



Exporting Accommodations (Classroom and Testing Accommodations)

The following steps explain how to pull an Excel list of your students' accommodations in your courses to reduce the need to review each Course Accessibility Letter individually. You can edit the file as needed to manage accommodations.

1. Log into the [Knights Access Instructor Portal](#) by clicking the “Knight’s Access Instructor” button on the SAS website and using your UCF credentials.



STUDENT ACCESSIBILITY SERVICES

Student Accessibility Services (SAS) views disabilities as an integral part of the rich diversity at the University of Central Florida. To that end, we work collaboratively with students, faculty, and staff to create an inclusive educational environment for students.

SAS acknowledges that classroom and campus accessibility needs and considerations



Figure One: Red circle surrounding the "Knights Access Instructor " button on the SAS website.

2. Click on “Overview” option located on the left-hand menu

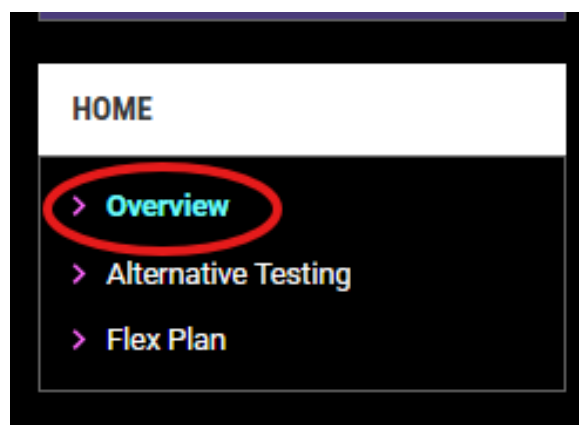


Figure Two: Red circle surrounding the "Overview" portal button on the left side of the screen.

3. Scroll down and click the “Export Data: Students” tab. Locate the “Type of Data” dropdown menu and select “Do Not Include Cancelled Requests” or “Include All Requests”. Then, click the “Export Accommodation Requests” button.



Student Accessibility Services

- Please note that you should **NOT** be using the excel sheet in replacement of logging into the Knight's Access Instructor Portal. New students are granted accommodations

daily or students may cancel requests at any time. This is a tool that be used to quickly search all accommodations at a given time.

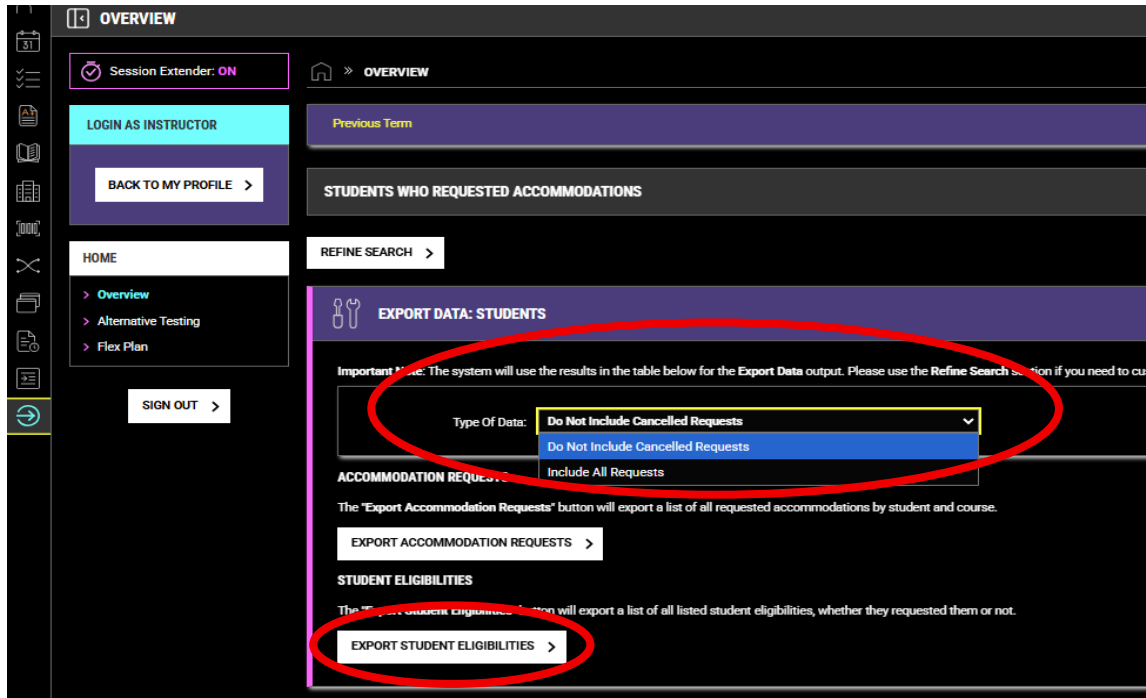


Figure Three: In the Knights Access Instructor Portal the “Export Data: Students” section is visible, showing a dropdown menu for “Type of Data” with options selected and two buttons below. A red circle is around the “Export Student Eligibilities” below it.

4. View your exported excel file (and save if necessary)

First Name	School ID	Email Address	Primary Advisor	CRN	Subject	Course	Section	Campus	Title	Request Status	Submitted On	Last Updated	*AEAA - Student and Faculty Coordinated
				86751	PSY	2012	OW63	ONLINEUCF	GENERAL PSYCHOLOGY	Emailed	09/30/2025	09/30/2025	
				87974	SOP	3004	OW63	ONLINEUCF	SOCIAL PSYCHOLOGY	Read	09/15/2025	09/16/2025	Yes
				86751	PSY	2012	OW63	ONLINEUCF	GENERAL PSYCHOLOGY	Emailed	09/04/2025	09/05/2025	
				86751	PSY	2012	OW63	ONLINEUCF	GENERAL PSYCHOLOGY	Read	08/24/2025	08/27/2025	Yes
				86802	CLP	4390	OW60	ONLINEUCF	FORENSIC PSYCHOLOGY	Read	08/22/2025	09/02/2025	
				86802	CLP	4390	OW60	ONLINEUCF	FORENSIC PSYCHOLOGY	Read	08/22/2025	09/02/2025	
				86751	PSY	2012	OW63	ONLINEUCF	GENERAL PSYCHOLOGY	Read	08/22/2025	09/02/2025	
				85051	PSY	4903H	0204	MAIN	HON DIRECT RDG I	Emailed	08/16/2025	08/18/2025	
				87974	SOP	3004	OW63	ONLINEUCF	SOCIAL PSYCHOLOGY	Read	08/13/2025	09/02/2025	
				86802	CLP	4390	OW60	ONLINEUCF	FORENSIC PSYCHOLOGY	Read	05/18/2025	09/02/2025	

Figure Four: Excel spreadsheet with a table of student accommodation data. The spreadsheet headings such as student name, course information, accommodation type, and status, demonstrating how accommodation requests appear once exported.

More information regarding exporting accommodation data for instructors is available on the [SAS website](#). For questions, please contact us at sas@ucf.edu and 407-823-2371.