



## 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 only when you have students enrolled in your classes who are utilizing approved accommodations.

### Services Available to Instructors in VDAC

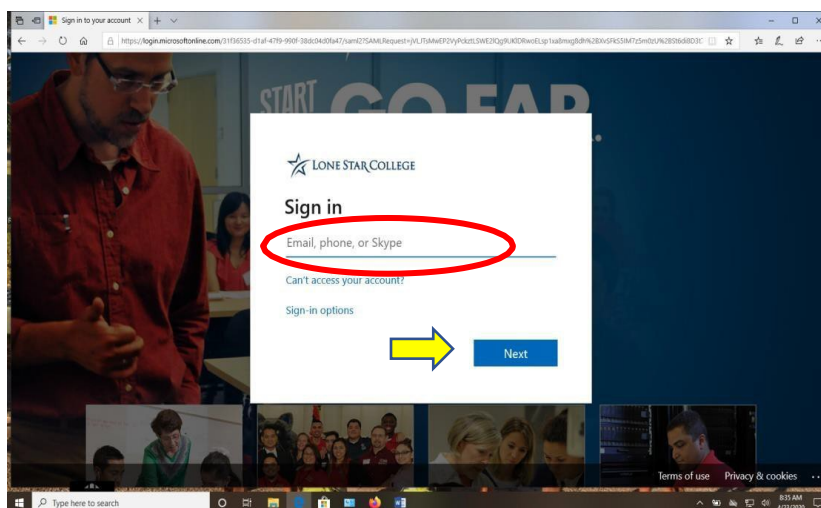
- ✓ Communicate directly with student's utilizing accommodations in your classroom.
- ✓ Communicate directly with your student's Disability Services (DS) Provider.
- ✓ VDAC alerts you to student's using accommodations and shares Faculty Notifications offering additional guidance on how to implement specific 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>

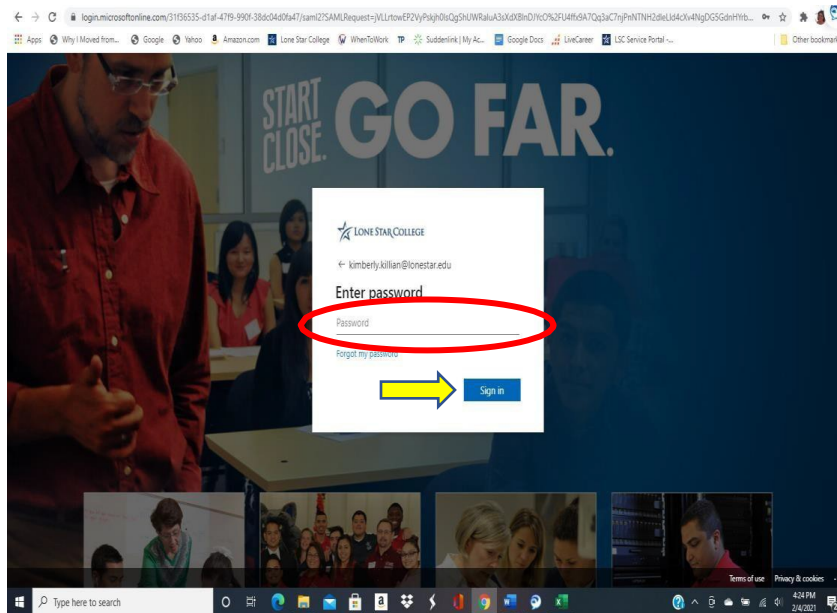
- Clear your history.
- Suggested browser to use is Chrome.
- Sign in using your specific credentials which will be your full Lone Star email address, such as [Jonathan.Bee@LoneStar.edu](mailto:Jonathan.Bee@LoneStar.edu), then hit the "Next" button.
- If you have more than one LSC email, verify which is being used for your VDAC sign in. If in doubt, verify with your Disability Service Provider at your home campus.



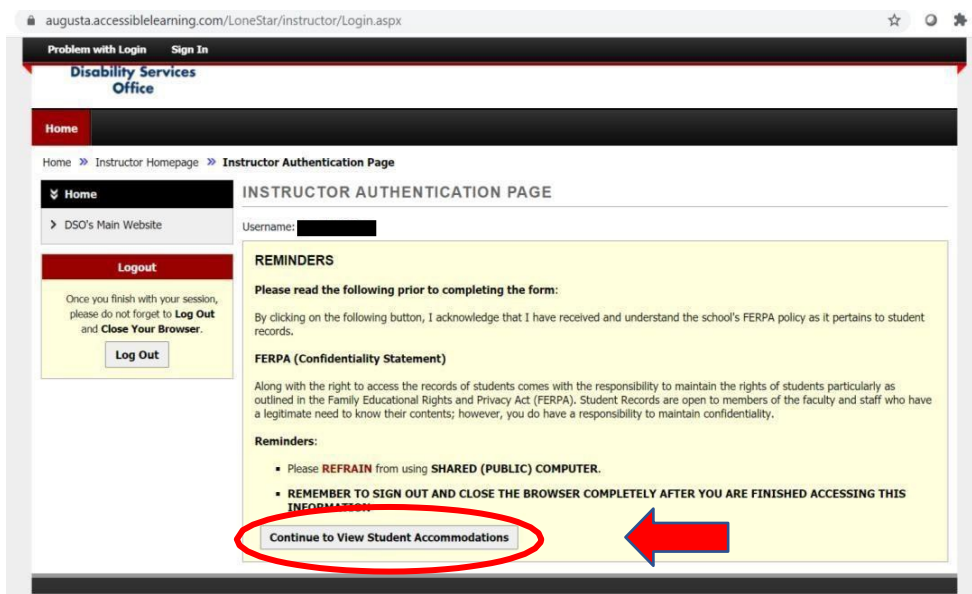


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- Then enter your myLoneStar password and click “Sign in.”



2. You will arrive at a FERPA/Confidentiality statement. Click on “Continue to View Student Accommodations.”





## VDAC Faculty Log-in and Functionality

- 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.

augusta.accessiblelearning.com/LoneStar/instructor/Overview.aspx? Update

Problem with Login Sign In

Home > Instructor Homepage > Overview

Accommodation Requests Search Students' Eligibi

**OVERVIEW**

Previous Term **Term: Spring 2021**

**HANDY TOOLS**

**CLASS INSTRUCTIONS**

Select:

**YOUR COURSE SYLLABUS**

Sort Result:

**LIST OF STUDENTS WHO REQUESTED ACCOMMODATION**

Legend:

- MAT:** Accessible Instruction Materials
- ALTX:** Alternative Testing
- CA:** Campus Access
- DHOH:** Deaf and Hard of Hearing
- ALTF:** Alternative Formats
- ATO:** Assistive Technology
- PART:** Course Participation
- NTKR:** Notetaking Services

**Export Search Result To CSV (Comma-Separated Values) File**

For Accommodation Export, Sort Column by:

View	CRM	SBJ	CRS	SEC	Student's Full Name	mat	ALTF	ALTX	ATO	CA	PART	DHOH	NTKR
<a href="#">View</a>	14771	CMSW	1341	4W01	[REDACTED]	Yes		Yes			Yes		Yes
<a href="#">View</a>	9146	DAAC	1305	4H01	[REDACTED]	Yes		Yes			Yes		Yes
<a href="#">View</a>	9146	DAAC	1305	4H01	[REDACTED]	Yes		Yes	Yes		Yes		Yes
<a href="#">View</a>	9146	DAAC	1305	4H01	[REDACTED]	Yes		Yes			Yes		Yes
<a href="#">View</a>	9146	DAAC	1305	4H01	[REDACTED]	Yes		Yes			Yes		Yes
<a href="#">View</a>	9162	SCWK	2331	4W01	[REDACTED]			Yes			Yes		
<a href="#">View</a>	9162	SCWK	2331	4W01	[REDACTED]	Yes		Yes			Yes		Yes
<a href="#">View</a>	9162	SCWK	2331	4W01	[REDACTED]			Yes			Yes		
<a href="#">View</a>	9148	DAAC	1311	4H01	[REDACTED]								

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

**NEED HELP?** | **DISABILITY SERVICES OFFICE (DSO)**



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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.

The screenshot shows the VDAC Faculty Log-in interface. The main content area is titled "LIST OF STUDENTS WHO REQUESTED ACCOMMODATION". Below this title is a legend for various accommodation types (MAT, ALTX, CA, DHOH, ALTF, ATD, PART, NTKR). Below the legend is an "Export Search Result To CSV" section. The main table has the following columns: View, CRN, SBJ, CRS, SEC, Student's Full Name, mat, ALTF, ALTX, ATD, CA, PART, DHOH, NTKR, and Status. The table contains several rows of student data, all with a status of "Emailed".

View	CRN	SBJ	CRS	SEC	Student's Full Name	mat	ALTF	ALTX	ATD	CA	PART	DHOH	NTKR	Status
<a href="#">View</a>	2224	BIOL	1408	4H07	[REDACTED]		Yes	Yes						Emailed
<a href="#">View</a>	2225	BIOL	1408	4H08	[REDACTED]	Yes		Yes						Emailed
<a href="#">View</a>	2226	BIOL	1408	4H09	[REDACTED]	Yes		Yes			Yes			Emailed
<a href="#">View</a>	2227	BIOL	1408	4H10	[REDACTED]	Yes		Yes		Yes				Emailed
<a href="#">View</a>	2202	BIOL	2406	4H01	[REDACTED]	Yes		Yes	Yes					Emailed
<a href="#">View</a>	2202	BIOL	2406	4H01	[REDACTED]	Yes		Yes		Yes				Emailed
<a href="#">View</a>	2203	BIOL	2406	4H02	[REDACTED]	Yes		Yes	Yes					Emailed

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



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- 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.

The screenshot displays the Lone Star College Disability Services Office instructor overview page. The page title is "OVERVIEW" and it includes a "Return to Previous Page" button. The main content area is titled "ACCOMMODATION REQUEST ACKNOWLEDGEMENT" and contains the text: "This acknowledges the Faculty Notification (Accommodation Award Letter) has been received and will be implemented as written." Below this text is a button labeled "Submit Acknowledgement Electronically", which is circled in red and has a red arrow pointing to it from the right. The page also includes an "ACCESS INFORMATION" section with a "View: Request History" link and a "Last recorded access on: Wednesday, February 03, 2021 at 04:33:33 PM" timestamp. The sidebar on the left contains "Views and Tools" (Overview, Course Syllabus, Notetaking Services, Deaf and Hard of Hearing) and "Important Dates" (March 15 Spring Break, March 16 Spring Break, March 17 Spring Break, March 18 Spring Break).



## VDAC Faculty Log-in and Functionality

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 <MCDSO@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 you recognize the sender and know the content is safe



### 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 it pertains 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 as outlined 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 as written.

Faculty portal

<https://augusta.accessiblelearning.com/lonestar/instructor/login.aspx>



# VDAC Faculty Log-in and Functionality

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

OVERVIEW Accommodation Requests Search Students' Eligibilities Add Instructor

Previous Term Term: Spring 2021 Next Term

**HANDY TOOLS**

CLASS INSTRUCTIONS

Select:

**YOUR COURSE SYLLABUS**

Click to Expand Advanced Search Panel Sort Result: **Last Requested (Newest)**

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- MAT: Accessible Instruction Materials
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Export Search Result To CSV (Comma-Separated Values) File

For Accommodation Export, Sort Column by:

View	CRN	SBJ	CRS	SEC	Student's Full Name	mat	ALTF	ALTX	ATO	CA	PART	DHOH	NTKR	Request Date	Status
------	-----	-----	-----	-----	---------------------	-----	------	------	-----	----	------	------	------	--------------	--------

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.

## COURSE SYLLABUS

Previous Term Term: Spring 2021 Next Term

**UPLOAD INSTRUCTION**

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

**Upload Form**

Class \*

Syllabus Title \*

Select File:  **No file selected.**



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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](mailto: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>.

<b>Class Detail Information</b>	
Term:	2021 - Spring
Course ID(s):	1891
Course Subject:	PTHA
Course Number:	1201
Course Section:	4W01
Course Title:	Profession of Phy Th
Type:	LEC
Session:	1
Campus Code:	MC
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
<b>Alternative Testing</b>	
Exams Proctored by Instructor:	Not Specified
<b>Notetaking Services</b>	
Notes Required:	Yes
Reason for Notes Not Required:	Not Specified
<input type="button" value="Edit Class"/> <input type="button" value="Remove Class"/> <input type="button" value="View Blog"/> <input type="button" value="Back to List"/>	