

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.

The screenshot shows the Instructor Portal interface. On the left is a sidebar with a 'HOME' button and links to 'Online Services Home' and 'Help'. Below this is a 'SIGN OUT' button. The main content area has a breadcrumb trail 'HOME > INSTRUCTOR PORTAL' and a login field with the username 'pfarron@berkshirecc.edu'. Below the login field is a section titled 'ACCESS POLICY' with a document icon. This section contains a 'CONFIDENTIALITY REMINDER' about privacy, a statement of appreciation, and a FERPA acknowledgment. At the bottom of this section is an 'Important Note' box with two bullet points: 'Please REFRAIN from using SHARED (PUBLIC) COMPUTER.' and 'Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information'. At the very bottom of the page is a black button with white text that reads 'CONTINUE TO VIEW STUDENT ACCOMMODATIONS >'. A red arrow points to this button.

HOME

> Online Services Home
> Help

SIGN OUT >

HOME > INSTRUCTOR PORTAL

Username: pfarron@berkshirecc.edu

ACCESS POLICY

CONFIDENTIALITY REMINDER

Students have a right to privacy regarding disability-related information, and it is essential that this confidentiality is respected at all times. Please ensure that notices of accommodation are stored securely and avoid discussing a student's disability or accommodations in the presence of classmates or others who do not have a legitimate educational need to know.

We appreciate your partnership in supporting our students. Please don't hesitate to reach out with any questions or concerns.

By clicking below, I acknowledge my responsibility to protect student confidentiality in accordance with the Family Educational Rights and Privacy Act (FERPA).

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 >

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).

STUDENTS WHO REQUESTED ACCOMMODATIONS																
REFINE SEARCH >																
EXPORT DATA: STUDENTS																
TABLE LEGEND																
Records Found: 12 (Showing: 1 - 12) 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 Plans	Notetaking Services	Video Captioning	X1.5
View	PDF	10767	EPSY	65529	001	Holly Reka	Read	06/19/2025	06/24/2025				Yes			
View	PDF	10169	BSCI	70374	001	Liliana Vess	Read	06/17/2025	06/17/2025				Yes			
View	PDF	10801	ARCH	30001	001	Stedious James	Read	12/11/2024	01/08/2025		Yes					Yes
View	PDF	20920	BUS	30234	002	Sheldon Plankton	Read	11/21/2024	06/15/2025	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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.

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

EXPORT DATA: STUDENTS

STUDENTS WHO REQUESTED ACCOMMODATIONS

Course Subject:

Contains

Course Number:

Contains

Course Section:

Contains

Last Name:

Contains

Preferred Name:

Contains

SEARCH

START OVER

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.

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

EXPORT DATA: STUDENTS

Important Note: The system will use the results in the table below for the **Export Data** output. Please use the **Refine Search** section if you need to customize the search result.

Type Of Data: **Do Not Include Cancelled Requests**

ACCOMMODATION REQUESTS

The "Export Accommodation Requests" button will export a list of all requested accommodations by student and course.

EXPORT ACCOMMODATION REQUESTS >

TABLE LEGEND