



FACULTY USER GUIDE

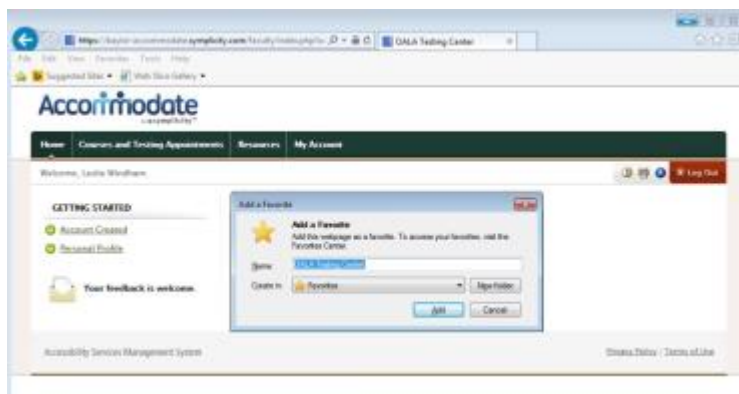
2016

Navigating in Accommodate

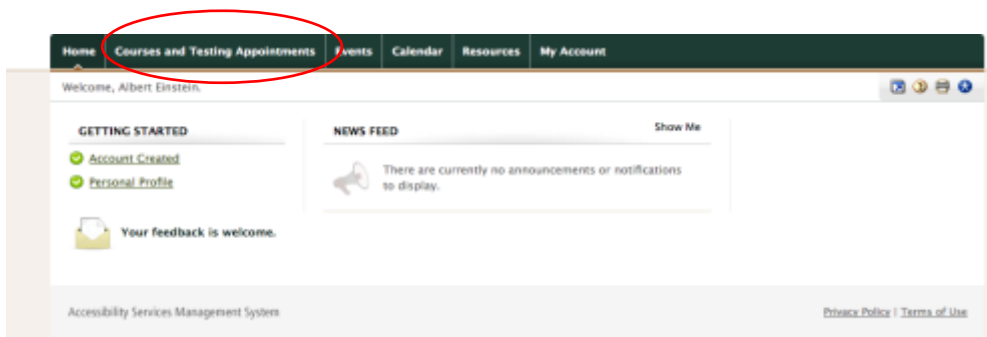
Log in to Accommodation using your Bear ID and password:

<https://shibboleth-baylor-accommodate.symplicity.com/sso/faculty>

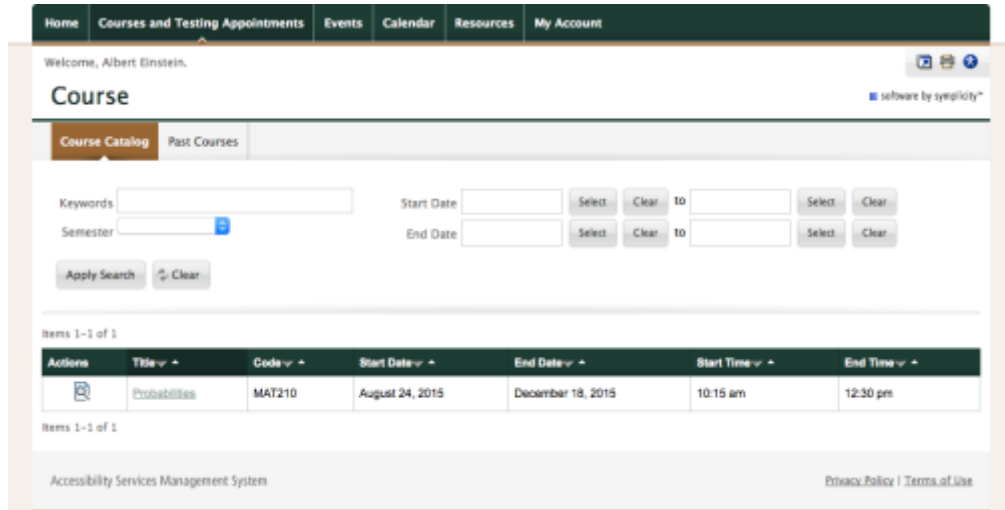
Tip: You can bookmark this address after logging in, and rename your bookmark/favorite so the site is easier to access later!



On the welcome screen, you will see a tab, “Courses and Testing Appointments”. Click on this tab to see a listing of the courses for the current and past semesters.

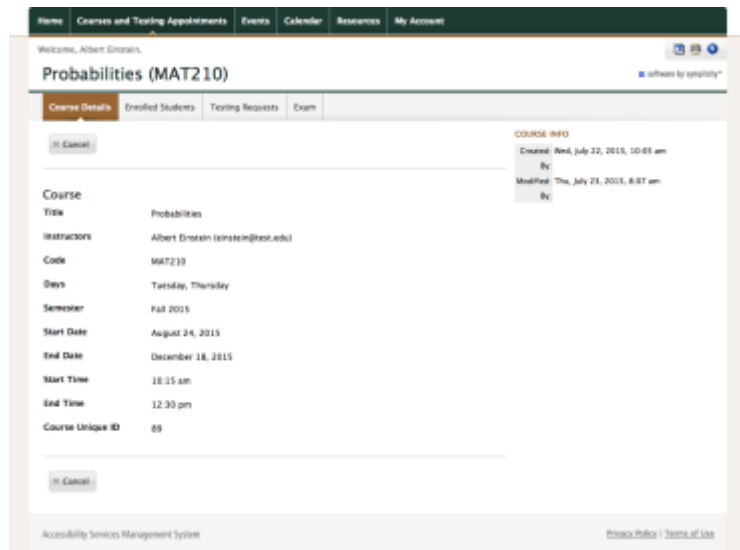


Click on the course that you would like to approve testing accommodations. Please remember, if you teach more than one section of the same course, the different sections will be shown below. Click on the title of the course.

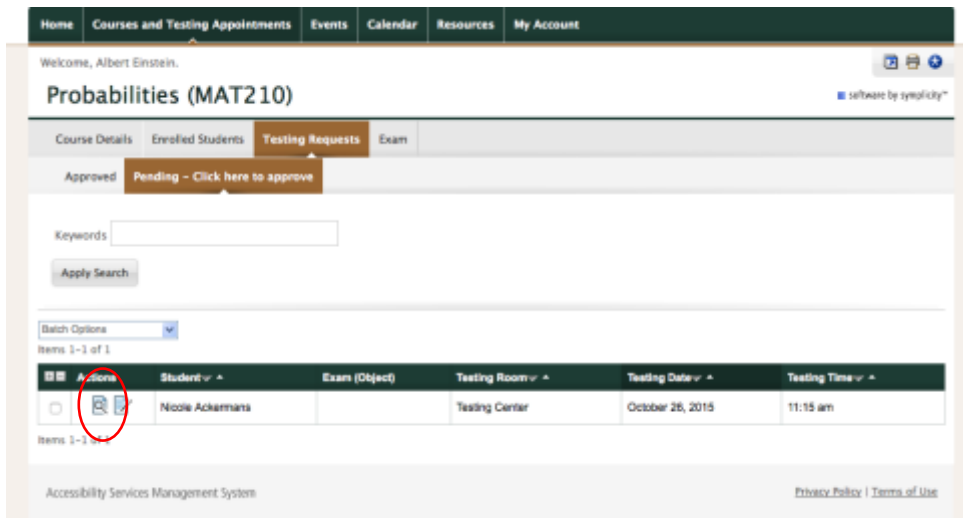
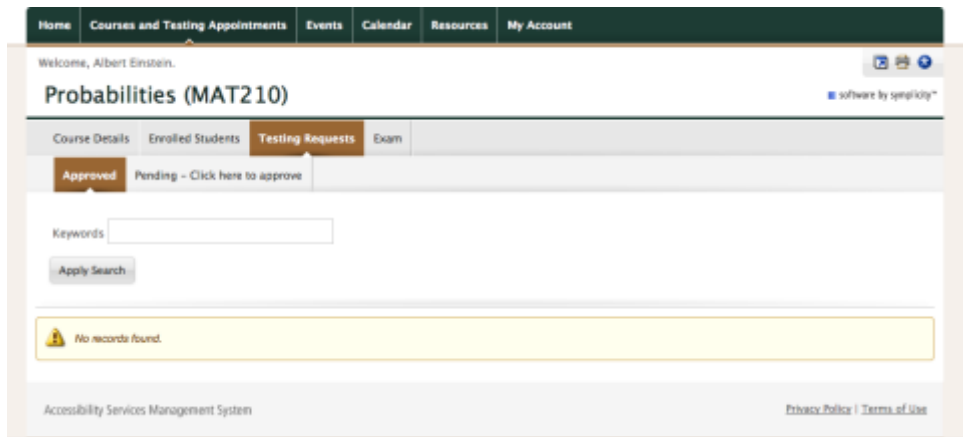


On this screen, you will see more information about your course, as well. There are multiple tabs at the top:

- Course details
- Enrolled students – these are the students who are enrolled in your class who are eligible for accommodations
- Testing requests – this is where testing accommodation requests can be found
- Exam – allows you to upload exams for that course and that section for later use



Clicking on the “Testing Requests” tab will allow you to see what testing accommodation requests you have approved and what requests are pending.



To approve a pending request, simply click on the edit button.

From the request, you will enter the same information that was previously recorded on the paper ATS forms. You will also have the ability to upload the test directly to the request, instead of having it picked up or emailing it to the OALA office. If you would prefer that the test be picked up from an administrative associate, there is a place to provide that information.

The information that the student has requested will be pre-populated into the form. If you wish to change the information, you can do that here.

Home Courses and Testing Appointments Events Calendar Resources My Account

Welcome, Albert Einstein.

Alternative Testing Room Booking for Nicole Ackermans

software by spicity™

Course Details Enrolled Students **Testing Requests** Exam

Submit Save Cancel * indicates a required field

ALTERNATIVE TESTING ROOM BOOKING INFO
 Created: Fri, October 23, 2015, 9:59 am
 By:
 Modified: Fri, October 23, 2015, 9:59 am
 By:

Alternative Testing Room Booking

Student* Nicole Ackermans [keyword] Go

Testing Date* 2015-10-26 Select Clear

Testing Time 11 15 am Clear

Length In Minutes 75

Course Probabilities (MAT210)

Exam Exam 1

Notes

Professor's Name Einstein

Is your request the same date/time that the class is taking the exam? yes

Exam Pick-up Instructions
 Pick-up Options

Exam Administration

Exam Date and Start Time 2015-10-23 Select Clear 10 00 am Clear

How long will the class have to take the exam?
 50 minutes (M,W,T) (Spring & Fall)
 75 minutes (T,Th) (Spring & Fall)
 90 minutes (Summer)
 Other (Specify)

The student may use his/her calculator? yes no

Exam Return Instructions

Return Options

Name(s) Department Assistant

Additional Instructions/Approved Items

I have received the current semester's "Letters of Accommodation" for the student listed above
 Do NOT approve this request if you have not received the student's "Letters of Accommodation"
 Agree

I agree that the information in this form is accurate Agree

Testing Appointment Approved yes no

Upload Exam + Add Item

Submit Save Cancel

Accessibility Services Management System [Privacy Policy](#) [Terms of Use](#)

Once the request has been approved by you, the request will be moved to the approved tab.

You will need to complete this process for each exam that the student wishes to take in our testing center.

If the student needs to change the date or time of his exam, they can log back into Accommodate and request a change. You will receive notification of the change and will log in as above to approve the change.