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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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.

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.

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>
<thead>
<tr>
<th>View</th>
<th>CRN</th>
<th>SBJ</th>
<th>CRS</th>
<th>SEC</th>
<th>Student’s Full Name</th>
<th>COMM</th>
<th>MATL</th>
<th>FLEX</th>
<th>TEXT</th>
<th>TEST</th>
<th>NOTE</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>01234</td>
<td>DUC</td>
<td>100</td>
<td>001</td>
<td>Daisy Duck</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td>Emailed</td>
</tr>
<tr>
<td>View</td>
<td>56789</td>
<td>MOU</td>
<td>101</td>
<td>002</td>
<td>Minnie Mouse</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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:
- **COMM**: Academic Access: Communication
- **FLEX**: Academic Flexibility
- **TEST**: Alternative Testing
- **MATL**: Academic Access: Materials
- **TEXT**: Alternative Formats
- **NOTE**: 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.

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.
  o Please select **I will proctor my own exams** when exams are proctored within your department or administered through Canvas.
  o 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.
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.*

<table>
<thead>
<tr>
<th>SBJ</th>
<th>CRS</th>
<th>SEC</th>
<th>Student’s Full Name</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUC</td>
<td>100</td>
<td>001</td>
<td>Daisy Duck</td>
<td>Exam</td>
<td>02/26/2020</td>
<td>09:00 AM</td>
<td>Approved – <a href="#">Upload Exam</a></td>
</tr>
<tr>
<td>MOU</td>
<td>101</td>
<td>002</td>
<td>Minnie Mouse</td>
<td>Final</td>
<td>12/10/2019</td>
<td>09:00 AM</td>
<td>Completed</td>
</tr>
<tr>
<td>PIG</td>
<td>100</td>
<td>001</td>
<td>Porky Pig</td>
<td>Quiz</td>
<td>03/05/2020</td>
<td>02:00 PM</td>
<td>Approved – <a href="#">Upload Exam</a></td>
</tr>
</tbody>
</table>
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 or (414) 251-8397 or Shannon Aylesworth at aylesss@uwm.edu or (414) 229-4564.