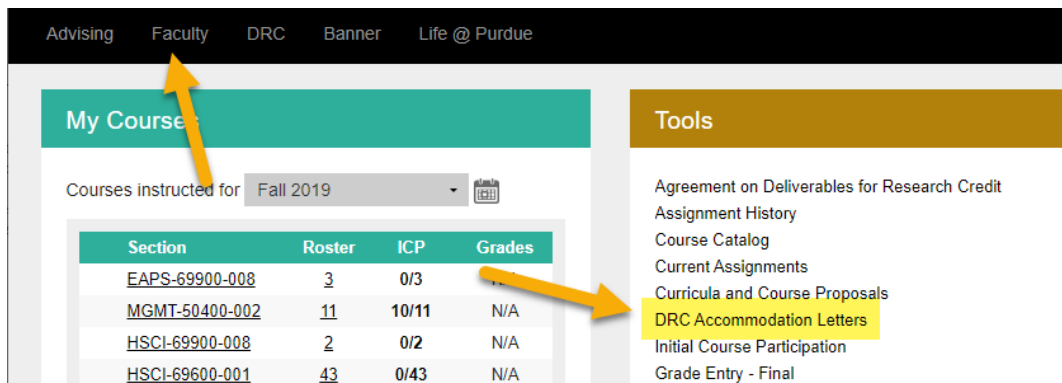
****Please note...if the student goes back to this page and selects "send e-mail" again, another e-mail will be sent to the faculty with check marks ****

Faculty View:

Once a student has selected what faculty they would like to send their accommodation letter to, the faculty will receive an e-mail from drc@purdue.edu:



The faculty member can log into myPurdue, navigate to the Tools component and select DRC Accommodation Letters link :



They will be prompted to select a term (**note, you cannot view letters from previous terms, only the current term**):

Search Go

Select Term

Select a Term:

Submit

- Spring 2020
- Spring 2020
- Fall 2019
- Summer 2019
- Spring 2019
- Fall 2018

Faculty can view all student CALs (organized by course) for those students who have shared a CAL with them:

The screenshot shows the myPurdue Self-Service interface. At the top, there is a search bar with a 'Go' button. Below the search bar, the page is titled 'Disability Resource Center'. A section for the instructor 'Hajar, Abby Lynn' and term 'Fall 2019' is visible. The main content is a table with the following data:

CRN	Course	Title	Students	Last Viewed
17662	EAPS 69900 008	Research PHD Thesis	[Blurred]	October 02, 2019 02:15:13 PM Not Viewed
36063	HSCI 69600 001	Seminr In Hlth Science	[Blurred]	Not Viewed
34583	HSCI 69900 008	Research PHD Thesis	[Blurred]	Not Viewed
19737	HGHT 50400 002	Tax Accounting	[Blurred]	Not Viewed

The faculty can select the student's name (greyed out from screenshot above for privacy) to view the CAL.

PLEASE NOTE: Any changes made to the CAL will not trigger a new notification to Faculty. If there are changes made, the student should notify the faculty of changes by opening myPurdue DRC Accommodation Letters hyperlink, ensure the appropriate faculty is selected, and click save so the faculty can be notified of the changes via e-mail.

Advisor View:

Once a student shares a CAL with the advisor, the advisor can view the CAL by logging into myPurdue. Under the Advising tab, find the DRC Accommodation Letters link:

The screenshot shows the myPurdue Advisor Dashboard. At the top, there are navigation tabs: Advising, Faculty, DRC, Banner, and Life @ Purdue. The main content area is divided into two columns. The left column has a green header 'Advisor Dashboard' and a search form with fields for 'Term' (a dropdown menu set to 'Select Another Term'), 'ID', and 'First Name'. Below the search form are radio buttons for 'Student', 'Advisees', 'Both', and 'All'. The right column has a blue header 'Student Info' and a list of links: 'Addresses & Phones', 'Career Plan Survey', 'Concise Schedule', 'Current Registration', 'Detail Schedule', 'DRC Accommodation Letters' (highlighted in yellow), and 'Email Addresses'. To the right of the main content is a 'Tools' sidebar with a list of links including 'Advisee Candidate Listing', 'Advisor Apply to Graduate FAQ', 'Advisee Listing', 'Blackboard', 'Boiler Connect', 'Cognos Portal', 'Curricula Change Request', 'Name Change Info', 'Purdue Testing Center', 'Registration Approval Workflow', 'Registrar Calendars', 'Student of Concern Reporting', 'Student Profile', 'University & State Core Guidelines', and 'Max Credit Hour Override Form'. At the bottom right, there is a 'Destination: Graduate' button and a 'myPurduePlan' link.

They will be prompted to select a term (**note, you cannot view letters from previous terms, only the current term**):

The screenshot shows a 'Select Term' form. At the top, there is a search bar with a 'Go' button. Below the search bar is the title 'Select Term'. Underneath, there is a 'Select a Term:' label followed by a dropdown menu. The dropdown menu is open, showing the following options: 'Spring 2020' (selected), 'Spring 2020', 'Fall 2019', 'Summer 2019', 'Spring 2019', and 'Fall 2018'. To the left of the dropdown menu is a 'Submit' button.

The next page will display all students who have a CAL that has been shared with the advisor.

The screenshot shows the myPurdue Self-Service 'Disability Resource Center' page. At the top, there is a search bar with a 'Go' button. Below the search bar is the title 'Disability Resource Center'. Underneath, there is a section for the advisor's information: 'Advisor: Hajar, Abby Lynn' and 'Term: Fall 2019'. Below this is a table with two columns: 'Students' and 'Last Viewed'. The 'Students' column contains names that are greyed out for privacy. The 'Last Viewed' column contains the date and time of the last view for each student.

Students	Last Viewed
[Name Greyed Out]	October 02, 2019 02:13:14 PM
[Name Greyed Out]	October 02, 2019 08:56:33 AM
[Name Greyed Out]	October 01, 2019 01:06:15 PM
[Name Greyed Out]	September 27, 2019 10:42:04 AM

The advisor can select the student's name (greyed out from screenshot above for privacy) to view the CAL.