

Instructions for Faculty to Approve Distraction Reduced Exam Proctoring

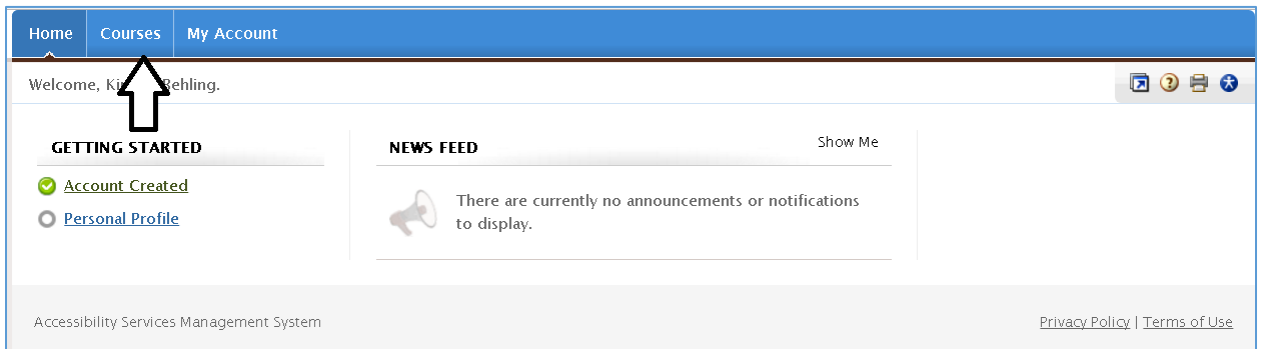
SAS has moved to a new database, *Accommodate*, to increase efficiency and ease for both students and faculty. Accommodate is a simple to use system that allows faculty to approve exam accommodation requests digitally rather through the old paper forms. Please use this tip sheet as a guide for approving accommodations. If you'd prefer a one-on-one walk through, email us and we'd be happy to do that too.

Thank you for your support as we make this transition.

Kirsten Behling
SAS, Director

7 Easy Steps to Approving Exam Accommodations

1. Log into Accommodate by clicking here: <https://c160-shib.symplicity.com/sso/>
Use your Tufts UTLN and password (the same one you use for your email).
2. Select "Courses"



Choose the course that the student who is requesting the accommodation is enrolled in. You should receive an email from Accommodate telling you which course the student indicated in their request. Click on the title of the course.

Home Courses My Account

Welcome, Kirsten Behling.

Course

software by simplicity™

Course Catalog Past Courses

Keywords

Semester

Start Date Select Clear to Select Clear

End Date Select Clear to Select Clear

Apply Search Clear

Items 1-2 of 2

Actions	Title	Code	Start Date	End Date	Start Time	End Time
	Intro to April the Giraffe	BIO 101	June 07, 2017	August 18, 2017	1:00 pm	3:30 pm
	Introduction to ...	AST 101	June 07, 2017	August 18, 2017	6:15 pm	9:00 pm

Items 1-2 of 2

- Click on “Room Bookings” to see what students are asking for the ability to take their exam in the SAS testing space.

Home Courses My Account

Welcome, Kirsten Behling.

Intro to April the Giraffe (BIO 101)

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Course Details Enrolled Students **Room Bookings** Course Notes

Approved Pending

Keywords

Apply Search

- Click on the “Edit” button (a paper with a pencil) for each student you see in this list.

Batch Options

Items 1-1 of 1

Actions	Student	Testing Room	Testing Date	Testing Time
	Milo Carlin	Room 8 (computer)	August 21, 2017	10:00 am

Items 1-1 of 1

5. Add any proctoring notes that you might have for the exam in the “Notes” box. Then click “yes” for “Testing Appointment Approved” and click “submit.”

The screenshot shows a form with the following fields and controls:

- Course:** Intro to April the Giraffe (BIO 101)
- Course:** Test
- Exam:** Test
- Notes:** A large empty text area with a right-pointing arrow pointing to it.
- Attachment:** A button labeled "+ Add Item".
- Testing Appointment Approved:** Radio buttons for "Yes" (selected) and "no", with a left-pointing arrow pointing to the "Yes" option.
- Buttons:** "Submit", "Save", and "Cancel".
- Footer:** "Access by Services Management System" with an up-pointing arrow pointing to the text.

6. You are all done! If you have other students taking the same exam you will see their name under the “Pending” tab. Just repeat what you did above for each of those students.

The screenshot shows a navigation menu and a search bar:

- Navigation Menu:** "Course Details", "Enrolled Students", "Room Bookings" (highlighted in dark red), "Course Notes".
- Sub-menu:** "Approved" (highlighted in dark red), "Pending".
- Search Bar:** A text input field labeled "Keywords" with an up-pointing arrow pointing to it.
- Buttons:** "Apply Search".