

A woman with long blonde hair and glasses is sitting at a desk, looking at a laptop. The background is a blurred classroom with other people. The text is overlaid on the image.

# OASIS Faculty

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## User Guide

*Student  
Accessibility  
Services*



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# INTRODUCTION

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Welcome to the OASIS Faculty User Guide!

OASIS Faculty is the online portal which allows Faculty members at Brock University to view accessibility information regarding the students registered in their courses.

OASIS Faculty allows you to:

- View the Student Accessibility Services (SAS)-approved accommodations for your course
- View the students enrolled in your course who are registered with SAS
- View the SAS student profile of your students and look up the contact information for their Case Manager
- View the course Instructors and Delegates listed for your course
- View and upload quizzes, tests, and exams for SAS

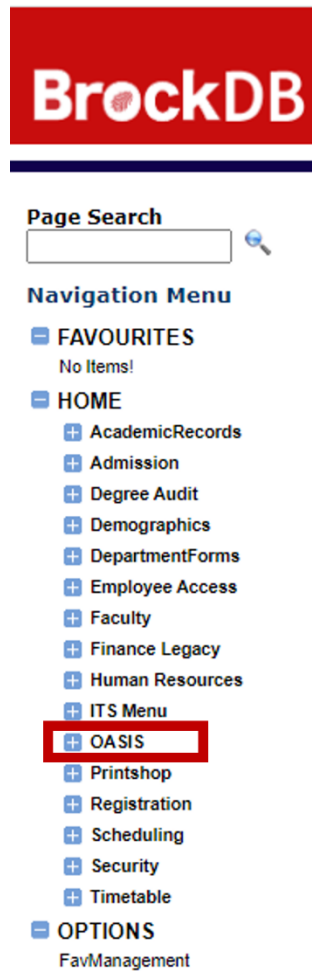
In this guide, we will take you through navigating OASIS Faculty and provide detailed information about each feature.

# 1. NAVIGATING TO OASIS FACULTY

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OASIS Faculty can be found in Brock DB

1. Log into the Brock portal at [my.brocku.ca](http://my.brocku.ca)
2. Select **Brock DB – Menu**
3. On the left side navigation menu, select the + next to **OASIS**
4. Select **OASIS Faculty**



## 2. COURSE SEARCH

To view the SAS-approved accommodations for your course, input the course name and course number in the search bar. Select **Refresh Courses**.

Courses (Click to show/hide)

Course Name	<input type="text"/>	Course Number	<input type="text"/>	Refresh Courses
Duration	<input type="text"/>	Section	<input type="text"/>	
Academic Year*	<input type="text" value="2022"/>	Academic Session*	<input type="text" value="Fall/Winter"/>	

- Note the academic year (not the calendar year) and the academic session.
- We recommend searching with a course name and course code to avoid prolonged load times.
- If you experience difficulties loading OASIS Faculty, try using a different web browser (ie. Firefox or Chrome).

Courses (Click to show/hide)

Course Name	<input type="text" value="recl"/>	Course Number	<input type="text" value="RECL"/>	Refresh Courses
Duration	<input type="text"/>	Section	<input type="text"/>	
Academic Year*	<input type="text" value="2022"/>	Academic Session*	<input type="text" value="Fall/Winter"/>	

Click the arrow icon to view SAS-approved accommodations and register quizzes/tests/exams.

	Course Code	Cross Listed	Year	Session	Duration	Section	Students (10)	Accommodations
➔	RECL		2022	FW	2	1	10	19 (NEW)

The results for your course search will display the course code, and if it is cross-listed, followed by the academic year, duration, and section. The number of SAS-registered students enrolled in your course will display, followed by the number of unique SAS-approved accommodations. If there are SAS-approved accommodations awaiting your review, **(NEW)** will display next to the number of accommodations.

- Your course will only become visible in OASIS once a SAS-registered student enrolls.
- An auto-generated OASIS email will be sent to you when the **first** SAS-registered student enrolls.

# 3. OASIS NAVIGATION HEADINGS

Selecting the blue arrow beside the course search results will display the OASIS navigation headings.

Courses (Click to show/hide)


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Course Name  Course Number

Duration  Section

Academic Year\*  Academic Session\*

Click the arrow icon to view SAS-approved accommodations and register quizzes/tests/exams.

Course Code	Cross Listed	Year	Session	Duration	Section	Students (10)	Accommodations
 RECL [REDACTED]		2022	FW	2	1	10	19 (NEW)

1

Each navigation heading will be described in more detail in subsequent sections.

Courses (Click to show/hide)


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Course Name  Course Number

Duration  Section

Academic Year\*  Academic Session\*

Click the arrow icon to view SAS-approved accommodations and register quizzes/tests/exams.

Course Code	Cross Listed	Year	Session	Duration	Section	Students (10)	Accommodations
 RECL [REDACTED]		2022	FW	2	1	10	19 (NEW)

1 Total Records: 1

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SAS-Approved Accommodations for: RECL [REDACTED] 2022 FW D2 S1 (Click to show/hide)

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Students Registered with SAS and Enrolled in: RECL [REDACTED] 2022 FW D2 S1 (Click to show/hide)

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SAS Student Profile: (Click to show/hide)

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Course Instructors and Delegates for: RECL [REDACTED] 2022 FW D2 S1 (Click to hide/show)

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Quizzes/Tests/Exams Registered with SAS for: RECL [REDACTED] 2022 FW D2 S1 (Click to show/hide)

## 4. SAS-APPROVED ACCOMMODATIONS

Clicking on the **SAS-Approved Accommodations** heading will expand the section to display each unique accommodation associated with your course.

- New accommodations will display at the top and you are given the option to review each accommodation and provide a response:
  - Accepted – this accommodation will not compromise essential course requirements and is accepted.
  - Consult – this accommodation requires a consultation with SAS staff. You will have the opportunity to submit a comment or question and SAS staff will follow up with you via email.
  - NA – this accommodation does not apply to this course.
- Once finished reviewing accommodations, hit **Save** at the bottom right to save your responses.

SAS-Approved Accommodations for: RECL [REDACTED] 2022 FW D2 S1 (Click to show/hide)

Please note that accommodations are confidential information and are protected under FIPPA. Accommodations must not be discussed or shared with anyone other than the individual student and SAS staff. Confidentiality breaches are a serious matter and could result in legal action.

Review each accommodation and indicate that the accommodation will not compromise essential course requirements and is "ACCEPTED", or the accommodation requires further consultation with SAS "CONSULT", or the accommodation doesn't apply to your course "NA".

The comments box will appear for each accommodation after indicating your choice.


Click the "Save" button when finished responding to all accommodations (bottom right of table).

New Accommodations (3)	
<input type="checkbox"/> Occasional Class Absence	<input type="radio"/> Accepted <input type="radio"/> Consult <input type="radio"/> NA
<input type="checkbox"/> Permission to use SAS-provided music	<input type="radio"/> Accepted <input type="radio"/> Consult <input type="radio"/> NA
<input type="checkbox"/> Software: Text-to-Voice (K3000)	<input type="radio"/> Accepted <input type="radio"/> Consult <input type="radio"/> NA

1 Total Records: 3

In the top left corner of each unique accommodation listing is a +/- which allows you to further expand or hide a description of the accommodation.

New Accommodations (3)  Accepted  Consult  NA

 Occasional Class Absence

Student may require occasional class absence due to ongoing medical symptoms or appointments. Medical documentation has been provided to Student Accessibility Services (SAS) therefore, no further medical notes for absences are required.

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**Roles and Actions**

**Instructor actions:**  
Please contact the individual student's Case Manager if specific student request for absences impact essential course requirements. To find the name of the assigned Case Manager, please view the 'SAS Student Profile' tab and choose the individual student

**Online course:**  
Occasional absences may impact participation grades in synchronous lecture or seminar components.

**Student responsibility:** Student to contact to notify of each absence as soon as medically able. Students are encouraged to include Case Manager in email correspondence.

**Student Accessibility Services actions:** SAS to participate in discussion should a high volume of absences impact course requirements.



## 5. STUDENTS REGISTERED WITH SAS

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Selecting the heading **Students Registered with SAS and Enrolled in [Course]** will provide a list of SAS-registered student information:

- Student ID
- Full Name (with hyperlink to email)
- Course
- Case Manager (with hyperlink to email)
- Case Manager phone extension
- Date the student's accommodations were added to the course

Students Registered with SAS and Enrolled in: RECL [REDACTED] 2022 FW D2 S1 (Click to show/hide)

Click the arrow icon to view the student's SAS-approved accommodations and Accessibility Case Manager.

Student ID	Full Name	Course	Case Manager	Extension	Date Added
[REDACTED]	[REDACTED]	RECL [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Clicking the blue arrow next to a student listing will open their **SAS Student Profile**.

## 6. SAS STUDENT PROFILE

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The **SAS Student Profile** provides contact information for each SAS-registered student and their Case Manager, as well as a listing of the SAS-approved course accommodations and SAS-approved test accommodations for that student.

- The student's email address and the Case Manager's email address are hyperlinks.

### SAS Student Profile: (Click to show/hide)

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Name: [REDACTED]  
Student Number: [REDACTED]  
Email Address: [REDACTED]  
Accessibility Case Manager: [REDACTED] (Extension: [REDACTED])

#### Course Accommodations:

<i>SAS-Approved Accommodations</i>
<a href="#">Note Taker (Volunteer)</a>
<a href="#">Occasional Assignment Extensions</a>
<a href="#">Occasional Class Absence</a>

#### Test Accommodations:

<i>SAS-Approved Accommodations</i>
<a href="#">Software: Word Processing - Grammar/Spelling Support (Word)</a>
<a href="#">Reduced Distraction</a>
<a href="#">Additional Time: 30 min/hr</a>

#### Accommodation Notes:

## 7. COURSE INSTRUCTOR AND DELEGATES

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Selecting the **Course Instructors and Delegates** heading provides a list of each Instructor and/or Delegate associated with the course. Those listed will be able to:

- view the course information in OASIS Faculty
- review accommodations and request consultation
- receive an email when the first SAS-registered student enrolls in the course
- receive emails from the SAS Exam Centre regarding tests/exams
- receive emails if assistance is required to recruit a volunteer notetaker from the course

Course Instructors and Delegates for: RECL [REDACTED] 2022 FW D2 S1 (Click to hide/show)

Name	Email Address	Title
[REDACTED]	[REDACTED]	Timetable Instructor

1 Total Records: 1

Instructor information is populated by the Registrar's Office. Requests to add or change information can be sent to [SAStest@brocku.ca](mailto:SAStest@brocku.ca).

## 8. QUIZZES/TESTS/EXAMS REGISTERED WITH SAS

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The **Quizzes/Tests/Exams Registered with SAS** section allows Instructors to input in-class quizzes, tests, or exams so that SAS-registered students can confirm to write with their accommodations in the SAS Exam Centre.

- Please enter quizzes/tests/exams early in the term.
- Online quizzes/tests/exams do not need to be entered into OASIS as Instructors are able to accommodate students within the online environment.
- Final exams scheduled by the Registrar's Office will automatically populate in OASIS.

Quizzes/Tests/Exams Registered with SAS for: RECT [REDACTED] 2022 FW D3 S2 (Click to show/hide)

Register all in-class quizzes/tests/exams with SAS. Once registered, click the arrow icon to complete the parameters form and upload the quiz/test/exam files.

Type	Date	Start Time	End Time	Writing Class	Writing SAS	Parameters	Script	SAS Override	
<input type="text"/>	<input type="text"/>	00:00	00:00					<input type="checkbox"/>	<input type="button" value="Insert"/>

1 Total Records: 0

Please input the following details for each assessment and press **Insert**:

- Type – mid-term exam, final exam, lab exam, quiz, or test
- Date
- Start Time
- End Time

Once in-class quizzes/tests/exams have been entered, clicking the blue arrow next to the assessment will allow you to provide the parameters and upload the script.

Quizzes/Tests/Exams Registered with SAS for: RECT [REDACTED] 2022 FW D2 S1 (Click to show/hide)

Register all in-class quizzes/tests/exams with SAS. Once registered, click the arrow icon to complete the parameters form and upload the quiz/test/exam files.

Type	Date	Start Time	End Time	Writing Class	Writing SAS	Parameters	Script	SAS Override
Exam	[REDACTED]	7:00PM	9:00PM	5	6	Uploaded	Required	<input type="checkbox"/>

1 Total Records: 1

Tests/Exams Students (Writing with SAS) for: Exam [REDACTED] 7:00PM-9:00PM (Click to show/hide)

Test/Exam Files for: Exam [REDACTED] 7:00PM-9:00PM (Click to show/hide)

Test/Exam Parameters for: Exam [REDACTED] 7:00PM-9:00PM (Click to show/hide)

Please upload the script 2 days prior to the scheduled quiz/test/exam date. You will also be able to view which students have confirmed to write the quiz/test/exam with the SAS Exam Centre.

For assistance with inputting test/exam information, please contact the SAS Exam Centre at [SAStest@brocku.ca](mailto:SAStest@brocku.ca) or by calling extension 4028.

## 9. ADDITIONAL INFORMATION

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Please note that accommodations are confidential information and are protected under FIPPA. Accommodations must not be discussed or shared with anyone other than the individual student and SAS staff. Confidentiality breaches are a serious matter and could result in legal action.

Students with academic accommodations have provided appropriate documentation to Student Accessibility Services and have been approved to receive the accommodations listed in OASIS.

If you have questions or concerns regarding a student's accommodations, please contact their assigned Case Manager. Their contact information is available in the student's profile in OASIS Faculty.

## 10. CONTACT INFORMATION

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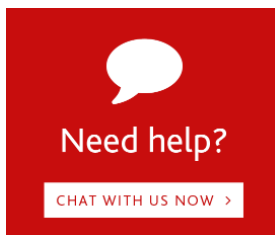
General SAS email: [askSAS@brocku.ca](mailto:askSAS@brocku.ca)

Faculty email: [SASconsult@brocku.ca](mailto:SASconsult@brocku.ca)

Phone: x 3240

Office location: ST 400

Website: <https://brocku.ca/health-wellness-accessibility/sas/>



Exam Centre email: [SAStest@brocku.ca](mailto:SAStest@brocku.ca)

Phone: x 4028

Exam Centre locations:

- Main site – ST 411
- Secondary site – HP 107 (Heritage Plaza)