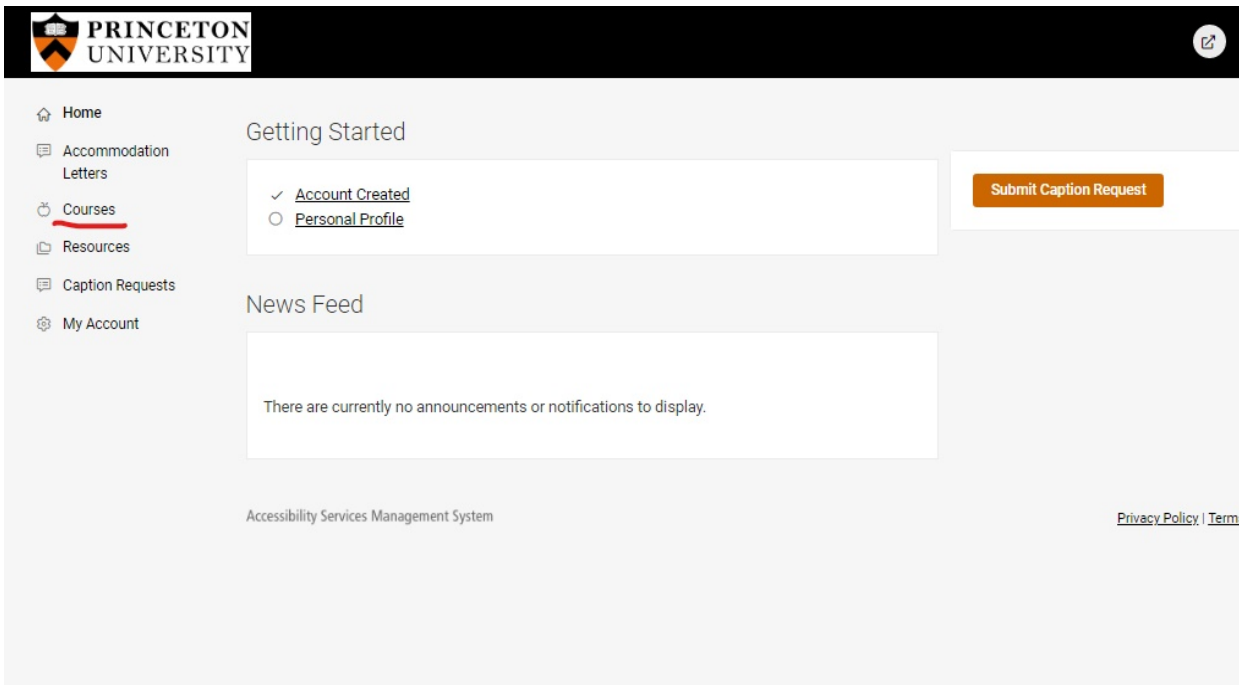


Faculty Export of Course Enrolled Students List

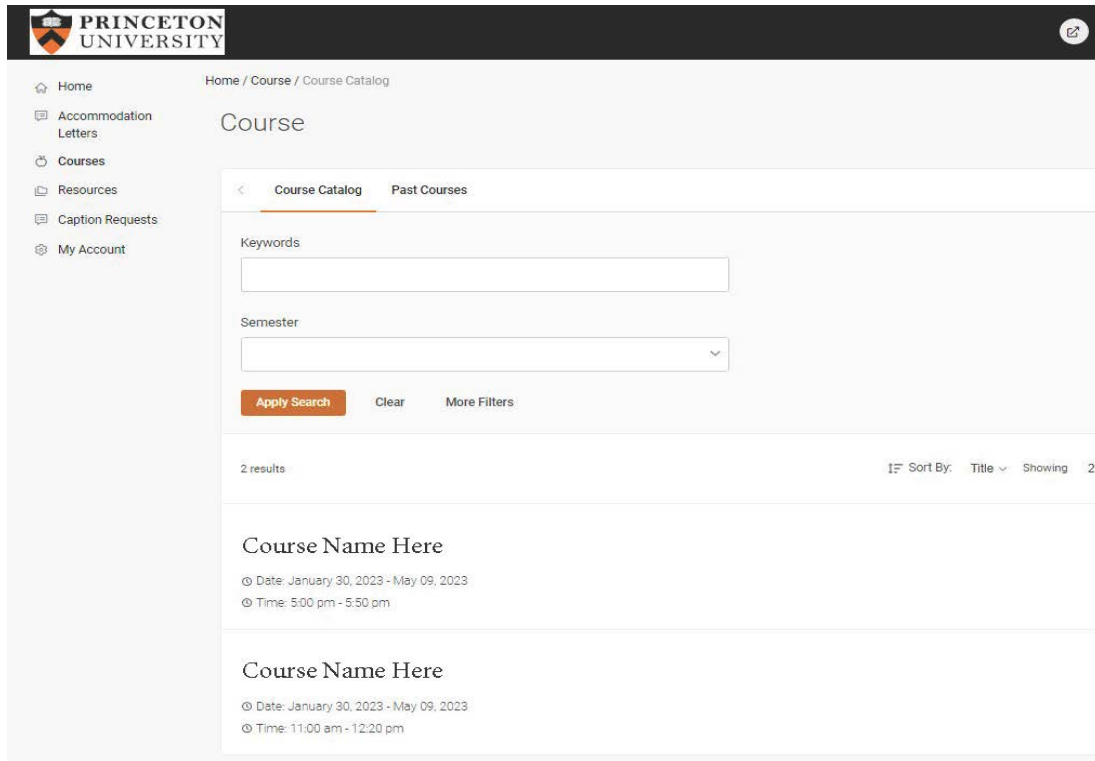


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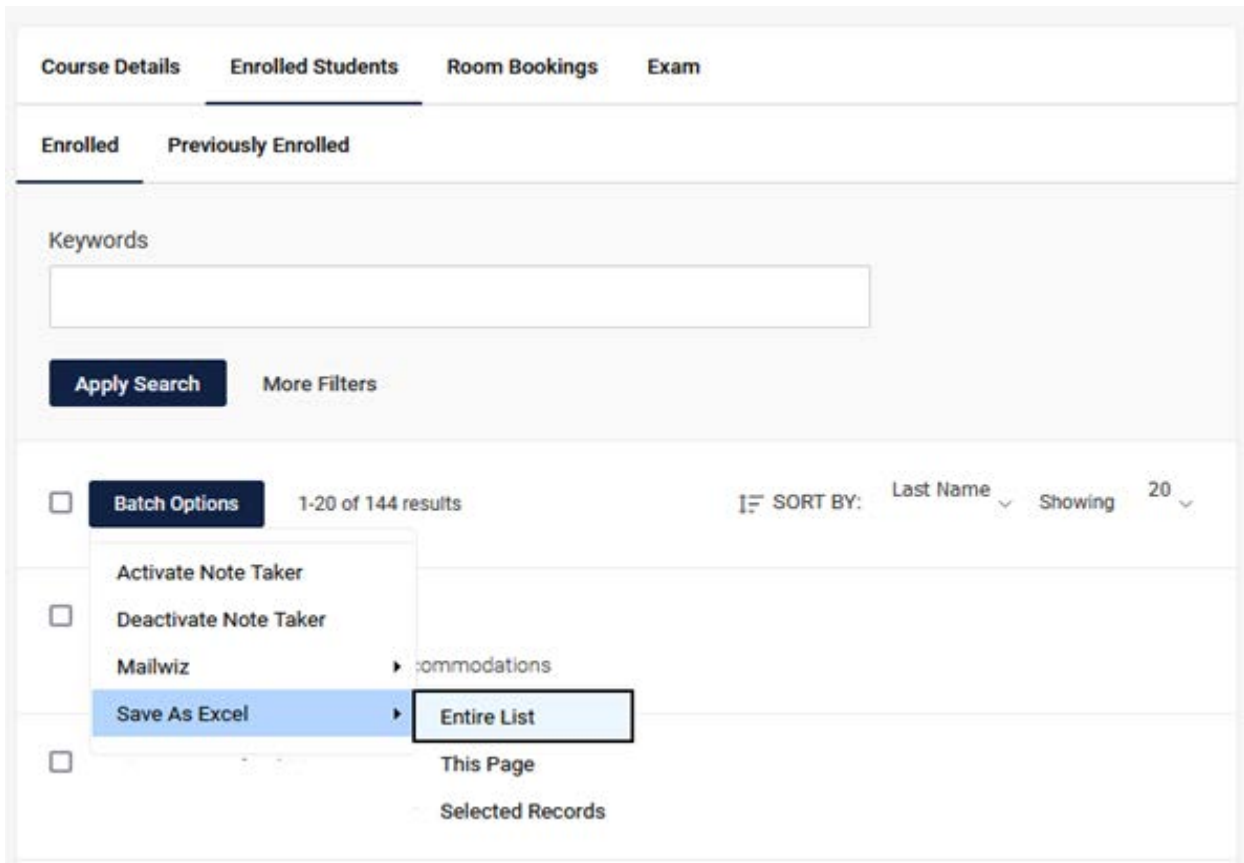


To access the Accommodate Portal you will need to navigate to ods.princeton.edu and there will be a link to the Accommodate portal on the homepage. You can also select the ACCOMMODATE tab at the top of the page to access more information about Accommodate. There will be a link to the portal at the bottom of the Accommodate tab page.

When you've arrived at your Homepage you will see Courses listed on the lefthand side toolbar. Select Courses.



Once you're at the Course page you will then see a list of the courses that you are currently listed as the Faculty for. You can use the search feature at the top of the page to search for a specific course by name or semester. Select the class title to move forward.



Select **Enrolled Students** at the top of the course page. You will then see a list of all enrolled students in the course you've selected. You can then select **Batch Options**, **Save as Excel**, and then select from **Entire List**, **This Page**, or **Selected Records**.

	Clipboard	Font	Alignment	Number	Styles	Cells
A1			Last Name			
	A	B	C	D	E	F
1	Last Name	First Name	Student ID	Course Accommodations		
2	Student Last Name	Student First Name	123456789	No Course Accommodations		
3	Student Last Name	Student First Name	123456789	Class Notes - Peer notetaker, Alternative test location to reduce distractions or other needs, Extended time - 50%,		
4	Student Last Name	Student First Name	123456789	No Course Accommodations		
5	Student Last Name	Student First Name	123456789	No Course Accommodations		
6	Student Last Name	Student First Name	123456789	No Course Accommodations		
7	Student Last Name	Student First Name	123456789	No Course Accommodations		
8	Student Last Name	Student First Name	123456789	No Course Accommodations		
9	Student Last Name	Student First Name	123456789	No Course Accommodations		
10	Student Last Name	Student First Name	123456789	No Course Accommodations		
11	Student Last Name	Student First Name	123456789	No Course Accommodations		
12						
13						
14						
15						
16						
17						
18						
19						
20						

This will then trigger Microsoft Excel to open on your computer and the list of students will be displayed. The list will include student names, ID#, and approved accommodations. You can then save this file to print or share with appropriate staff/faculty.