

SAS No Wi-Fi Laptop Procedures

Rhodes College Student Accessibility Services • The Desk, Barret Library

To assist in the provision of approved computer test accommodations when Wi-Fi access is a concern, the Office of Student Accessibility Services (SAS) offers a limited number of no Wi-Fi laptops for faculty to check out from The Desk. Information Services has programmed the laptops to function without Wi-Fi, while still allowing text-to-speech software and spellcheck for approved students with disabilities.

Laptop Check Out Details

- Six SAS no Wi-Fi laptops are available for **faculty only** to check out from The Desk. Faculty will need their Rhodes ID to check out a device.
- All SAS laptops must be returned within **48 hours** of check out due to limited availability.
- Each SAS laptop comes with a flash drive, instructions, and a protective case.
- Librarians at The Desk will process SAS laptop checkouts and returns during the following times only:
 - **Monday - Thursday:** 7:30 am - 9:00 pm
 - **Friday:** 7:30 am - 5:00 pm
 - **Sunday:** 10:00 am - 6:00 pm

Faculty Laptop Instructions

Most students with an approved accommodation to use a computer for exams have difficulty with the manual task of handwriting and/or require access to the assistive technology features (e.g., spellcheck, text-to-speech software). Faculty should follow the instructions below.

1. Using a different computer, save your exam to the flash drive.
2. Log in using the following credentials:
 - Username: .\sas
 - Password: sas*2025
3. Plug in the flash drive and open your file using the "Only Office" app.
4. Allow the student with the approved computer test accommodation to edit the file using the "Only Office" app.
5. Save the edited file to the flash drive and safely eject the drive.
6. Save your file to a different computer and delete your file from the flash drive.
7. Return the laptop and empty flash drive to The Desk within 48 hours of checkout.

Faculty Laptop Instructions without Spellcheck

When spelling is an essential element being tested, and students with an approved accommodation to use a computer for exams do not require access to other assistive technology features, faculty should follow the instructions below.

1. Using a different computer, save your exam to the flash drive.
2. Log in using the following credentials:
 - a. Username: SAS-MLL
 - b. Password: southwestern1925
3. Plug in the flash drive and open your file using the "Only Office" app.
4. Allow the student with the approved computer test accommodation to edit the file using the "Only Office" app.
5. Save the edited file to the flash drive and safely eject the drive.
6. Save your file to a different computer and delete your file from the flash drive.
7. Return the laptop and empty flash drive to The Desk within 48 hours of checkout.

Contact

For additional information or questions, contact SAS at (901) 843-3815 or SAS@rhodes.edu.