Fall 2020 at ODS: What instructors need to know

**GENERAL INFORMATION**

Beginning 8/17/20, the ODS Main Office will be open: Monday - through Friday 8am - 4:45pm, closed daily from 12pm - 1pm.

To maintain social distance, instructors are encouraged to contact us via Zoom, email, or phone with questions:

- You may join our open Zoom meeting: Zoom Meeting ID: 972 717 6779  Passcode: ODS20
- Each student has an assigned Accommodations Specialist whose contact information appears in the accommodation letter. You may email the Accommodations Specialist with questions about a specific student’s accommodations.
- You may call us at 205-348-4285

Some accommodations may apply differently in virtual settings. Students will still need to communicate with you, but may do so virtually.

**ODS TESTING CENTER**

- Doors to the testing center will remain locked at all times. Face coverings are required to enter the testing center.
- The testing center will operate at a reduced capacity, and will close daily at 4:45pm (no evening exams).
- The testing center will only proctor exams for classes that meet face-to-face.
- All test delivery can be managed electronically or by instructor pick up. There will be no delivery of exams to instructor offices or departments.
- Call 205-348-2716 if you must drop off or pick up an exam. Please wait outside of Houser Hall. Do not linger in the atrium lobby.
- When staff are ready to return or collect your exam, you will be notified and may enter the testing center.
- Student lockers will not be used, so students will be asked to leave belongings at home or be prepared to take them into the testing room. Test rooms will continue to be monitored by camera.

**COVID REQUESTS**

ODS will facilitate student COVID requests on behalf of the university. If applicable, the student will provide you with an ODS generated letter outlining the COVID-related allowances in your course. Contact odscovid@ua.edu with questions.

**WHAT TO EXPECT FROM ODS**

- Increased virtual trainings and Q & A throughout the Fall.
- Updated guidance relating to accommodations is available online: www.ods.ua.edu/faculty
- Electronic notice of academic accommodations will continue via the ODS Online Portal. Please sign in regularly: www.odsonlineportal.ua.edu
- Continued support from staff regarding how to implement accommodations given the change to instructional methods.
- Continued support in proctoring exams requiring accommodation in face-to-face classes.

**WE ARE HERE TO ANSWER YOUR QUESTIONS**

This can be a stressful and anxious time for everyone. We are here to support you!

- General questions: ods@ua.edu or 205-348-4285
- Testing questions: odstesting@ua.edu or 205-348-2716
- COVID questions: odscovid@ua.edu or 205-348-4285
- Technical support for remote teaching and exam proctoring: cit@ua.edu