




**Welcome to the
Disability Services Program
Faculty Tutorial**

**Viewing Letters of Approved
Accommodations (LOAA)
In ClockWork**

Welcome to Disability Services Program faculty tutorial on viewing Letters of Approved Accommodation in ClockWork

On the upcoming screens, you will have 2 options to access accommodation letters delivered by students in your courses:

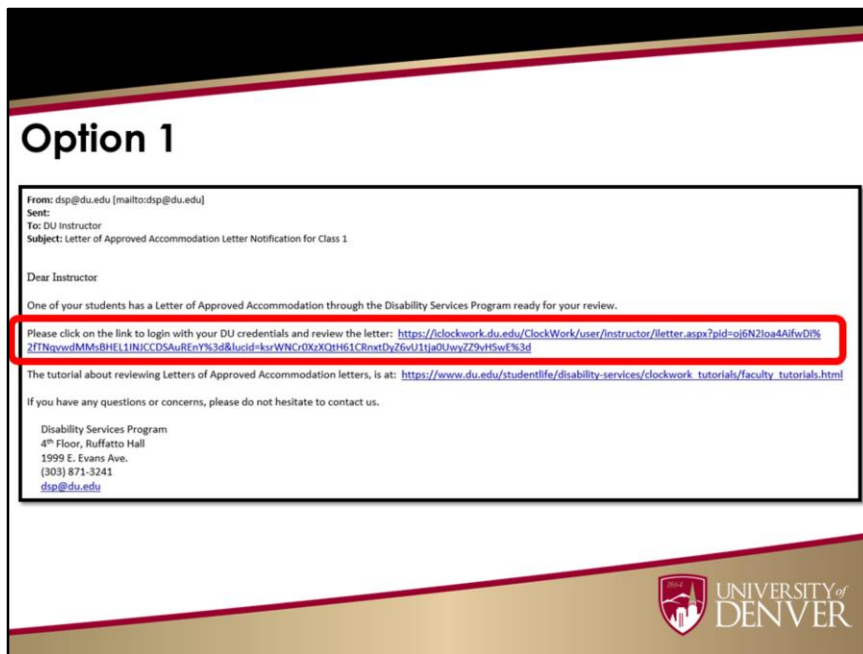
- 1) You can select the link provided in an email sent to you to proceed to view your students accommodation letters**
- 2) You can select “Faculty ClockWork Log-In” on the DU Disability Services Program homepage to proceed**



On the upcoming screens, you will see 2 options to access Letters of Approved Accommodation delivered by students in your courses:

Option 1 - You can select the link provided in an email sent to you to view your students Accommodation Letters

Option 2 - You can select “Faculty Clockwork Log In” on the right side of the DU Disability Service Program homepage



Option 1

When a student who is eligible for accommodations through DSP delivers an accommodation letter, you will receive a link via email from the ClockWork system

Select the link to go to the ClockWork system

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Instructor Log In


Please login with your DU ID and webCentral Passcode. Contact the UTS help desk at 303-871-4700 to reset your passcode. If you experience issues, please email dsp@du.edu

DU ID:

Password:

Login with your DU ID number and password

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You are now at the DU ClockWork Log In page. Log In using your DU ID and password to begin the process of viewing Accommodation Letters

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Courses Accommodation letters Help

Select the term which you want to view

Show term: **Fall 2017** Refresh

Accommodation Letters

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter. Blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

Course	Student	Date letter available	Your confirmation	
COURSE 1	Student Name	August 28, 2017		View letter
COURSE 2	Student Name	September 5, 2017		View letter
COURSE 3	Student Name	September 11, 2017		View letter
COURSE 4	Student Name	August 30, 2017		View letter

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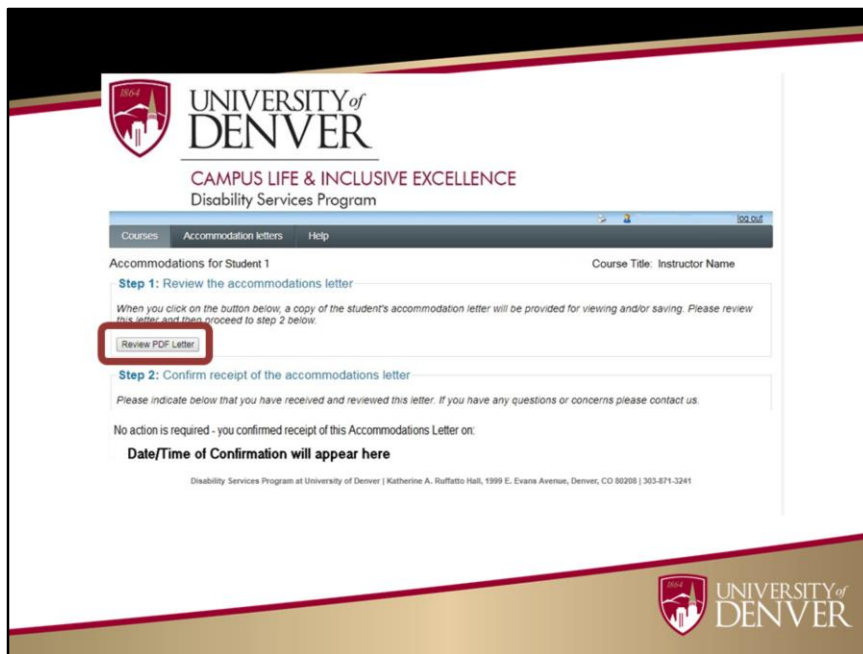
Select "View Letter" within the respective class and student to view Accommodation Letter

This is the Accommodation Letters Screen

Select the term which you would like to view

This will display a list of students who have delivered accommodation letters for the selected quarter

To begin, select the "View Letter" link to view the Accommodation Letter for selected student



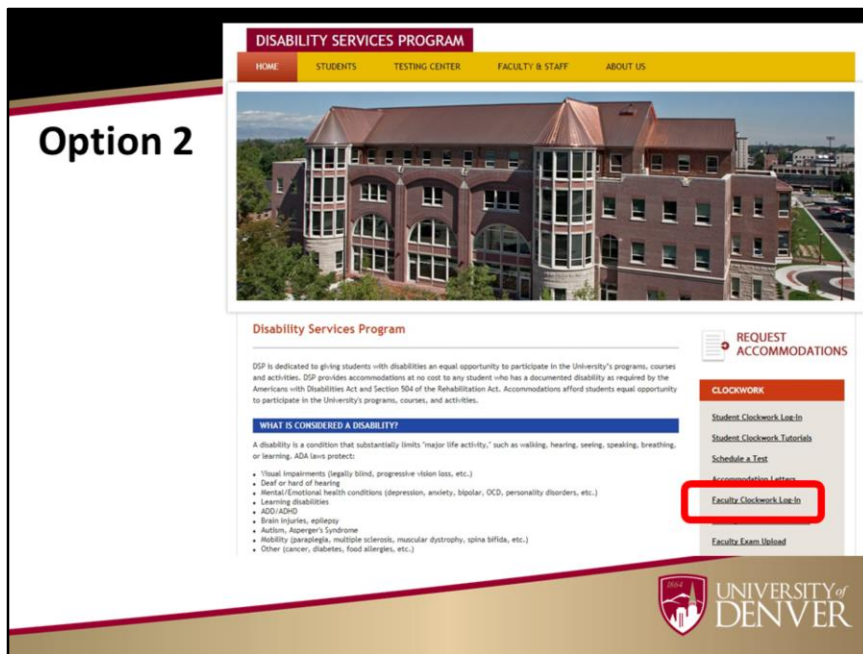
This is the Accommodations page for Student 1

Select "Review PDF Letter" to view the Accommodation Letter. Upon viewing this letter, you may print or save the letter for your record keeping. The Accommodation Letter will continue to be available on this site for future reference.

After the Accommodation Letter is viewed, select the check box to acknowledge you have reviewed the Accommodation Letter, and select the submit button

If you have questions about the letters content or the accommodations listed, please contact DSP after confirming receipt

After you select submit, a date and time confirmation will appear

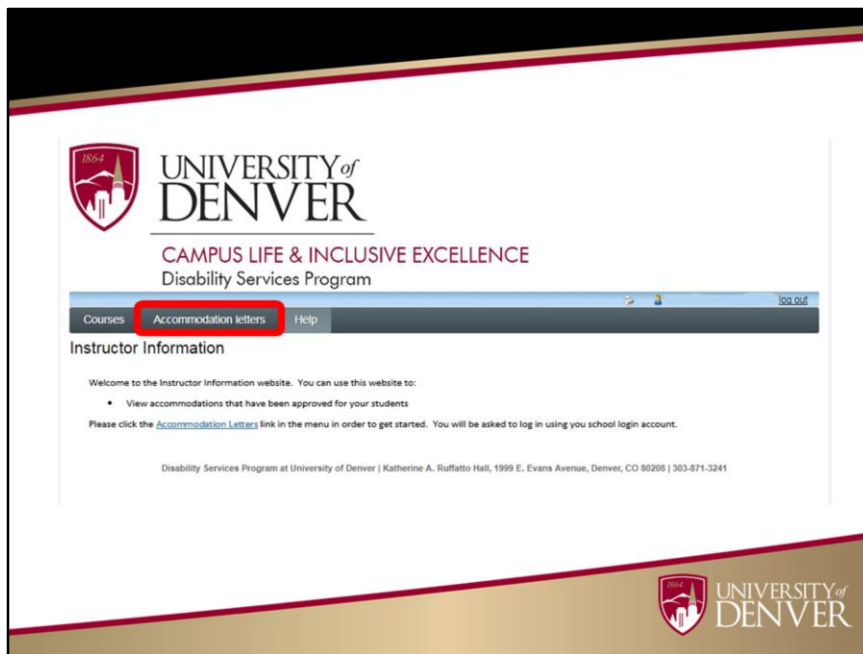


Option 2

This is option 2

You are now at the DU DSP homepage. The web address is: www.du.edu/dsp

On this homepage, select “Faculty Clockwork Log in” to continue



This is the instructor information page.

Select the "Accommodation Letters" tab to begin

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Instructor Log In


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DU ID:

Password:

Login with your DU ID number and password

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You are now at the DU Clockwork Log In page. Log In using your DU ID and password to begin the process of viewing Accommodation Letters

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Courses Accommodation letters Help

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Show term: **Fall 2017** Refresh

Accommodation Letters

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter. Blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

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Select "View Letter" within the respective class and student to view Accommodation Letter

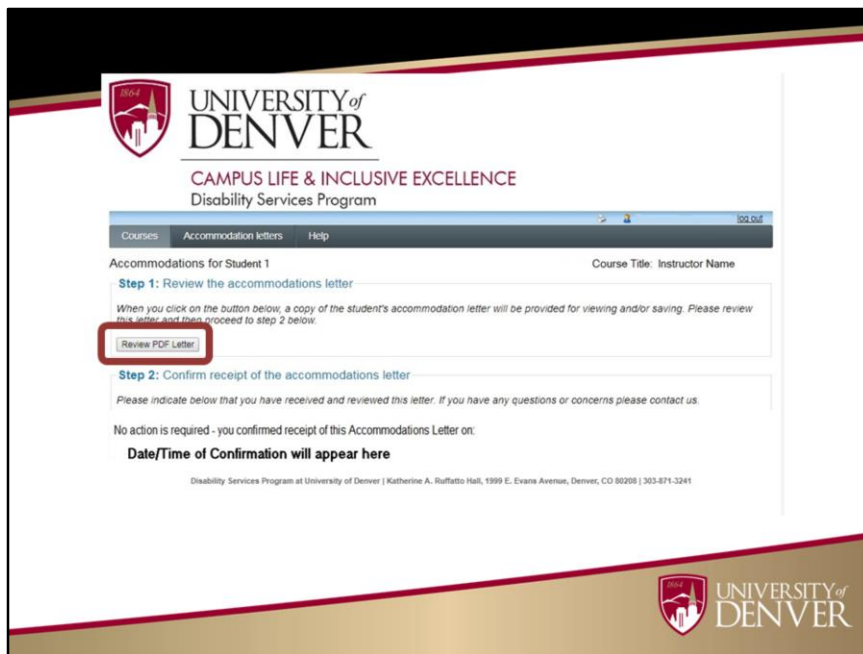
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This is the Accommodation Letters screen

Select the term which you would like to view

This will display a list of students who have delivered Accommodation Letters for the selected quarter

To begin, select the "View Letter" link to view the Accommodation Letter for selected student



This is the Accommodations page for Student 1

Select "Review PDF Letter" to view the Accommodation Letter. Upon viewing this letter, you may print or save the letter for your record keeping. The Accommodation Letter will continue to be available on this site for future reference.

After the Accommodation Letter is viewed, select the check box to acknowledge you have reviewed the Accommodation Letter and select the submit button

If you have questions about the letters content or the accommodations listed, please contact DSP after confirming receipt

After you select submit, a date and time confirmation will appear

**Thank you for taking
the time to learn how to
use the ClockWork system to view
Letters of Approved
Accommodations**



Thank you for taking the time to learn how to use the ClockWork system to view Letters of Approved Accommodation