# How to Acknowledge Accommodations in CLIQ

The Access Plan is housed on your student listings page in the CLIQ. To get there, select the CLIQ icon from the Dickinson Gateway, then select *Academic → Student Listings (NEW).*

1. **CONFIRM YOUR UNDERSTANDING OF THE PROCESS**
   Once a student discloses to you their need for accommodations, this card will appear in the upper-right portion of your Student Listings page in CLIQ:
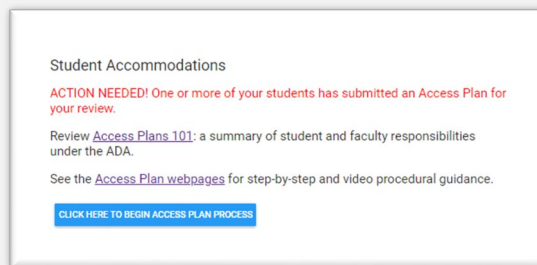
   To confirm your understanding of the Access Plan process, select CLICK HERE TO BEGIN ACCESS PLAN PROCESS .
   This will launch a series of statements for you to review and is performed just once per semester.

2. **REVIEW EACH ACCESS PLAN**
   Once you have completed the steps above, your student's proposed Access Plan will be visible. You can review your student's Access Plan intentions and any test-taking accommodation needs in advance of your meeting using these tools:

   SHOW SNAPSHOT provides a quick view of the student's intended accommodation use in your class

   VIEW DETAILS AND/OR ACKNOWLEDGE ACCOMMODATIONS reveals two tabs:
   "ACCOMMODATIONS" shows greater detail about each accommodation
   "TEST-TAKING REQUESTS" shows the student-entered test-taking accommodation needs

3. **CONCUR THE MEETING REQUEST AND SCHEDULE A MEETING**
   Your student is required to send you a meeting request via email, launched directly from their Access Plan home page. Please note, you are not required to take any action until you receive that meeting request from your student! Once the message has been sent, this icon will appear on the DETAIL view of student's Access Plan card:
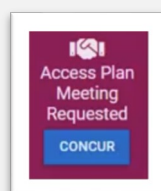
   Click the CONCUR button to let us know that the process for scheduling your meeting is underway.

4. MEET TO CONFIRM ACCOMMODATION SELECTIONS AND ANY TEST-TAKING NEEDS

Meet with your student to review each of their intentions (e.g., *Will Use*, *Will Not Use,* or *Unsure of Need*) on the ACCOMMODATIONS tab. After discussing, check the corresponding box to acknowledge the plan for each accommodation.

If changes to the plan are needed, instruct your student to make them during your meeting from their own CLIQ Access Plan page. After they click "Disclose to Faculty," refresh your page to see the changes and then click the corresponding box to acknowledge the new setting.

For students with test-related accommodations, review the TEST-TAKING REQUESTS tab. Ensure that each quiz/test/exam is listed correctly and indicate if it will be administered by you or by ADS.

- If you are able to provide the needed test-taking accommodations on the specific exam date/time, under *Exam to be administered by*, click "ME" (meaning you!).
- If not, and you need a test to be proctored by ADS, under *Exam to be administered by*, click "ADS." Proctoring Center staff will contact you via proctoring@dickinson.edu one week before each assessment to make the necessary arrangements.
- **Please note: ADS proctoring is only available for in-person tests from 8:00 AM-5:00 PM.**
- If you have any questions about implementing a student's test-related accommodations, email proctoring@dickinson.edu.

For students who have requested supplemental notes from a peer note-taker, please refer to our detailed Guidance for Assigning Class Notetaker. If you have any questions about implementing the note-taking accommodation, email notes@dickinson.edu.

5. VERIFY THAT ALL NECESSARY STEPS HAVE BEEN TAKEN

Once all of the necessary steps for establishing the Access Plan have been taken, the status buttons on the student's Access Plan card will let you know:
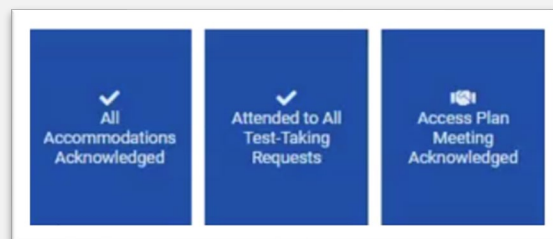
If you have any questions about the Access Plan Process, please be in touch!

Email **access@dickinson.edu** and we'll connect you with the person on the
ADS Team who is best suited to address your question or concern.