Transcript – “How to Activate Your Accommodations” Video

Welcome to our instructional video on activating your accommodations and Accessible Learning online. You will first need to log in to Accessible Learning online from our website or by typing the address on your screen into a web browser (<https://sierra.accessiblelearning.com/WLU/>).

Once you log in, this screen may appear. If you have any important messages to review, you must read and agree to these first before you can proceed. If at any time you need to see your Eform agreements, you can find those from the left hand navigation panel under my dashboard labeled as My Eform Agreements.

Navigate to the left menu bar. Under the heading Accommodations, Select List Requests.
Select Add Requests in the box for the current semester. Select each course you're wanting to activate accommodations in. Once that is complete, select Continue to Next Step. Select the accommodations you require for each course. Click the Submit request button when you are complete.

Remember, not every course may require the same accommodations. Please take your time with each course and consider what you need to be successful in each course. You can always update this at a later time.

Also, please note that activating your accommodations is completely separate from booking your exams. If you have exam accommodations, you must book those separately in alternative testing after you have activated them here. So, your first step is to ensure that they are activated for the course you need them in and then in a separate area you will book your individual examinations. If you need assistance with this, please visit our website as we do have step by step instructions as well as an additional video.

When your requests have been completed and saved, your status will say Approved. To change or cancel any existing request, navigate to the List Request page, select View all requests for the current semester and select Modify Request for each course that you would like to modify or have your accommodations cancelled for.

Next, the Accommodations box will list all of your eligible accommodations and accommodation with a blue check mark was previously added in your request for this course and accommodation without a blue check mark was not previously included in your request. Please make the necessary changes. When that is finished, update the accommodations you require for that course and select Update Request. That will finish the process. However, if you would like to cancel all accommodations, select Cancel Request. You do not need to unselect any boxes. Please just select Cancel Request and that will discontinue any accommodations for that particular course.

If you require any additional support from Accessible Learning, please connect with us. Our contact information is available on the screen (accessible\_learning@wlu.ca, 548-889-3514). Please remember it is important that all Accessible Learning students monitor their Laurier e-mail accounts closely as we often send out updates or any important information regarding your accommodations that are important for you to review.