

## PROFconnect

PROFconnect is an online data management system that instructors may use to view and manage accommodation related information for students in their courses. PROFconnect is secure and offers an alternative to solely relying on email for this information.

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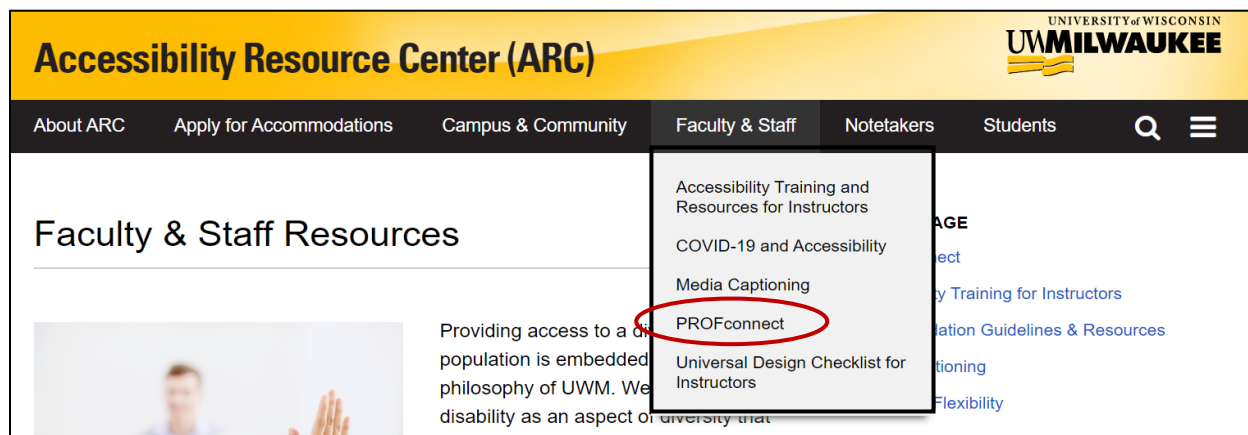
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## Accessing PROFconnect

You may [access PROFconnect directly HERE](#) using your ePanther ID and password or log into PROFconnect from the main ARC webpage. Simply choose the Faculty & Staff tab and scroll down to PROFconnect.



This link will take you to the PROFconnect page, where you will find a list of actions you can take within PROFconnect as well as contact information for questions or concerns.

## Instructor Authentication Page

Upon logging into PROFconnect with your UWM ePanther ID and password, the Instructor Authentication Page will always appear first.

**REMINDERS**

**Please read the following:**

**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.

By choosing to view student accommodations, I acknowledge that I have received and understand the UWM FERPA policy as it pertains to student records.

**Reminder: Please refrain from using a shared (public) computer, and remember to sign out and close the browser completely after you are finished accessing this information.**

[Continue to View Student Accommodations](#)

This page includes important reminders about maintaining confidentiality and safely managing student information and must be acknowledged before viewing student accommodations.

## Views and Tools

Views and Tools is your main menu from which you can access and adjust information pertaining to student accommodations in your class/classes. Each module listed under Views and Tools is explained below.

Views and Tools
> Overview
> Course Syllabus
> Alternative Testing
> Alternative Formats
> Notetaking Services
> Communication Access

## Overview

The Overview provides a list of students (as seen in the table 1) who have requested accommodations in your classes for the current term.

Table 1 (below): view of course information, student information, and approved accommodations.

View	CRN	SBJ	CRS	SEC	Student's Full Name	COMM	MATL	FLEX	TEXT	TEST	NOTE	Status
<a href="#">View</a>	01234	DUC	100	001	Daisy Duck		Yes		Yes	Yes		Emailed
<a href="#">View</a>	56789	MOU	101	002	Minnie Mouse	Yes	Yes			Yes	Yes	

- **View** shows a copy of the Notification Letter you received with information about the student and their accommodations.
- **Yes** indicates the student is approved for a certain accommodation.
- **Status** identifies if the notification letter has been emailed to you.

You may select **Next Term** to view information for the upcoming semester.

Also included in **Overview** is a legend explaining the accommodation codes.

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION	
Legend:	
▪ <b>COMM:</b> Academic Access: Communication	▪ <b>MATL:</b> Academic Access: Materials
▪ <b>FLEX:</b> Academic Flexibility	▪ <b>TEXT:</b> Alternative Formats
▪ <b>TEST:</b> Alternative Testing	▪ <b>NOTE:</b> Notetaking Services

## Course Syllabus

The Course Syllabus page allows you to upload an electronic copy of your syllabus for ARC, which helps ARC staff:

- Confirm test dates and times.
- Support communication access services.

- Identify required reading materials and determine workload priority for converting readings based on the calendar or schedule in your syllabus.

To upload a syllabus, simply follow the instructions and fill in the form.

## Alternative Testing

Alternative Testing enables you to manage the alternative testing agreement for your class, upload exams, and view student scheduled test dates and times.

To specify an alternative testing agreement:

- Select course from the dropdown menu.
- Click on **Continue to specify testing agreement.**
- Complete and submit an agreement or edit a previously submitted agreement.

**SPECIFY ALTERNATIVE TESTING AGREEMENT**

Select Class:

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**PROCTORING YOUR OWN EXAM**

Select Class:  Type:

If you are proctoring your own exams or if there are no exams in your class:

- Select the course from the dropdown menu.
- Select your response from the dropdown menu.
  - Please select **I will proctor my own exams** when exams are proctored within your department or administered through Canvas.
  - Please select **My class has no exam** if there are no exams for the entire semester.
- Click **Confirm.**

**List Alternative Testing Agreement** allows you to view an alternative testing agreement, make changes to an agreement, and copy an agreement to another course.

**LIST ALTERNATIVE TESTING AGREEMENT**

Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select:

Copy to:

To view or make changes to an agreement:

- Select course from the dropdown menu.
- Click **View**.
- Click **Update Alternative Testing Agreement**.

To copy an agreement from one course to another:

- Select **course to copy from** using the appropriate dropdown menu.
- Select **course to copy to** using the appropriate dropdown menu.
- Click **Copy**.

**List Testing Agreement Templates** gives instructors the option to complete a testing agreement proactively for any course(s) in which a student eligible for testing accommodations is enrolled. If a course is listed here, the student is eligible but has not yet requested alternative testing as an accommodation.

Students will be unable to schedule a test with ARC until we receive an agreement from an instructor. Therefore, proactively submitting this agreement streamlines the scheduling process for ARC students, who may request alternative testing accommodations later in the semester.

Also in **Alternative Testing** view, you may see a table that shows tests scheduled with ARC (see table 2): completed tests, upcoming tests, the type of test, the date and time of test. You may upload your exam through this table as well.

*Table 2 (below): view of course information, student information, and the status of an alternative test for the student (scheduled, approved, or completed). Instructors may also upload their exams through the link as it appears in this table.*

SBJ	CRS	SEC	Student's Full Name	Type	Date	Time	Status
DUC	100	001	Daisy Duck	Exam	02/26/2020	09:00 AM	Approved - <a href="#">Upload Exam</a>
MOU	101	002	Minnie Mouse	Final	12/10/2019	09:00 AM	Completed
PIG	100	001	Porky Pig	Quiz	03/05/2020	02:00 PM	Approved - <a href="#">Upload Exam</a>

## Alternative Formats

In Alternative Formats, instructors can obtain information about titles of texts and readings requested for conversion, as well as the name of the student(s) who requested this accommodation.

## Notetaking Services

Under Notetaking Services, you may see:

- Whether or not a notetaker is assigned.
- The name and email address of the notetaker, if assigned.
- When notes are uploaded (dates and times) by the notetaker.
- When notes are downloaded (dates, times, and number of downloads) by the ARC student.

You may also view any uploaded class notes.

## Communication Access

Communication Access provides information on:

- Whether or not a captionist or interpreter is assigned.
- The name of the captionist or interpreter, if assigned.
- The name of the student (s) who requested this accommodation.
- A list of video captioning requests and the status (i.e. completed or in process).

To Submit a Video Captioning Request, please click appropriate button on the mail Communication Access page or the tab in the top right corner of the Communication Access screen and follow the instructions.

## FINAL NOTE

**Please log out and close the browser when you are not working in PROFconnect.**

## Contact Information for Support

If you have any questions or concerns, please contact Christi Craig [ccraig@uwm.edu](mailto:ccraig@uwm.edu) or (414) 251-8397 or Shannon Aylesworth at [aylessr@uwm.edu](mailto:aylessr@uwm.edu) or (414) 229-4564.