Managing Your Students' Accommodations with Our Instructor Portal
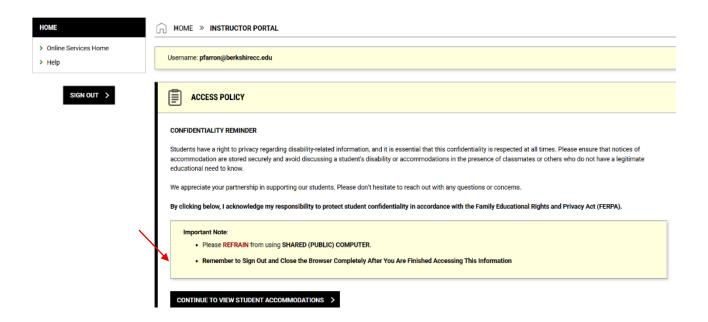
What is the Instructor Portal?

The Instructor Portal is a centralized platform for faculty to manage student accommodations. Through this portal, instructors can view and access all accommodation plans for their current semester students across different courses in one convenient location. While you will continue to receive accommodation notifications by email, the portal offers an additional way to track and manage accommodations more efficiently.

How Do I Access the Instructor Portal?

There are three easy ways to access the Instructor Portal. With each, you may be asked to log in with your BCC Microsoft username and password.
1. **From your email:** Click the link in the accommodation notification email you receive when a student in your course submits an accommodation request.
2. **From the DRC website:** Visit the [Disability Resource Center](#) page and click the **AIM Log In – Faculty** button.
3. **Direct link:** Go to https://sanford.accessiblelearning.com/berkshirecc/instructor and bookmark the page for easy access later.
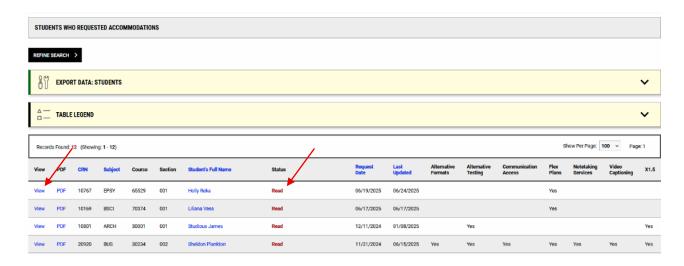
After logging in to the Instructor Portal, you will be prompted to read and acknowledge the Family Educational Rights and Privacy Act (FERPA) Agreement. Click **Continue to View Student Accommodations** to proceed to student accommodation information.

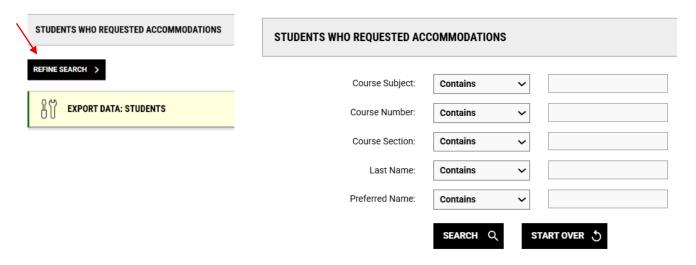# Use the Instructor Overview Page to View & Manage Accommodations

The Basics:

1. View a list of all students in your course(s) who have requested accommodations.
2. Access an individual student's accommodation plan by clicking **View** next to their name.
3. Track whether you have opened (**Read)** a student's accommodation plan **(**only tracked if viewed within the portal, not via email).

Beyond the Basics:

Want to filter your view by creating a custom list of students?

1. Select **Refine Search**. The Search Options will display.
2. Search by course subject, section, number, name, preferred name.
   a. **Example:** Want to see all students in your NUR 101-01 course who have testing accommodations? Just apply the filter to view and manage those students in one place.

Want to export your list and download it to a spreadsheet, save it on your computer, or print it for easy reference?

3. Expand the *Export Data: Students* menu and select the type of data: All requests or Current requests.
4. Click **Export Accommodation Requests**
    a. The system will use the results from the original table for the *Export Data* output. Use the *Refine Search* section if you need to customize the search result.