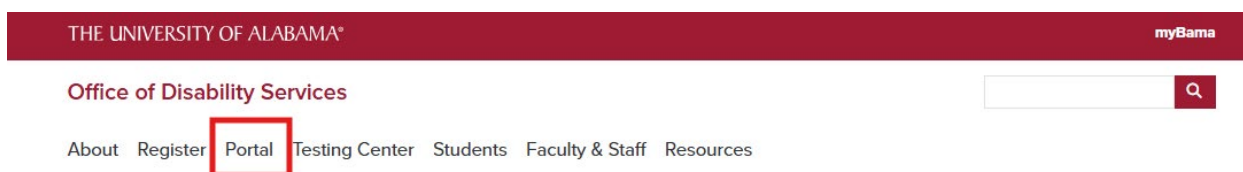


# How to Complete a Flex Plan Tutorial for Instructors

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.



## The Office of Disability Services

ODS is the central campus resource for students with disabilities who need to request academic accommodations.

**LEARN MORE**

**3,700**

students are registered with ODS

**10,000**

exams are proctored annually by the ODS Testing Center




2. Select “Enter the ODS Online Portal.”

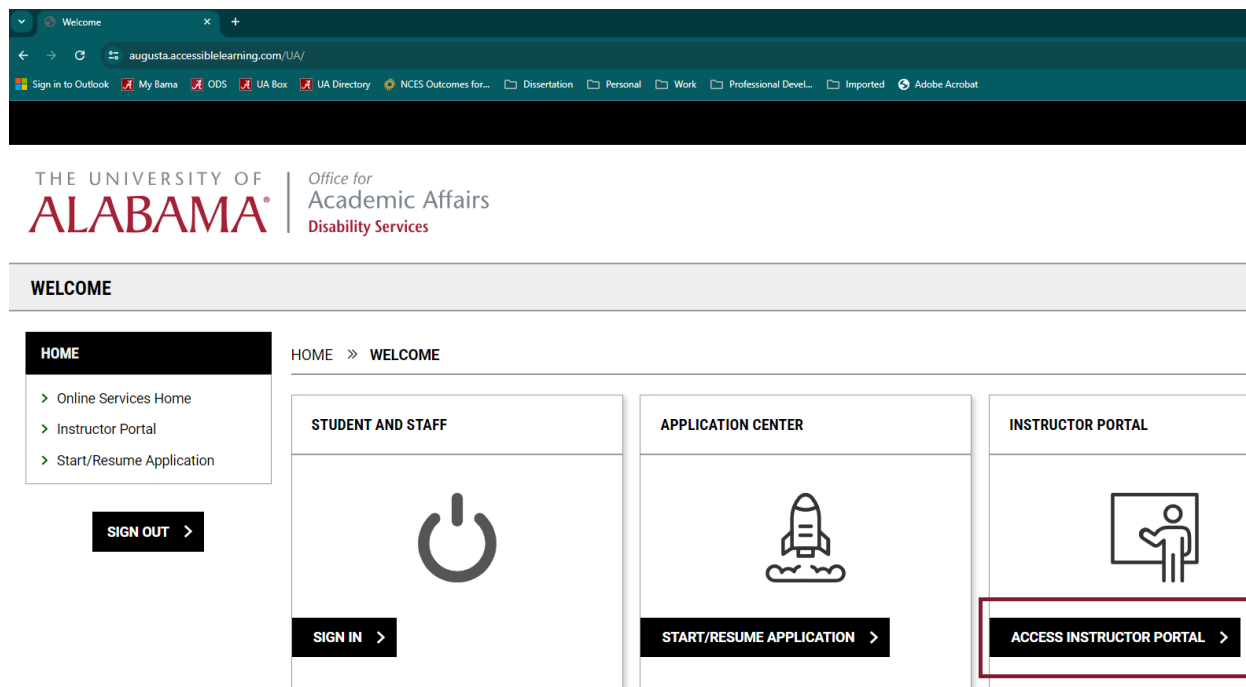
# Portal Information & Tutorials

Select to Enter the ODS Online Portal

**NOTE:** To ensure that you do not miss important emails sent via the ODS Online Portal, we encourage you to either:

1. Add the domain “post.accessiblelearning.com” to your [safe sender list \(click here for Outlook 365 instructions\)](#) , or
2. Regularly check your junk mail folder.


3. Select “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

  
**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 [itsd@ua.edu](mailto:itsd@ua.edu)  
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## 5. Acknowledge the FERPA privacy statement.

### INSTRUCTOR PORTAL

#### HOME

- > Online Services Home
- > Help

**SIGN OUT** >

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
- > Add Instructor
- > Upload Syllabus
- > Alternative Formats
- > Alternative Testing
- > Communication Access
- > **Flex Plan**
- > Notetaking Services
- > Video Captioning

SIGN OUT >

» 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
<a href="#">View</a>	<a href="#">PDF</a>	X0102	ODS	101	002	Mickey Mouse	Emailed	07/15/2024	07/16/2024		Yes		Yes	Yes
<a href="#">View</a>	<a href="#">PDF</a>	X0102	ODS	101	002	Daisy Duck	Emailed	07/05/2024	07/16/2024		Yes		Yes	
<a href="#">View</a>	<a href="#">PDF</a>	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.

- **Question 1:** Indicate how you prefer students to notify you when they need to use the accommodation. **Note: ODS Flex Plan Implementation Request is preferred.**

**Question 1:** As students need to use this accommodation, notify me via: \*

- ☐ ODS Online Portal Flex Plan Implementation request
- ☐ Email me and copy their Accommodations Specialist
- ☐ Email me via Blackboard

- **Question 2:** 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.

**Question 2:** Indicate a reasonable number of absences based on the nature and format of this course. Consult the [online rubric](#) for guidance. \*

- ☐ Attendance is not taken in this course.
- ☐ I agree with the online rubric. I have confirmed the reasonable 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.
- ☐ There is limited flexibility in this course. The rationale and reasonable number of absences is indicated in the Additional Comment box below. More [information and example rationales](#) are available on the ODS website. **(Additional Comment Required)**

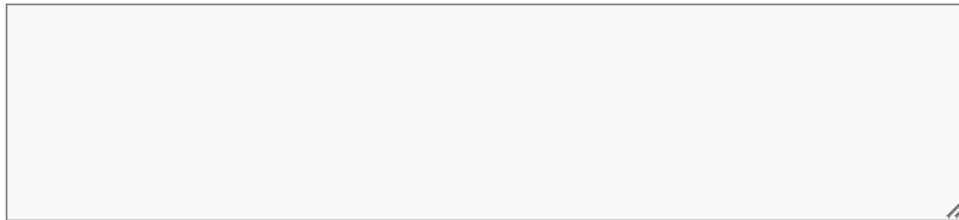
Additional Comment:

- **Question 3:** Indicate the opportunity available for missed in-class participation points.

*Question 3:* 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 of the assigned materials for the day missed. Contact me for more details.
- ☐ Missed participation points can be earned by watching the recorded lecture. Contact me for more details.
- ☐ This course does not calculate participation as part of the grade.

Additional Comment:



- **Question 4:** 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.

**Question 4:** What opportunity is provided for missed quizzes and tests?

**Note:** This accommodation entitles students to at least one make-up test beyond the syllabus provisions. Tests may be administered on a departmental make-up date or via ODS Testing Center procedures. \*

- ☐ A make-up test/quiz will be provided for 1 missed test. A second missed test will be replaced by the final exam grade.
- ☐ A make-up test/quiz will be provided for 1 missed test. The grade for a second missed test will be dropped.
- ☐ A make-up test/quiz will be provided for 1 missed test. The grade for a second missed test will be calculated based on the average of the remaining test grades.
- ☐ Make-up exams must be completed within 48 hours of the original exam date due to the course's scaffolded structure. Each lesson builds on the previous one, making timely completion of assessments essential for continued progress. If a disability-related event prevents a student from completing a make-up exam within 48 hours, the missed exam grade will be replaced as specified below. Examples of scaffolding are available on the ODS website.
- ☐ This course permits flexibility beyond the options listed above. Details are provided in the comment box.
- ☐ This course does not administer tests/quizzes as part of the grade.

Additional Comment:



- **Question 5:** Specify how students can make-up a missed assignment or request a deadline extension when needed.

**Note:** Students are entitled to a 48-hour deadline extension if:

- The assignment (including all instructions and required content) was available 7 or fewer calendar days before the due date, and
- The student requested the extension (preferably in advance but no later than 24 hours after the due date).

*Question 5: What opportunity is provided for students to submit out-of-class work due to a disability-related flare?*

**Note:** This accommodation entitles students to a 48-hour extension if:

- the assignment (including all instructions and required content) was available 7 or fewer calendar days before the due date, and
- the student requested the extension (preferably in advance but no later than 24 hours after the due date.)

**\***

- ☐ Student will request deadline extension, then submit 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.
- ☐ There is limited flexibility available for this course. The rationale and available extension is indicated in the Additional Comment box below. **(Additional Comment Required)**
- ☐ This course does not calculate assignments as part of the grade.

**Additional Comment:**

- **Question 6:** Indicate what opportunities will be provided to make-up group work.

*Question 6:* 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 me to discuss how points from missed group work can be earned.
- ☐ There is limited flexibility available for group work in this course. The rationale and alternatives are indicated in the Additional Comment box below. (**Additional Comment Required**)
- ☐ Group work is not part of the grade in this course.

Additional Comment:

- **Question 7:** Indicate what opportunity will be provided for a missed in-class presentation.

*Question 7:* What opportunity is provided for a missed in-class presentation? \*

- ☐ Points from a missed presentation can be earned by arranging a make-up. Contact me for more details.
- ☐ There is limited flexibility available for presentations in this course. The rationale and alternatives are indicated in the Additional Comment box below. (**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				