# HOW-TO GUIDE for Knights Access Instructor:
## How to View the List of Students with Course Accessibility Letters

To log into **Knights Access Instructor**, visit the Student Accessibility Services website: http://sas.sdes.ucf.edu/

Select the icon on the right side of the page which reads *Knights Access Instructor* as shown in Figure 1. (Do <u>not</u> to select the Knights Access icon.)

*Figure 1: Logo for Knights Access Instructor*

Sign in using your **NID** and **NID password**.
Read the *Reminders*. Select **Continue to View Student Accommodations.**

1. On the *OVERVIEW* Page, you can view the list of students who have requested accommodations
2. As shown in Figure 2, select *View* to read the Course Accessibility Letter

| View | PDF | CRN | Subject | Course | Section | Student's Full Name | Status | Request Date | Last Updated | Alternative Testing |
|------|-----|-----|---------|--------|---------|---------------------|--------|--------------|--------------|---------------------|
| View | PDF | 87999 | EAS | 4200 | 0001 | ▉▉▉▉ | Emailed | 10/09/2023 | 10/10/2023 | Yes |

*Figure 2: Overview Page in Knights Access Instructor*

3. If you have a long list of students and would like to filter the list, use the Advanced Search option. Select *Refine Search* as shown in Figure 3.
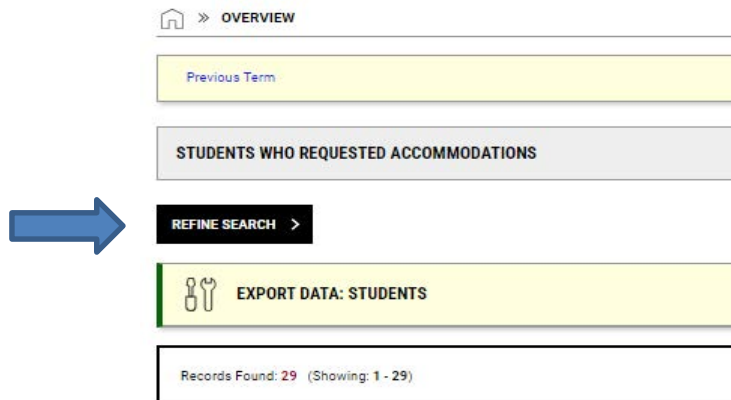


*Figure 3: Image of the OVERVIEW page.*

4. Enter the Course Subject, Course Number and Section Number (if desired)
5. Select *Search* to view the students in this course

# Helpful Tips

If you do not see one of the courses you teach listed in Knights Access Instructor, please contact SAS to ensure our records have you listed as an instructor for the course.

When viewing the *LIST OF STUDENTS WHO REQUESTED ACCOMMODATIONS*, you will quickly be able to see who has made a request for the following accommodations.

- The **TST** column will be marked *Yes* if the student has requested testing accommodations.
- The **NTK** column will be marked *Yes* if the student has requested a notetaker.
- The **DHO** column will be marked *Yes* if the student has requested services such as having an American Sign Language interpreter, a captionist, use of an Assistive Listening Device or similar accommodation.
- The **ETX** column will be marked *Yes* if the student has requested Electronic format or Braille format of textbooks.

Questions? Call us at 407-823-2371
Email SAS@ucf.edu