THE UNIVERSITY OF **ALABAMA**® | *Office for* **Academic Affairs** **Disability Services**

ODS Flex Plan Implementation: Tutorial for Students

Getting Started: How does your instructor wish to be notified when you need to use the Flexible Attendance and Deadlines accommodation?

- If a Flex Plan is available, consult it for instructions.
- If a Flex Plan is not available, ask your instructor how they want to be notified.

Generally, instructors want to be notified using one of the following:

- ODS Online Portal Flex Plan Implementation request
- Via email and CC your Accommodations Specialist
- Via Blackboard

The remainder of this tutorial will review how to notify your instructor using Flex Plan Implementation. Note: This option will only be available for courses in which a Flex Plan has been submitted.

Step 1. Access the ODS Online Portal.

Step 2. Select "Flex Plan" from the far left menu, in the Accommodations box.

Step 3. Select "Add Implementation."

📋 **IMPORTANT MESSAGE**

Instructors are asked to complete a Flex Plan addressing how the accommodation will be comprehensively provided in the course.

When a Flex Plan is completed, you can view the plan in the portal. Use the Implementation request to notify your instructor each time that you use the accommodation.

Step 4. Complete items in the Implementation Box.

Select the course from the drop down menu. Enter an Implementation Date (i.e., the date you will be absent, the date you missed an exam, or the date you missed a deadline). Select the accommodation for Flexible Attendance and Deadlines.

IMPLEMENTATION DETAIL

Select Class * :

Select One ⌄

Implementation Date * :

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

mm/dd/yyyy 📅

Accommodations * :

Hint: You are required to make a minimum of **1** selections.

☐ Flexible Attendance and Deadlines

Then, select "Continue to Questionnaire."

FORM SUBMISSION

CONTINUE TO QUESTIONNAIRE ＞   BACK TO LIST ＞

Step 5. From the drop down menu, select the reason for your request. Options include:

- Disability-related flare and class absence
- Deadline extension for an assignment due to absence
- Deadline extension for an assignment due to disability symptom flare
- Request to make-up quiz, test, or exam due to symptom flare

Enter an additional comment as relevant. For example:

- I will be absent from class on DATE due to my disability.
- I was absent on DATE due to my disability and need an extension on NAME OF ASSIGNMENT that was due during class. With approval, I plan to submit the assignment on DATE.
- I experienced a disability symptom flare and need an extension on NAME OF ASSIGNMENT. With approval, I plan to submit the assignment on DATE.
- I was absent on DATE due to my disability and need to request a make-up for NAME OF QUIZ or TEST.

Note: Required fields are marked with an asterisk (*).

LIST OF QUESTIONS

Please select the reason for your request: *

Select One

Additional Comment:

Then, select "Submit Implementation."

FORM SUBMISSION

SUBMIT IMPLEMENTATION >   BACK TO LIST >

Step 6. Submitted requests are visible by selecting "Implementation Requests."

⌂ » MY DASHBOARD » **FLEX PLAN**   OVERVIEW   ADD IMPLEMENTATION   **IMPLEMENTATION REQUESTS**

✓ **SUCCESS! YOUR ACTION HAS BEEN COMPLETED**
The system has successfully saved your action.

📋 **IMPORTANT MESSAGE**

Instructors are asked to complete a Flex Plan addressing how the accommodation will be comprehensively provided in the course.

When a Flex Plan is completed, you can view the plan in the portal. Use the Implementation request to notify your instructor each time that you use the accommodation.

Currently Viewing: **Under Review**   **VIEW ALL ›**

Records Found: **2** (Showing: **1 - 2**)   Show Per Page: 100 ⌄   Page: **1**

View	Status	Date	CRN	Subject	Course	Section	Campus	Initiated On	Accommodations
View	Submitted	05/09/2025	X1979	ODS	103	001	MAIN	05/13/2025	• Flexible Attendance and Deadlines
View	Submitted	06/06/2025	X1979	ODS	103	001	MAIN	06/06/2025	• Flexible Attendance and Deadlines

You will also receive a confirmation email once your request is submitted:

A request for disability-related flexibility has been submitted for the student and course listed below. This request has been sent to the course instructor and confirmation to both the student and the assigned Accommodations Specialist.

Next steps:

- **Instructor**: Select the link below to accept or deny the Implementation request. **Acknowledge Implementation** (or copy and paste the following link to your browser: https://augusta.accessiblelearning.com/UA/Flex.aspx?Step=IMP&ID=AmP7i7JgbdSvtXSJxwuIQNYNdmrlUO8gNG6y8RVgNwL3MZ)

- **Instructor**: If necessary, communicate additional information to the student or concerns about this request to ODS.

- **Student**: Review the Flex Plan for deadlines and details.

Student: **Mickey Mouse**

Course: **ODS 103.001 - INTRO TO ACADEMIC ACCOMMODATIONS (CRN: X1979)**

Implementation Date: **Wednesday, July 30, 2025**

Accommodation:

- Flexible Attendance and Deadlines

Questionnaire:

1. Please select the reason for your request:

   Disability-related flare and class absence

Step 7. Your instructor's response will be visible in the ODS Online Portal and you will also receive an email.

If your request is approved, the email will be titled **"Implementation Request Approved."** Follow the instructions given or reach out to your instructor if you have questions about how to make-up the missed participation points, exam, assignment, etc.

From: **ods@ua.edu**

To: **mickey.mouse@crimson.ua.edu**

Subject: **Implementation Request Approved**

Email Content:

This email was copied to:

- mickey.mouse@crimson.ua.edu

- vagoepel@ua.edu

- bmgregg@ua.edu

The course instructor has approved a request for disability-related flexibility for the student and course listed below.

Next steps:

- **Instructor**: Communicate detailed instructions for make up assignments and deadlines to student.

- **Student**: Communicate any questions to instructor.

- Direct any questions to the Accommodations Specialist.

If your instructor has concerns about your request, the email will be titled **"Implementation Concern or Feedback."** Refer to the Flex Plan for details regarding the flexibility available in the course. Reach out to your instructor or Accommodations Specialist with concerns.

Subject: [ODS] Implementation Concern or Feedback ODS 103.001 - INTRO TO ACADEMIC ACCOMMODATIONS (CRN: X1979)

Email Content:

This email was copied to:

- odssupport@ua.edu
- vanessa.goepel@ua.edu
- vagoepel@ua.edu
- bmgregg@ua.edu

Thank you for sharing your concerns regarding the Flex Plan Implementation request for the student and course listed below. The student's assigned Accommodations Specialist will review your feedback and follow up with you promptly.

Submitted By: **Brittany Gregg**

Student Name: **Mickey Mouse**

Student CWID: **X0000001**

Student Email: **mickey.mouse@crimson.ua.edu**

Course: **ODS 103.001 - INTRO TO ACADEMIC ACCOMMODATIONS (CRN: X1979)**

Date: **Friday, May 09, 2025**

Reason: **Exceeds Flex Plan limits**

Instructor Note: **Your request exceeds the number of absences permitted for this course.**