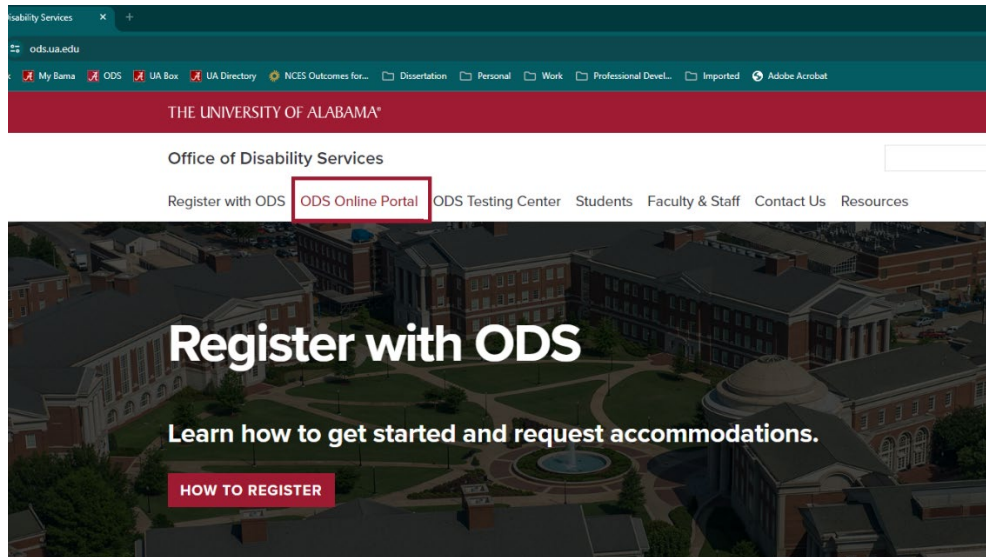


# How to Complete a Flex Plan Tutorial for Instructors

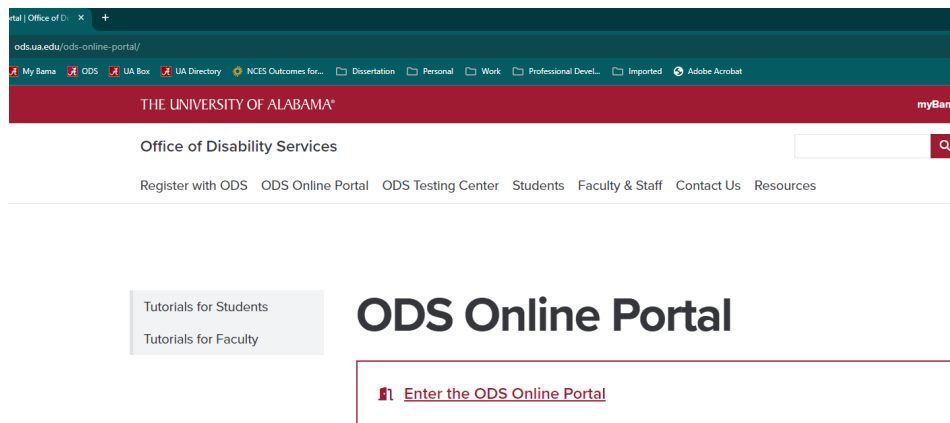
Instructors are asked to complete a Flex Plan in order to communicate to students and ODS how the “flexible attendance and deadlines” accommodation will be applied in their course.

## Access the Instructor Portal

1. From your browser, navigate to the ODS website: [www.ods.ua.edu](http://www.ods.ua.edu). Select “ODS Online Portal” from the tab at the top of the page.



2. Select “Enter the ODS Online Portal.”



The ODS Online Portal is being upgraded. Here's what you need to know:

- The portal will be unavailable the evening of July 3, 2024 through early morning on July 5, 2024. Users will be able to sign in to the portal as usual on July 5.

### 3. Select “Access Instructor Portal.”

WELCOME

HOME » WELCOME

**HOME**

- > Online Services Home
- > Instructor Portal
- > Start/Resume Application

**SIGN OUT >**

**STUDENT AND STAFF**

**SIGN IN >**

**APPLICATION CENTER**

**START/RESUME APPLICATION >**

**INSTRUCTOR PORTAL**

**ACCESS INSTRUCTOR PORTAL >**

### 4. Enter your myBama username and password. Select “Log In.”

login?service=https%3a%2f%2faugusta.accessiblelearning.com%2fUA%2finstructor%2fdefault.aspx

DS UA Box UA Directory NCES Outcomes for... Dissertation Personal Work Professional Devel... Imported Adobe Acrobat

**The University of Alabama**  
Login Portal

myBama Id.\*

Password.\*

**Log In**

**Central Authentication Portal**  
Provides access to a variety of secure UA applications.

This application supports 2 factor authentication

- Change Your Password
- Set up DUO
- Request DUO pass codes

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

For assistance contact the IT Service Desk at [205-348-5555](tel:205-348-5555) or [itstd@ua.edu](mailto:itstd@ua.edu)

© The University of Alabama 2024 • [Disclaimer](#) • [About this Site](#) • [Privacy](#)

## 5. Acknowledge the FERPA privacy statement.

**INSTRUCTOR PORTAL**

HOME » INSTRUCTOR PORTAL

Username: bmgregg

**ACCESS POLICY**

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

**FERPA (Confidentiality Statement)**

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA) faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

**Important Note:**

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information

**CONTINUE TO VIEW STUDENT ACCOMMODATIONS >**

## Initiate a Flex Plan

Before initiating a Flex Plan, review the [flex attendance rubric](#) with guidance regarding the number of absences that may be reasonable for your course. **Any Flex Plan you complete will apply to all students in the course with a flexible attendance and deadlines accommodation – do not use student names.**

1. Select the “Flex Plan” link from the menu on the left.

**OVERVIEW**

HOME » OVERVIEW

Previous Term Term: 2024 - Summer Next Term

**STUDENTS WHO REQUESTED ACCOMMODATIONS**

**REFINE SEARCH >**

**EXPORT DATA: STUDENTS**

Records Found: 3 (Showing: 1 - 3) Show Per Page: 100 Page: 1

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Alternative Formats	Alternative Testing	Communication Access	Flex Plan	Notetaking Services
View	PDF	X0102	ODS	101	002	Mickey Mouse	Emailed	07/15/2024	07/16/2024		Yes		Yes	Yes
View	PDF	X0102	ODS	101	002	Daisy Duck	Emailed	07/05/2024	07/16/2024		Yes		Yes	
View	PDF	X0102	ODS	101	002	Donald Duck	Emailed	06/02/2023	07/17/2024			Yes		

2. Course and student information appear in the left column. Please upload your syllabus.

---

## STUDENT REQUEST

---

Course Information:

**AIM 201.001 - HOW TO USE AIM (CRN: 98765)**

Students:

- **Daisy Duck (Flexible Attendance and Deadlines)**

---

## UPLOAD SYLLABI

---

File Title:

Select File: ?

**No file chosen**

3. Begin the Flex Plan.
  - Indicate the number of absences that are reasonable based on the nature and format of your course. Use the [online rubric](#) for guidance. Consult with ODS prior to completing the Flex Plan if you disagree with the number of absences reflected in the rubric. Also be aware that there may be case-by-

case situations in which ODS recommends a higher number of absences for a particular student.

- Indicate the opportunity available for missed in-class participation points.

Indicate a reasonable number of absences based on the nature and format of this course. Consult the [online rubric](#) for guidance.

\*

- I agree with the online rubric and will enter the appropriate number of absences in the Additional Comments box below. (**Additional Comment Required**)
- My syllabus allows for additional flexibility beyond the rubric. The student should consult and follow the syllabus for guidance.
- I have consulted ODS about the limited flexibility available for this course. The agreed upon number of absences is indicated in the Additional Comment box below. (**Additional Comment Required**)

Additional Comment:

What opportunity is provided for missed in-class participation due to a disability-related absence? \*

- No grade penalty for missed participation points.
- Missed participation points can be earned by submitting a brief reflection (written or verbal) of the assigned materials for the day missed. Use the Additional Comment box to specify instructions for the student. (**Additional Comment Required**)
- This course does not calculate participation as part of the grade.

Additional Comment:

- Indicate how you'd like to handle missed quizzes and tests. If you indicate students should make arrangements to make-up a quiz or test, you may advise the student to schedule their make-up at ODS.

Note: The Testing Agreement allows you to indicate parameters for make-up quizzes or tests. The ODS Testing Center proctors make-ups on Fridays, during departmental make-up days as indicated on the syllabus, or during University study week.

What opportunity is provided for missed quizzes? \*

- No grade penalty for missed quizzes (i.e., missed quiz grades will be dropped).
- Make arrangements with the instructor to make-up the quiz within 1 week. Use the Additional Comments box to provide further instruction to the student. **(Additional Comment Required)**
- This course does not administer quizzes as part of the grade.

Additional Comment:

What opportunity is provided for missed tests? \*

- No grade penalty for one missed test (i.e., one test grade will be dropped). Use the Additional Comment box to provide instruction in the case that more than 1 test is missed. **(Additional Comment Required)**
- Make arrangements with the instructor to make-up the test during departmental make-up date or within 1 week. Use the Additional Comment box to provide further instruction to the student. **(Additional Comment Required)**
- This course does not administer tests as part of the grade.

Additional Comment:

- Specify how students can make-up a missed assignment or request a deadline extension when needed.

What opportunity is provided to make-up missed out-of-class assignments? \*

- Missed points from out-of-class work can be earned by submitting the assignment within 48 hours of the original due date.
- My syllabus allows additional flexibility for missed work to be submitted without penalty. The student should review and follow the syllabus.
- This course does not calculate out-of-class assignments as part of the grade.

Additional Comment:

---

Students may request a deadline extension due to a disability-related flare. How are deadline extensions handled in this course? \*

- Student will request deadline extension by contacting the instructor via email first, then submitting the assignment within 48 hours of the original due date.
- Deadline extensions beyond 48 hours are allowed per the syllabus. Student should review and follow the syllabus.
- This course does not calculate assignments as part of the grade.

Additional Comment:

- Indicate what opportunities will be provided to make-up group work or in-class presentations.

What opportunity is provided to make-up missed group work?

Note: courses with group work components require interactive communication between student and instructor. If absences impact group performance, student should talk to instructor immediately.\*

- Student should promptly contact instructor to discuss how points from missed group work can be earned. Use the Additional Comment box to provide further instruction to the student. **(Additional Comment Required)**
- Group work is not part of the grade in this course.

Additional Comment:

What opportunity is provided for a missed in-class presentation?

\*

- Points from a missed presentation can be earned by arranging a make-up with the instructor within 1 week. Use the Additional Comment box to provide further instruction to the student. **(Additional Comment Required)**
- Presentations are not part of the grade in this course.

Additional Comment:



#### 4. Submit the Flex Plan by selecting “Initiate and Request Review.”

**FORM SUBMISSION**

INITIATE AND REQUEST REVIEW >

BACK TO LIST >

**CONTACT US**

Office of Disability Services  
205-348-4285  
1000 Houser Hall  
ods@ua.edu  
[www.ods.ua.edu](http://www.ods.ua.edu)

A green check mark indicates the Flex Plan was successfully submitted. The status indicates “Waiting for Staff Review.”

ODS will review the Flex Plan and provide feedback via email if necessary. If no feedback is required, the Flex Plan will be released to any student in the course with a flexible attendance and deadlines accommodation.

**SUCCESS! YOUR ACTION HAS BEEN COMPLETED**

The system has successfully saved your action.

**IMPORTANT MESSAGE**

Complete a Flex Plan for your course outlining how the “flexible attendance and deadlines” accommodation will be comprehensively provided.

This accommodation is not meant to automatically apply to every exam or assignment. The student must notify you via email and CC their Accommodations Specialist when need arises.

**The information provided below is offered as guidance. This guidance doesn't preclude the potential need for additional flexibility, which must be addressed on a case by case basis by contacting ODS:**

- Absences – typically students will not miss more than 15-20% of meetings, dependent upon the course format, length, and schedule. Consult the [online rubric](#) for guidance.
- Missed exams - make-up typically within 1 week or during the departmental make-up date. The deferred final should be used to make-up a final exam.
- Missed Deadlines – typically an extended deadline of 48 hours from due date

Please complete a Flex Plan in the ODS Online Portal addressing how the accommodation will be comprehensively provided in the course. This plan will be reviewed by ODS and shared with the student.

Previous Term
Term: Fall 2024
Next Term

Records Found: 3 (Showing 1 - 3) Show Per Page: 100 Page: 1

<input type="checkbox"/>	View	Status	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date	Initiated On	Initiated By	Completed Date	Instructor Reminder
<input type="checkbox"/>	<a href="#">View</a>	Waiting for Staff Review	1	98765	AIM	201	001	MA		07/29/2024	08/16/2024	By Instructor		
<input type="checkbox"/>	<a href="#">View</a>	Not Initiated	1	56789	LAB	301	001	MA		07/29/2024				
<input type="checkbox"/>	<a href="#">View</a>	Not Initiated	1	12345	ODS	101	003	MA		07/29/2024				