



University
of Idaho

CENTER FOR DISABILITY ACCESS & RESOURCES (CDAR)

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WHY CDAR EXISTS

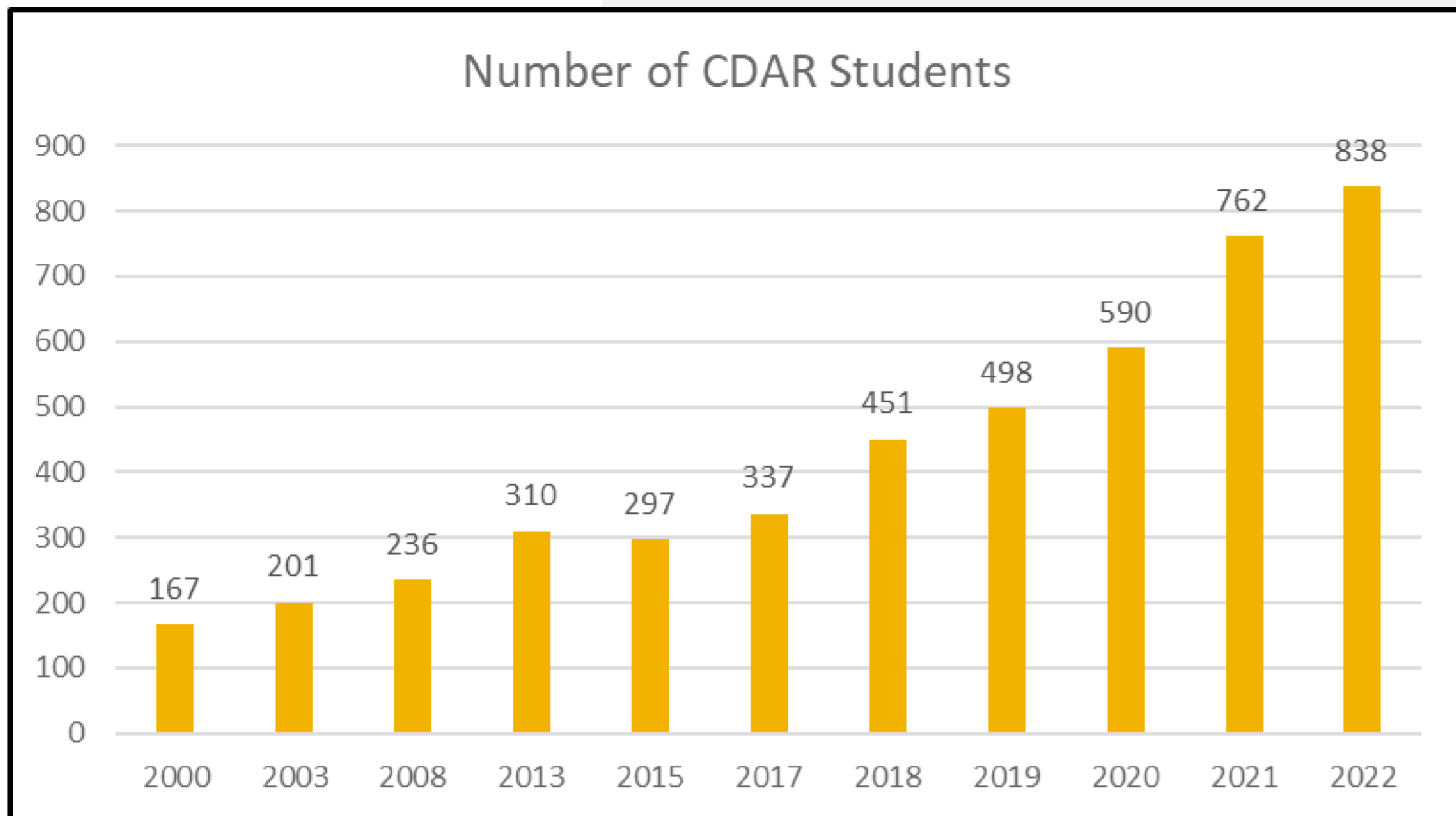
UI VALUES AND FEDERAL LAWS

The University of Idaho is committed to providing equal and integrated access for individuals with disabilities to all the academic, social, cultural and recreational programs it offers. This commitment is consistent with legal requirements, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

The University of Idaho must comply with these regulations to be eligible to receive federal funding, including federal grants and student loans. In order to simplify the process for students and faculty, the office Center for Disability Access and Resources was created to assess medical documentation and assign reasonable academic accommodations so that students with disabilities can have equal opportunities at the institution.

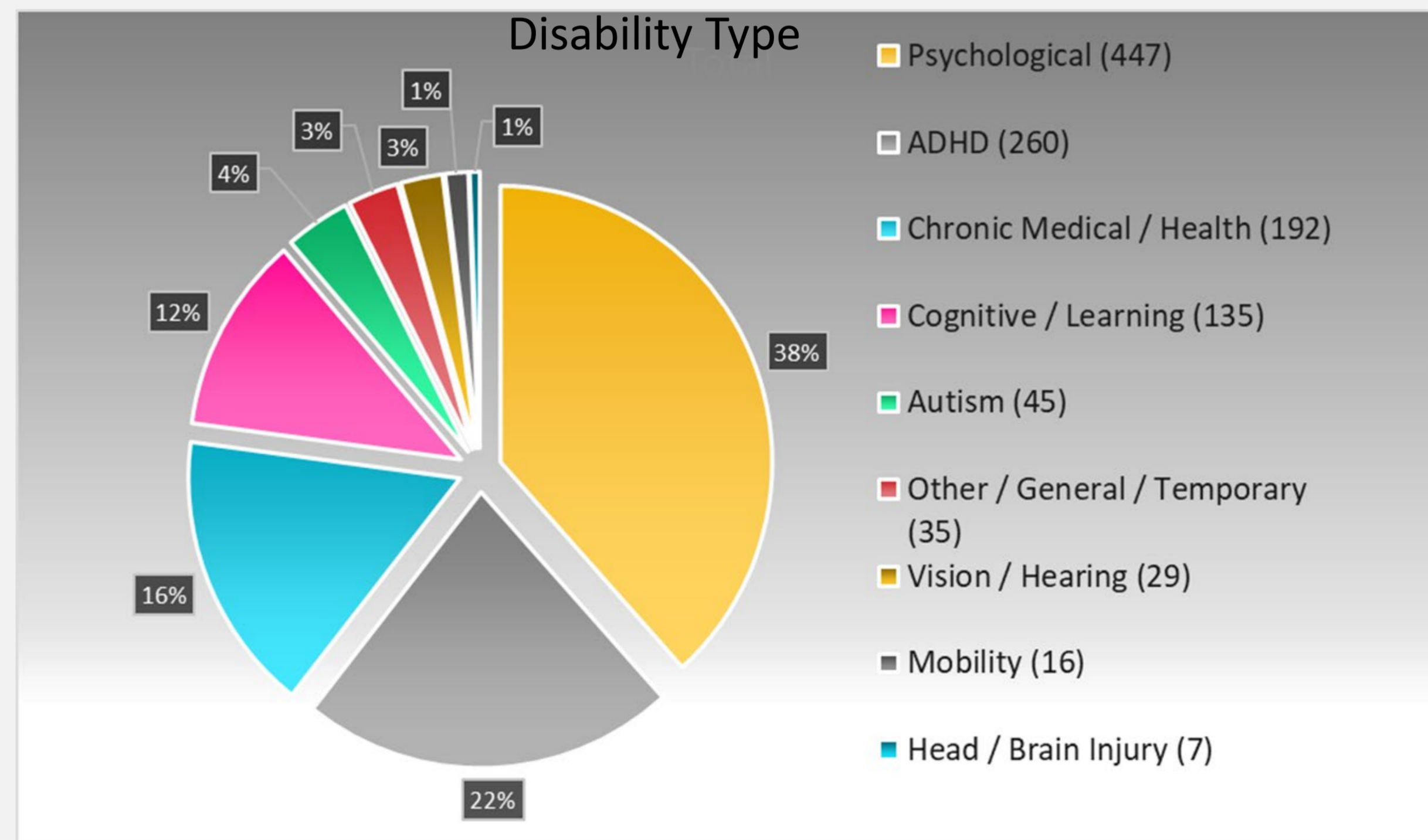
You can learn more in the Faculty staff handbook 6400 found here:

<https://www.webpages.uidaho.edu/fsh/6400.html>



“As many as two-thirds of students with disabilities have invisible or hidden disabilities” (NCES, 2017).

“CDC reported in 2019 that 26% of people in the United states have a disability” (Cheng & Shaewitz, 2019)





Equality



Equity



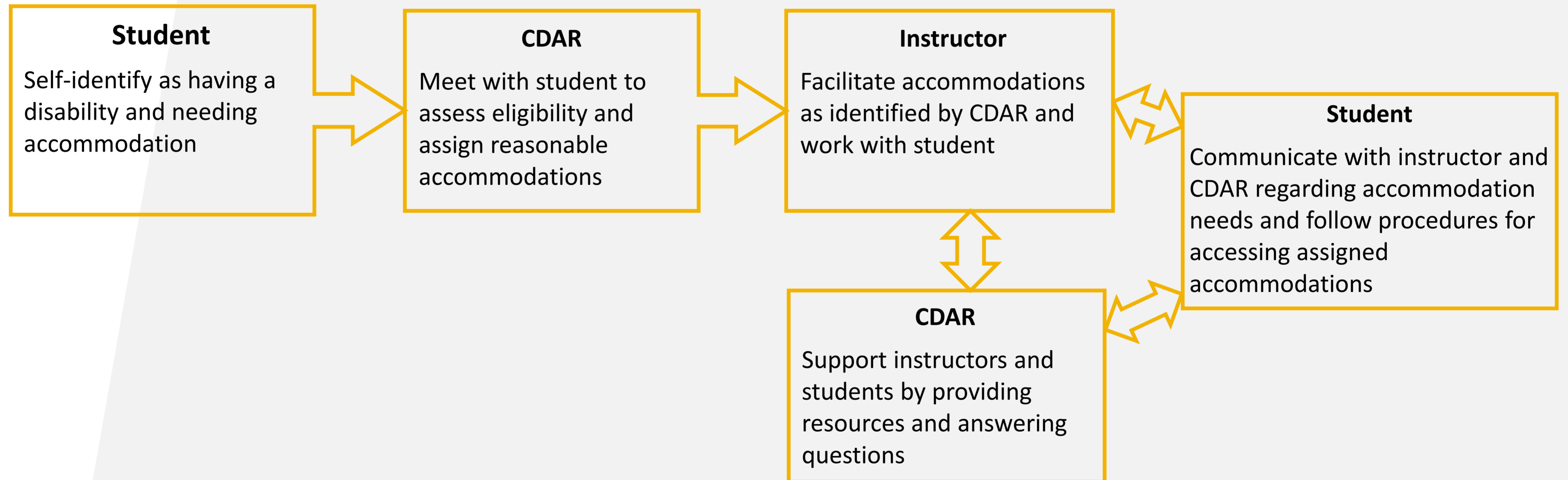
Accessibility



WHEN TO MAKE A REFERRAL TO CDAR

- If a student directly discloses a disability or health condition to you.
Example: A student shares with you that they are depressed and on medication.
- A student discloses receiving accommodations or services in the past, either as a transfer student or in K-12.
Example: A student shares they previously had extra time on exams at a previous school or in a past course and would like to have extended time here.
- If a student is struggling in your class, engage with them privately and share campus resources.
Example: Counseling and Testing Center, Academic Coaching, Tutoring, Center for Disability Access and Resources

ACCOMMODATION PROCESS



IMPORTANT TO KNOW

- Accommodations are adjustments or changes designed to provide students with disabilities an equal opportunity to participate in the university experience through access in courses, programs, activities, or services. Accommodations cannot fundamentally alter the content of the course.
- Students request/renew accommodations with CDAR every semester
- CDAR informs faculty via email of approved accommodations. You can access them via the CDAR faculty portal at any time.
- Faculty are responsible for administering accommodations relevant to their course - We ask faculty to review the accommodations and immediately notify CDAR of potential conflicts or to ask clarifying questions or for support.
- Accommodation notification is a starting point for the instructor and student
- CDAR is a partner to support faculty in accessibility initiatives
- Talk to students about their accommodations for your class.

COMMON ACCOMMODATIONS

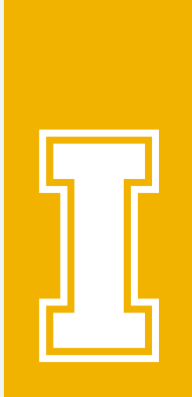
GENERAL ACCOMMODATION CATEGORIES, NOT AN EXHAUSTIVE LIST

| | |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Testing | Adjustments to the environment, time, format, and resources permitted during proctored exams and quizzes |
| Notetaking | Services or assistive technology to aid in the notetaking process. Can include audio recording of lectures, use of electronic devices in class, peer notetaker, and captionists. |
| Attendance-Based | Excused absences for disability-related symptoms or medical appointments. May include permission to turn in assignments after deadlines. |
| Physical | Alterations to the physical space to be accessible. May include room relocation, special seating, adaptive equipment, field trip considerations, rest periods, remote participation, or additional space e.g., for service dog or ASL Interpreters. |

WHAT SHOULD I DO AS AN INSTRUCTOR?

- Make sure accommodation language is in your syllabus (Most recent: uidaho.edu/cdar-faculty)
- Read Accommodation Notifications emails sent out from CDAR with details of individual students' accommodations.
- Facilitate Accommodations consistently and as written.
- Communicate your willingness to engage with CDAR and meet student needs.
- Keep the student's information private – only communicate accommodations (not a student's disability!) on a need-to-know basis (i.e., teaching assistant)
 - When discussing a student's accommodation, speak to them privately, not in front of others
- If you have safety procedures, ensure they are addressed with the student.
- If you show videos, they must be closed captioned.
- Allow service animals in classrooms and labs (consult CDAR with concerns in advance)

CDAR ACCESS PORTAL



[My Dashboard](#) | [Unified Blogs](#) | [Staff Access](#) | [Website Control](#) | [Testing Center](#) | [Notetaker](#) | [Transcriber](#)

Home » Instructor Homepage » Overview

Views and Tools
 > Overview
 > Alternative Testing
 > Alternative Formats
 > Notetaking Services
 > Deaf and Hard of Hearing

Logout
 Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.
[Log Out](#)

OVERVIEW Accommodation Requests | Search Students' Eligibilities

Previous Term **Term: Fall 2010** Next Term

Sort Result:

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:
 ▪ **TST**: Alternative Testing ▪ **ATF**: Alternative Formats
 ▪ **COM**: Deaf and Hard of Hearing ▪ **NTK**: Notetaking Services

| View | CRN | SBJ | CRS | SEC | Student's Full Name | TST | NTK | ATF | COM | Status |
|----------------------|-------|------|-------|-----|----------------------|-----|-----|-----|-----|-------------|
| View | 12718 | ADED | 32142 | 001 | Natasja Krogh | Yes | Yes | Yes | | Read |
| View | 15545 | ART | 69199 | 009 | Getulio's Betancourt | Yes | Yes | Yes | Yes | Read |
| View | 13372 | BAD | 64158 | 002 | Haris Gunadi | | | | Yes | |
| View | 13372 | BAD | 64158 | 002 | Fanuel Vaca | Yes | | | | Read |

- Single sign-on
- Access through Vandalweb or www.uidaho.edu/cdarfaculty
- Overview gives a quick breakdown of students' accommodations in all courses you teach.
- Expanded search lets you search for a specific student and filter by accommodation.
- Export as CSV file to more easily work with data.

TESTING Need to know

- Allows faculty to provide CDAR with exam instructions for entire semester.
- Students **cannot schedule exams** until EPI has been completed by professor.
- Students need to schedule 7 days in advance
- Instructors can alter EPI at any point in semester – if changed after students' have submitted exam scheduling request, will route the student back into testing approval queue
- Instructors can upload exams to the CDAR portal
- CDAR can upload completed exam to the portal for instructors to access

EPI Changes

If instructor wants CDAR to proctor the exam, the instructor will need to complete an Exam Proctoring Instructions (EPI).

Step 1: Answer the 4 clickable questions

Step 2: Provide information that includes:

- Types of exams
- Exam dates
- Exam duration
- Resources allowed

Exam Proctoring Instructions

1. If the student is unable to begin an exam at the same time as the class due to accommodated testing time extensions overlapping with their next class, or conflicting with CDAR operating hours of MTWRF 7:30am to 4pm, please provide "flexible scheduling parameters" to guide students when conflicts do occur.

- Any time same day as the in-class exam.
- Any time the day before the in-class exam.
- Any time the day after the in-class exam.
- Exam taken at CDAR Testing Services must overlap the in-class exam.
- Other (Specify Below)

Additional Note or Comment

2. **Additional Information - Check all which apply to the exams in your course..**

- Instructor will provide exams to CDAR Testing via upload to Access Portal through the link found in emailed Exam Reminder.
- Instructor will provide exams to CDAR Testing via email cdar-testing@uidaho.edu.
- Instructor will drop off exams at CDAR Testing (BPC basement, Room 56).
- CDAR Testing will return completed exams to instructor via instructor's UI email.
- CDAR Testing will scan and upload completed exams to CDAR Access Portal.
- Course has exams presented via Canvas which require CDAR Testing supervision.
- Course has exams presented via Canvas which DO NOT require CDAR Testing supervision.
- Students may retain completed exam after handing in Zip Grade/Scantron.
- Other (Specify Below)

Questions for us?

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**Learn more about CDAR
by visiting us at:
www.uidaho.edu/cdar**

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