ODS Flex Plan Implementation Tutorial for Instructors

This tutorial demonstrates how to review and respond to Flex Plan Implementation requests in the ODS Online Portal. Students submit these requests when using their Flexible Attendance and Deadlines accommodation.

Note: This option is only available **after** instructors have completed a Flex Plan for the course.

Two options are available to respond to the student's request:

- **Option A:** Accept request via email
- **Option B:** Accept or deny the request via the Instructor Portal

Option A: Accept request via email

Instructors receive an email notification each time a student needs to use their Flexible Attendance and Deadlines accommodation. This email will include the student's name, course, date, and specific accommodation requested.

To accept the request, select the "Acknowledge Implementation" link within the email.

To deny the request or express concern, select the "Instructor Portal" link to log in. Then, follow the steps in Option B.

See the example email below:

Instructor:

- Accept 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=DeadTum7j0Twjaunvzkvp8LuEMbSagrpili)

- To deny the implementation request, sign in to the [Instructor Portal](#)

- 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

After selecting "Acknowledge Implementation" you will be asked to enter your UA email address and select "Accept."

> » **FLEX PLAN**

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

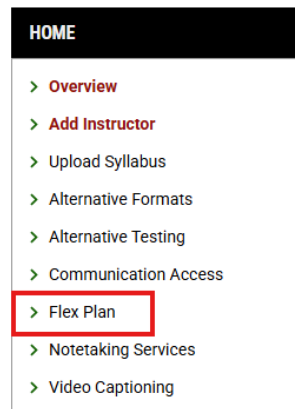**FLEX PLAN**

Your Email Address * :

[   ]

FORM SUBMISSION

ACCEPT >

Option B: Accept or deny the request via the Instructor Portal

Step 1. Access the [ODS Instructor Portal](ODS%20Instructor%20Portal).

Step 2. Select Flex Plan from the menu on the left.

Step 3. View submitted requests by selecting "Implementation Requests" in the top right corner; or by selecting "List All" in the Implementation Requests box.
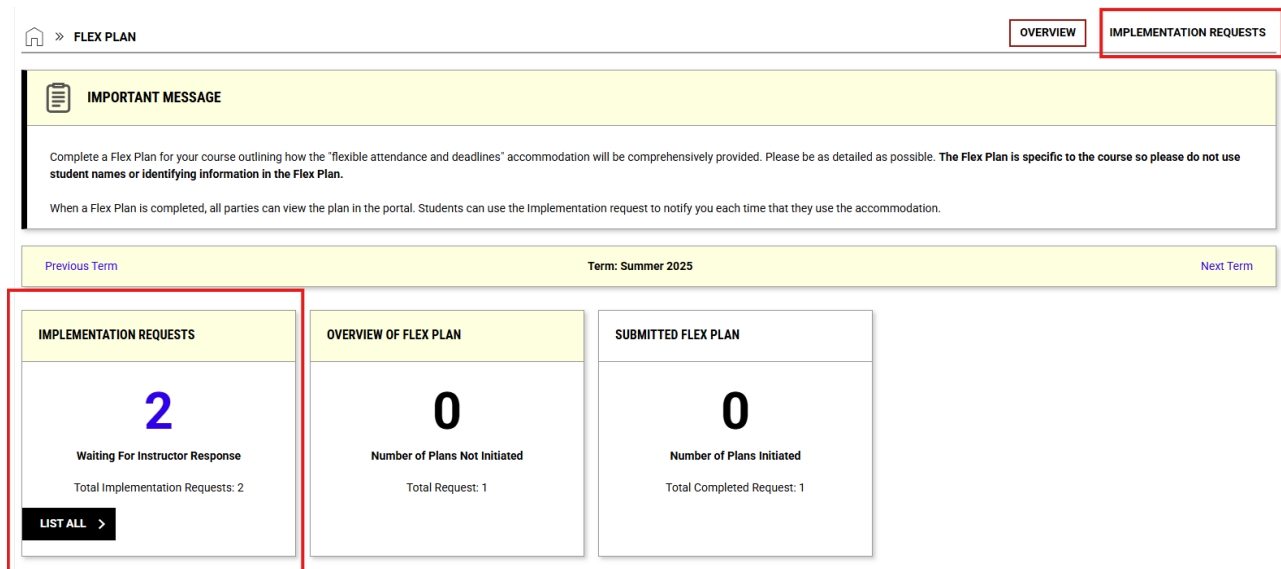
Step 4. Select "View" beside the request you would like to review and respond to.

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

Records Found: **2** (Showing: **1 - 2**)   Show Per Page: 250   Page: 1

Step 5. The Implementation Detail and List of Questions boxes provide details regarding the student's request, such as the date, reason for the request, and additional comments.

IMPLEMENTATION DETAIL

Status:
  Submitted

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

Student:
  Mickey Mouse

Implementation Date:
  06/06/2025

Implementation Summary:
  Not Specified

Accommodations:
  • **Flexible Attendance and Deadlines**

LIST OF QUESTIONS

Please select the reason for your request: *
Disability-related flare and class absence

Additional Comment
  I will be absent from class today due to disability.

Step 6. To **accept** the student's request, select "Accept" and enter any notes or instructions.

IMPLEMENTATION DETAIL

Status:

Submitted

Class:

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

Student:

Mickey Mouse

Implementation Date:

06/06/2025

Implementation Summary:

Not Specified

Accommodations:

- **Flexible Attendance and Deadlines**

Note For Student:

Today we are discussing Chapters 1 - 3. A slide deck will be shared on Blackboard.

ACCEPT >

You will be asked to verify your confirmation:

CONFIRMATION ✖

Please confirm to proceed with **Accept**.

CONFIRM **CANCEL**

You and the student will receive a confirmation email.

To **express a concern** about the student's request, locate the Concern or Feedback box, select a reason from the drop down menu and enter your feedback. Select "Submit Concern or Feedback."

CONCERN OR FEEDBACK

Reason *:

Exceeds Flex Plan limits ▼

Note *:

The Flex Plan indicates up to 5 absences can be permitted. This is Mickey's 6th absence. I am seeking guidance on whether I can begin applying attendance penalties according to my syllabus policy.

SUBMIT CONCERN OR FEEDBACK >

You will receive a confirmation email and the Accommodations Specialist will be in touch.