

Accessing the Faculty Portal

The instructor portal is accessed through Single Sign on (SSO), using your Fresno State credentials. The link will be located at the BOTTOM of the Faculty Notification email you receive when your student registers.

After logging in, please read the FERPA agreement and click “Continue to View Student Accommodations” to complete the initial login process.

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Home

Home >> Instructor Homepage >> Instructor Authentication Page

Home

> SSD's Main Website

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

INSTRUCTOR AUTHENTICATION PAGE

Username: jeanjohnson

REMINDERS

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). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

- 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

The Faculty Portal Overview of Students and Accommodations

This page provides an overview of all students enrolled in the various courses/sections taught by the faculty, the accommodations the student requested, and if the instructor has read their faculty notification letter.

It shows the term you are currently searching and usually defaults to the current semester term. You can also view previous terms and upcoming terms.

At top right is a link to 'Search Students' Eligibilities'. Selecting that option will allow faculty to see a list of student's emails that can be exported.

The screenshot displays the Faculty Portal interface. At the top, there is a navigation bar with links: My Dashboard, Unified Blogs, Staff Access, Website Control, and Interpreter. Below this, the breadcrumb trail reads: Home >> Instructor Homepage >> Overview. The main content area is titled 'OVERVIEW' and includes a 'Term: Spring 2021' selector with 'Previous Term' and 'Next Term' links. A search panel is visible with a 'Click to Expand Advanced Search Panel' button and a 'Sort Result:' dropdown set to 'Last Requested (Newest F)' with a 'Sort' button. A 'Logout' button is located in the left sidebar. Below the search panel, there is a 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION' section with a legend for accommodation types: TST (Alternative Testing), ALTM (Alternative Formats), COMM (Communication Access), and NOTE (Notetaking Services). An 'Export Search Result To CSV (Comma-Separated Values) File' section is also present, with a dropdown for 'Sort Column by:' set to 'Alphabetically' and a button for 'Accommodation Requests'. The main table lists students with columns for View, CRN, SBJ, CRS, SEC, Student's Full Name, TST, NOTE, ALTM, COMM, Request Date, and Status.

View	CRN	SBJ	CRS	SEC	Student's Full Name	TST	NOTE	ALTM	COMM	Request Date	Status
View	X002	UBW	X0020	1	Victory M-Bulldog	Yes	Yes			05/06/2021	Read
View	X001	DISNEY	123	1	Victory M-Bulldog	Yes				05/06/2021	Read
View	X002	UBW	X0020	1	Victor P.Bulldog	Yes				04/26/2021	
View	X002	UBW	X0020	1	Mickey Mouse	Yes	Yes	Yes	Yes	04/26/2021	Emailed

This screen provides an overview of the students enrolled in the faculty's courses/sections.

The **Legend** provides detail for the abbreviation of approved accommodations in the table.

The **View** column allows you to see the accommodation letter and details on a particular student's accommodations.

The **Status** column indicates if you have read the accommodation letter via the portal.