Module Coordinator Guide for LENS Reports

Accessing LENS Reports:
1. Log in to my.tcd.ie
   • Click on the ‘Disability Service’ link.
   • View assigned students.

Viewing Individual LENS Reports:
1. Log in to my.tcd.ie
   • Click on the ‘Disability Service’ on the toolbar.
   • Select ‘View’ under the student’s name.

Exporting Data:
1. Log in to my.tcd.ie
   • Click ‘Disability Service’.
   • Click ‘Export Data for a full set of students in Excel.’
Accessing Reasonable Accommodations:
1. Log in to my.tcd.ie
   - Click ‘Disability Service’.
   - Click ‘Export Accommodations’.
   - Select the relevant area from the LENS report.

Granting Read Access to colleagues:
1. Log in to SITS
   - Click ‘Disability Service’.
   - Assign read access via the 'assign link' and add the staff member’s TCD number.

For Non-TCD Staff:
1. Download the student list to Excel.
2. Share via TCD OneDrive

Additional Resources:
- GDPR Recommendations
- Guidance on Accessing LENS