



Acknowledging Accommodations in My SDC Online

Version 2020-01

A faculty can login to My SDC Online by visiting <https://sdc.ucdavis.edu/facultyportal> Upon logging in you will be presented with the **Grid View** of the letters of accommodation for your students. Below is an example.

Welcome Max!

Accommodation Summary

7 Requests	4 Acknowledged	3 Pending Review
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Courses: BIS 102 001 Lecture | Status: All | Term: Fall Quarter 2020
 Mark Acknowledged

Course	Student Name	Date Received	Accommodations	Status	Letter	Action
BIS 102 001 Lecture	Paula Doe	12/08/2020	Adaptive Furniture: Chair	Pending Review		<input type="checkbox"/>
BIS 102 001 Lecture	Jane Doe	12/16/2020	Adaptive Furniture: Chair Exam Break Time: 10 Minutes	Pending Review		<input type="checkbox"/>
BIS 102 001 Lecture	Eddy Eagle	12/11/2020	e-text Course Materials Note Taker Extra Time on in-class/online tests, quizzes and written exams: 100% Single Room Exam Use of Computer during exam: With spelling grammar check	Pending Review		<input type="checkbox"/>
BIS 102 001 Lecture	Sally Smith	11/03/2020	Adaptive Furniture: Chair Adaptive Furniture: Desk	Acknowledged		-
BIS 102 001 Lecture	Peter Jones	11/25/2020	Adaptive Furniture: Chair Adaptive Furniture: Desk	Acknowledged		-
BIS 102 001 Lecture	John Doe	11/25/2020	Adaptive Furniture: Chair Elevate Leg Extra Time on in-class/online tests, quizzes and written exams: 50%	Acknowledged		-
BIS 102 001 Lecture	Bill Davis	11/25/2020	Extra Time on in-class/online tests, quizzes and written exams: 50%	Acknowledged		-

Total records: 7

Records per page 20

The Grid View has several important regions. You will find the **Accommodation Summary** located in the upper right corner. This provides a quick summary of the total number of requests along with how many have been acknowledged and how many are pending review.

Accommodation Summary

7 Requests	4 Acknowledged	3 Pending Review
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My SDC online allows you to **filter** the Grid View by the **Term**, the **Course** you teach and the **status** of each accommodation letter, either **Pending Review** or **Acknowledged**.

Courses BIS 102 001 Lecture	Status All	Term Fall Quarter 2020
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Each accommodation letter entry in the Grid View displays the Course, Student Name, Date Received, Accommodations and Status.

Course	Student Name	Date Received	Accommodations	Status ▼	Letter	Action
BIS 102 001 Lecture	Paula Doe	12/08/2020	Adaptive Furniture: Chair	... Pending Review	 	<input type="checkbox"/>

Each accommodation letter can be viewed on screen or downloaded.

Status ▼	Letter	Action
... Pending Review	 	<input type="checkbox"/>

Use the **eye icon** to open the letter in another tab in your browser.

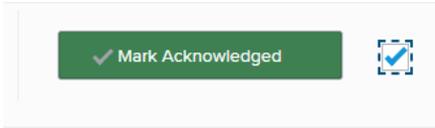
Use the **download icon** to bring a PDF version of the letter to your local computer.

 Mark Acknowledged	<input type="checkbox"/>
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Each accommodation letter can be selected using the **checkbox** at the end of the entry.

Status ▼	Letter	Action
... Pending Review	 	

After being selected click on the **Mark Acknowledged** button to complete the acknowledgement.



Use the **checkbox** to the right of the **Mark Acknowledged** button to select all letters that are pending review.

Status ▼	Letter	Action
... Pending Review	 	<input checked="" type="checkbox"/>
... Pending Review	 	<input checked="" type="checkbox"/>
... Pending Review	 	<input checked="" type="checkbox"/>

The checkbox at the end of the entry will then reflect that the letter has been selected.

Select the **Mark Acknowledged** button to complete the acknowledgement.

Once you have acknowledged the letter of accommodation its entry in the Grid View will reflect this status.

BIS 102 001 Lecture	John Doe	11/25/2020	Adaptive Furniture: Chair Elevate Leg Extra Time on in-class/online tests, quizzes and written exams: 50%	 Acknowledged	 	-
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Use the **eye icon** to open the letter in another tab in your browser. Use the **download icon** to bring a PDF version of the letter to your local computer.