



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.



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

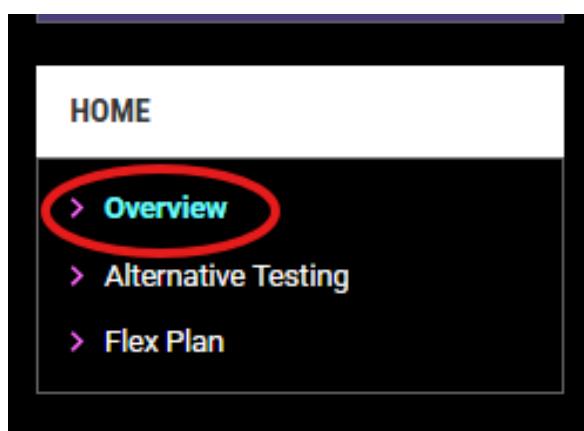


Figure Two: Red circle surrounding the "Overview" portal button on the left side of the screen.

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.

The screenshot shows the 'OVERVIEW' page of the Knights Access Instructor Portal. On the left, a sidebar menu includes 'Session Extender: ON', 'LOGIN AS INSTRUCTOR', 'BACK TO MY PROFILE >', 'HOME' (with sub-options: 'Overview', 'Alternative Testing', 'Flex Plan'), and 'SIGN OUT >'. The main content area is titled 'STUDENTS WHO REQUESTED ACCOMMODATIONS' and features a 'REFINE SEARCH >' button. Below this is a section titled 'EXPORT DATA: STUDENTS' with a red circle around it. It contains a dropdown menu for 'Type Of Data' with options: 'Do Not Include Cancelled Requests' (selected), 'Do Not Include Cancelled Requests' (highlighted in blue), and 'Include All Requests'. Below the dropdown is a note: 'The "Export Accommodation Requests" button will export a list of all requested accommodations by student and course.' A button 'EXPORT ACCOMMODATION REQUESTS >' is present. At the bottom of the 'EXPORT DATA: STUDENTS' section is another red circle around the 'EXPORT STUDENT ELIGIBILITIES >' button. A note below it states: 'The "Export Student Eligibilities" button will export a list of all listed student eligibilities, whether they requested them or not.'

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	0W63	ONLINEUCF	GENERAL PSYCHOLOGY	Emailed	09/30/2025	09/30/2025					
87974	SOP	3004	0W63	ONLINEUCF	SOCIAL PSYCHOLOGY	Read	09/15/2025	09/16/2025	Yes				
86751	PSY	2012	0W63	ONLINEUCF	GENERAL PSYCHOLOGY	Emailed	09/04/2025	09/05/2025					
86751	PSY	2012	0W63	ONLINEUCF	GENERAL PSYCHOLOGY	Read	08/24/2025	08/27/2025	Yes				
86802	CLP	4390	0W60	ONLINEUCF	FORENSIC PSYCHOLOGY	Read	08/22/2025	09/02/2025					
86802	CLP	4390	0W60	ONLINEUCF	FORENSIC PSYCHOLOGY	Read	08/22/2025	09/02/2025					
86751	PSY	2012	0W63	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	0W63	ONLINEUCF	SOCIAL PSYCHOLOGY	Read	08/13/2025	09/02/2025					
86802	CLP	4390	0W60	ONLINEUCF	FORENSIC PSYCHOLOGY	Read	08/18/2025	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.