

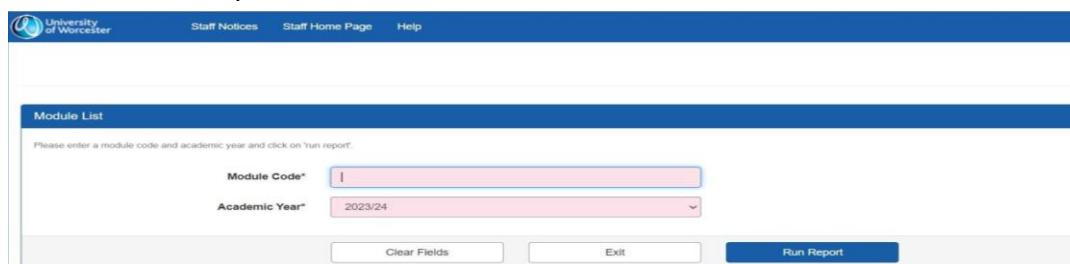
# How to Find DDS Student Support Adjustments on SOLE

## Guide for Module Tutors

1. On website Staff Homepage click on 'SOLE for Staff' link (top left corner )
2. On the page that opens click on Staff Home Page—see below



3. From the menu list that opens select 'Module list'.
  - The following page opens:
4. Enter your module code and select the academic year.
  - Click the 'Run Report' box.

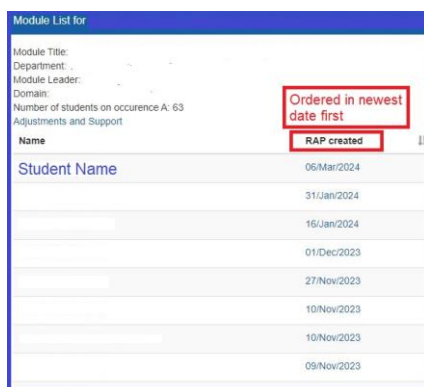


5. On the page that opens up select 'Student Details'

Year	Period	Occ.	Location	Students	Student details	Email list	Adjustments and support
2023/24	Across Semesters	A	UW - Site to be confirmed	63	>>	>>	>>

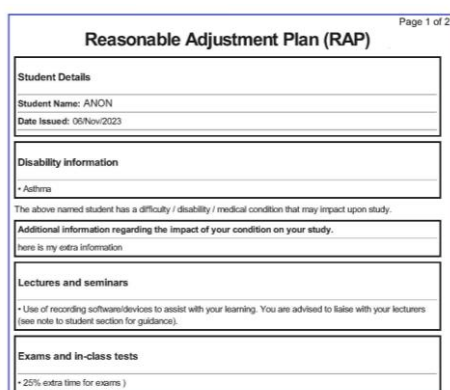
In the Student Details page there are three ways to find out about the support needs of the students.

- a) Click on the words RAP created and it will sort the page to show students with a RAP at the top, in date order (newest RAP created first).



Name	RAP created
Student Name	06/Mar/2024
	31/Jan/2024
	16/Jan/2024
	01/Dec/2023
	27/Nov/2023
	10/Nov/2023
	10/Nov/2023
	09/Nov/2023

- Click on the date of the RAP created to take you directly to the RAP.



Reasonable Adjustment Plan (RAP) Page 1 of 2

**Student Details**  
Student Name: ANON  
Date issued: 06/Nov/2023

**Disability information**  
• Asthma  
The above named student has a difficulty / disability / medical condition that may impact upon study.

**Additional information regarding the impact of your condition on your study.**  
here is my extra information

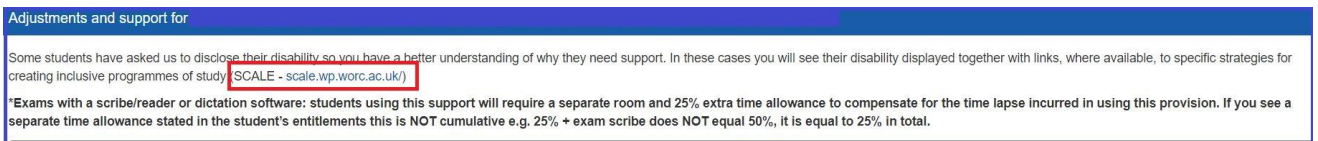
**Lectures and seminars**  
• Use of recording software/devices to assist with your learning. You are advised to liaise with your lecturers (see note to student section for guidance).

**Exams and in-class tests**  
• 25% extra time for exams )

- b) You can jump directly to the Adjustments and Support page which outlines the adjustments recommended for students with a RAP.



- c) Click on Adjustments and Support under number of students on occurrence and it will take you to the adjustments and support page. It is worth noting that you can access the SCALE information from this page.



The Adjustments and Support page gives an overview and quicker reference. Once clicked the comprehensive list of what the needs are for the students in lecture and exam situations is shown. The student's individual RAP can also be accessed and viewed from here by clicking View RAP.

- Adjustments for lectures overview

Student	(8) Use of recording software/devices to assist with y...	(1) You are advised to liaise with your tutors concern...	(2) Use a laptop or similar to take notes...	(8) Requires course and lecture materials to be provid...	(7) May need to leave the lecture/seminar without not...	(3) May need to stand/lie at intervals during the lec...	(1) Specific seat position required, see details:...	(2) Call a First Aider in the event of a seizure (or o...	(1) Requires clear instructions in advance regarding a...	(2) May need to clarify assignment instructions with t...	(2) Requires advanced notice of plan changes wherever ...
Student Name	✓			✓							
View RAP	✓	✓	✓	✓	✓			✓	✓		✓
View RAP	✓			✓	✓	✓					
View RAP	✓			✓	✓	✓					
View RAP	✓			✓	✓						

- Adjustments for exams overview

Student	(8) 25% extra time for written exams/in-class tests...	(1) Dictation software, headset and individual room re...	(1) Read aloud software, headset required...	(2) PC with separate mouse...	(6) Small group environment required...	(1) Individual room required...	(1) Requires modified exam paper. See details:...	(1) Examiner to ensure instructions are understood...	(1) Requires exam paper in an electronic format...	(1) To be seated in a particular place. See details:...	(1) Call first aiders in event of seizure (or other ev...
Student Name	✓			✓	✓						
View RAP	✓		✓	✓		✓		✓	✓		
View RAP	✓										
View RAP	✓				✓						
View RAP	✓				✓		✓			✓	
View RAP	✓				✓						



