Flex Plans in the ASAC Instructor Portal

Introduction

Some accommodations require discussion and agreement between students and instructors. These agreements are called Flex Plans. Students approved for one or more of these accommodations will be prompted to complete a questionnaire regarding information about these accommodations, which will then be sent to the instructor. Students and professors are encouraged to meet either in person or via Zoom to discuss these plans. You should also complete the plans through our database. At any time during this plan’s creation, the student or professor can seek support from the student’s assigned ASAC staff member to discuss its parameters.

Flex Plan Guidelines

- When a student initiates a flex plan, an email is sent to the instructor notifying them to view the plan in the ASAC Instructor Portal. After logging in to the ASAC Instructor Portal, professors must read and accept the Access Policy.
  - This policy outlines important requirements to ensure all students’ rights to privacy and must be accepted before continuing to your portal
- To accept, select “Continue to View Student Accommodations”
- After accepting the Access Policy, you will be directed to the Overview Page. On the menu to the left, select “Flex Plans.”

- On the “Flex Plan” page, you will see all the flex plans that have been initiated by students in each of your courses as well as what accommodation(s) are discussed in the flex plan. You can also see the status of each plan, whether they are waiting for Instructor Response, Student Response, or if they have been completed. To review a plan, select the blue “View” hyperlink.
- From here you can see students’ responses to questions about their approved accommodation. If instructors would like, they may also upload a copy of the course syllabus to this plan; however, that is not required.

- If you agree with everything stated in these responses, scroll down to “Form Submission.” Review the statement, then check, “I agree to the statement listed” and select “Accept Flex Plan.”
- **If you would like to make any changes to the plan**, you may type them directly into the box where students' previous responses were. Scroll down to “Form Submission.” Review the statement, then check, “I agree to the statement listed” and select “Update and Request Review.”

![Form Submission]

- You will then see on your Flex Plan page that the status has changed to “Waiting for Student Response.” The student will be sent an email to view updates to the Flex Plan and can either accept the plan or make additional edits for your approval.

- The Flex Plan will go back and forth between the student and instructor until both parties have selected “Accept Flex Plan.” To review changes that have been made by the student or instructor select “View History.”
Once the student and professor have both accepted the flex plan, the status will change to “Completed”. The Flex Plan will be saved in the database for all parties to view and refer to at any time.