VDAC Faculty Log-in and Functionality

VDAC is an online portal that allows students to request only the approved accommodations they need (these are called Eligibilities in VDAC) and to make those requests for only the classes where they plan to use the approved accommodations.

The secure faculty portal to VDAC becomes available to you <u>only when</u> you have students enrolled in your classes who are utilizing approved accommodations.

## Services Available to Instructors in VDAC

- ✓ Communicate directly with student's utilizing accommodations in your classroom.
- ✓ Communicate directly with your student's Disability Services (DS) Provider.
- ✓ VDAC alerts you to student's using accommodations and shares Faculty Notifications offering additional guidance on how to implement specific accommodations.
- ✓ Request **Interpreting and Transcribing Services** (including Real-time Captioning Services) through VDAC for LSC events.

How Instructors Log-in and Use VDAC

1. Log into the Instructor URL or click on the link in any Faculty Notification Letter:
   https://augusta.accessiblelearning.com/LoneStar/instructor
   - Clear your history.
   - Suggested browser to use is Chrome.
   - Sign in using your specific credentials which will be your full Lone Star email address, such as Jonathan.Bee@LoneStar.edu, then hit the "Next" button.
   - If you have more than one LSC email, verify which is being used for your VDAC sign in. If in doubt, verify with your Disability Service Provider at your home campus.
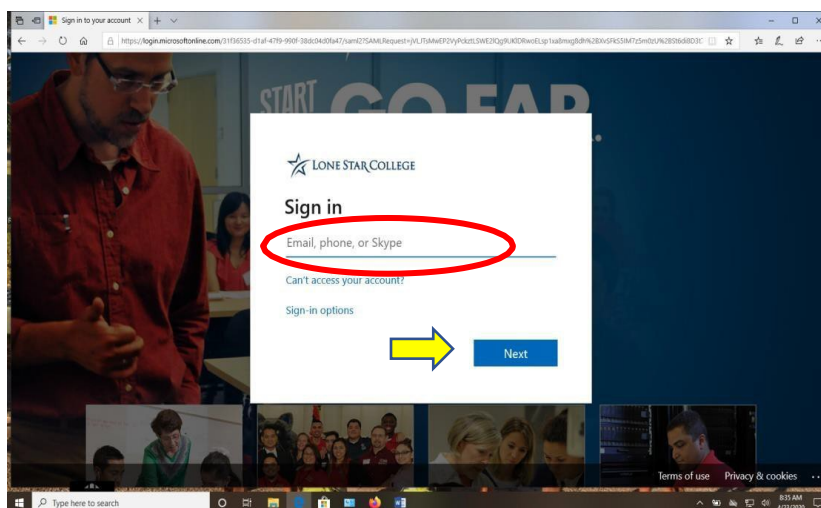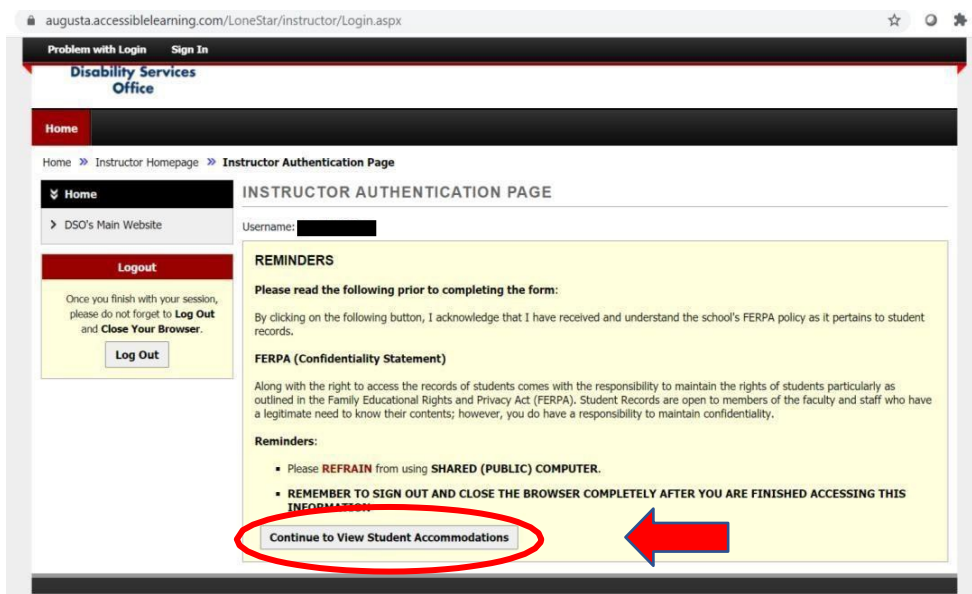
- Then enter your myLoneStar password and click "Sign in."
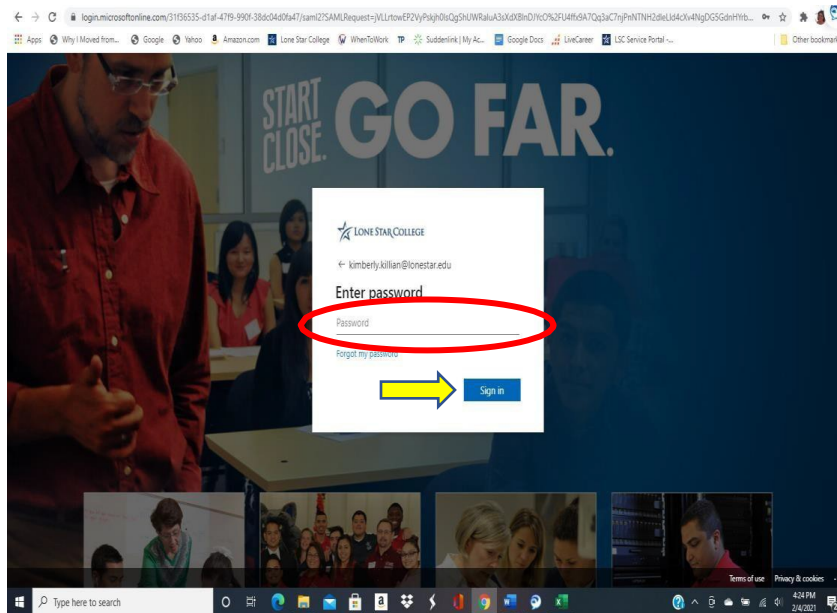
2. You will arrive at a FERPA/Confidentiality statement. Click on "Continue to View Student Accommodations."

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3. You should land on the Overview page. Be sure that you are on the correct semester by looking at the "Term." You can also see the list of students in your class(es) that have requested and set up their accommodations through Disability Services.

4. You can sort the information using the drop-down menu on the right in the picture below.

5. You can view the accommodation letters by clicking on "View" on the left side of each line in the student list in the picture below.

6. In the **Status** column, you will see one of the following:
   - EMAILED: means you have received the accommodation letter in your Lone Star email
   - READ: means you have opened or viewed the accommodation letter in VDAC
   - CONFIRMED: means you have completed step 9 below.
   - CANCELLED: means student has either dropped the course or has cancelled their accommodations for the course.

7. In the picture above, the column titles have these abbreviations:
   - **CRN:** Course Recognition Number
   - **SBJ:** Subject
   - **CRS:** Course
   - **SEC:** Section
   - **CMPS:** Campus
   - **TS:** Total Students
   - **AR:** Accommodation Requests
   - **SY:** Syllabus Uploaded
   - **View:** To view the row content

8. Once you have clicked on "View" next to a specific student, it will open the Acknowledgement page. Click "Submit Acknowledgment Electronically" at the top of the page to confirm that you have read and understand the Faculty Notification Letter.

9. Once that is done, you will receive an email similar to the one below. Selecting any of your student's **Faculty Notification Letters or FNL** (formerly known as the "Accommodation Letter") will open the FNL with the list of accommodations, details, and specifics related to that student's accommodations and services.

FNL Example

> **From:** LoneStar - Disability Services Office (DSO) <noreply@augusta.accessiblelearning.com> on behalf of MCDSO@LoneStar.edu <MC-DSO@LoneStar.edu> **Sent:** Wednesday, February 3, 2021 4:39 PM **To: Subject:**[DSO] Acknowledgement of Accommodation
>
> ==CAUTION:== This email originated from outside of Lone Star College. Do not click links or open attachments unless yourecognize the sender and know the content is safe
>
> **LONE STAR COLLEGE**
> **Disability Services Office**
>
> Please read the following prior to completing the form.
>
> By clicking on the following button, I acknowledge that I have received and understand Lone Star College's FERPA policy as itpertains to school records.
>
> FERPA (Confidentiality Statement)
> Along with the right to access the records of students, comes the responsibility to maintain the rights of students, particularly asoutlined in the Family Educational Rights and Privacy Act (FERPA). Student records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.
>
> Reminders:
>
> Please refrain from using a shared or public computer.
> Remember to sign out and close the browser completely after you are finished accessing this information.Thank you.
> This acknowledges the Faculty Notification (Accommodation Award Letter) has been received and will be implemented aswritten.
> Faculty portal
> https://augusta.accessiblelearning.com/lonestar/instructor/login.aspx

10. If you would like to upload the syllabus for the class, you may do so by clicking "Upload and View"

11. Then select the class from the dropdown box, input a Syllabus Title, attach the syllabus file by clicking on "Browse," then click the Upload Syllabus button.

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Editing Class Details

Faculty do have the power to edit class details, however, we ask that you DO **NOT** EVER use this function, as edits will carry to other parts of the software. If you edit any details of the class, you may unknowingly impact other student requests that are still being processed such as interpreting services, notetaking services, or testing related accommodations. If you find that there is an error in your class information, please contact Accessibility Services and Resources at LSC-ASR@LoneStar.edu and let them know what needs to be updated. You can also find a list of the campus Disability Services contacts at https://www.lonestar.edu/contacts-disability.htm.

Class Detail Information

Term:	2021 - Spring
Course CRN:	1891
Course Subject:	PTHA
Course Number:	1201
Course Section:	4W01
Course Title:	Profession of Phy Th
Type:	LEC
Session:	1
Campus Code:	NC
Minimum Credit Hour(s):	2.00
Maximum Credit Hour(s):	2.00
Group ID:	Not Specified
Protect Content from Class Upload:	No
Protect Accommodation Requests:	No
Note:	Not Specified
Instructor Note:	Not Specified

Alternative Testing

Exams Proctored by Instructor:	Not Specified

Notetaking Services

Notes Required:	Yes
Reason for Notes Not Required:	Not Specified

[Edit Class] [Remove Class] [View Blog] [Back to List]