

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.

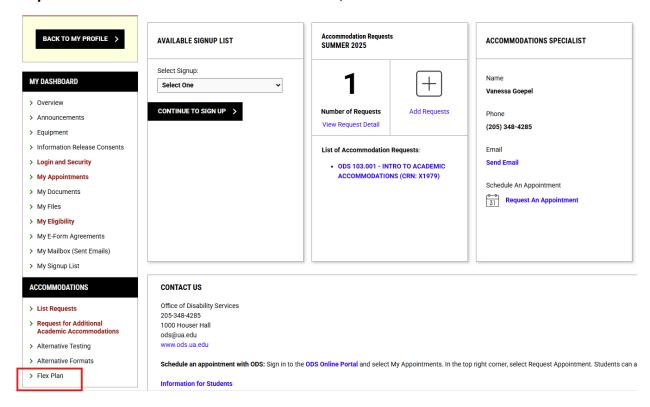
Generally, instructors want to be notified using one of the following:

- 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.



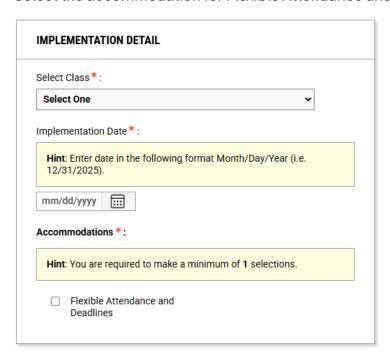


Step 3. Select "Add Implementation."



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.



Then, select "Continue to Questionnaire."



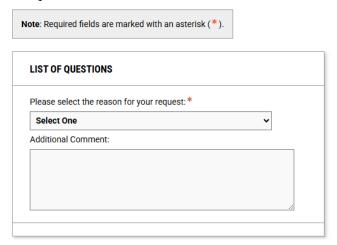


Step 5. From the drop down menu, select the reason for your request. Options include:

- 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.

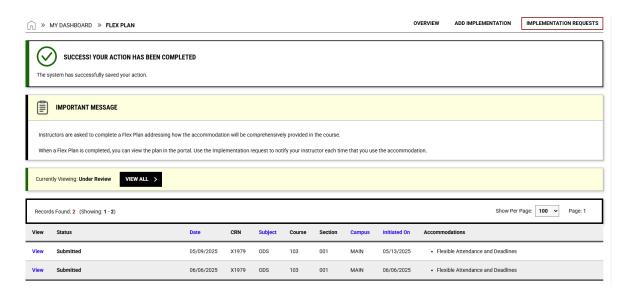


Then, select "Submit Implementation."





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



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. <u>Acknowledge Implementation</u> (or copy and paste
 the following link to your browser: https://augusta.accessiblelearning.com/UA/Flex.aspx?
 Step=IMP&ID=AmP7i7JgbdSvtXSJxwuIQNYNdmrIUO8gNG6y8RVgNwL3MZ)
- 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: X000001

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.