



Accommodate Faculty User Guide

Office of ACCESSibility

**Accommodations | Collaboration | Consultation | Educational Support
Services**

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Introduction to Accommodate:

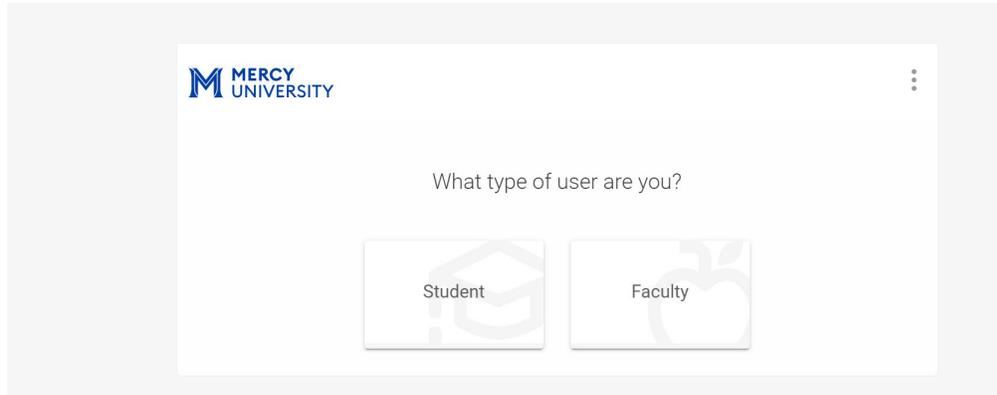
We are thrilled to announce the launch of Accommodate, our new and simplified platform designed to streamline student accessibility. Accommodate serves as a one-stop hub where students can easily manage all aspects of their accommodation in one location. In addition, faculty can easily manage and navigate accommodations through a single platform, ensuring that all accommodations are effectively implemented. Accommodate allows students to quickly access their accommodation requests, testing schedules, and other important resources—all in just a few clicks!

We're confident that Accommodate will not only improve the accessibility experience but also make the process smoother and more efficient for everyone involved. We are here to support you as you transition to this new platform and look forward to seeing the positive impact it will have.

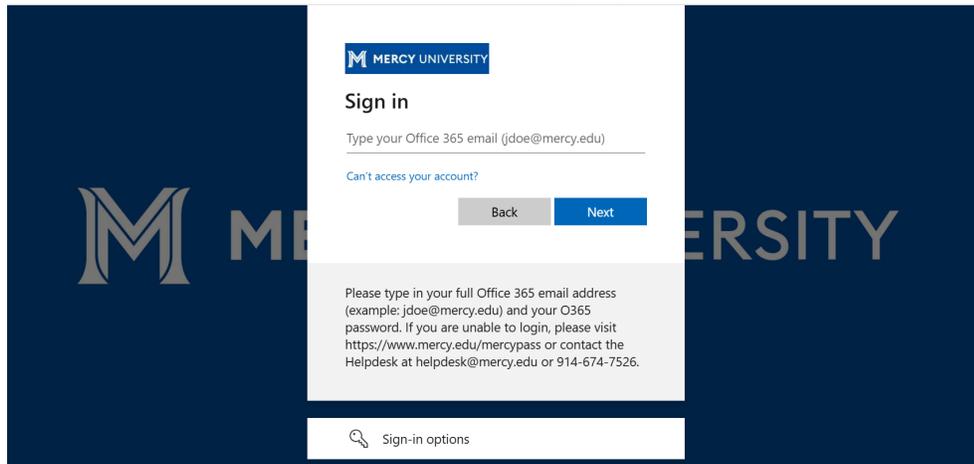
Thank you for your attention, and we're excited to see how Accommodate enhances the overall student experience!

How to Log in to Accommodate:

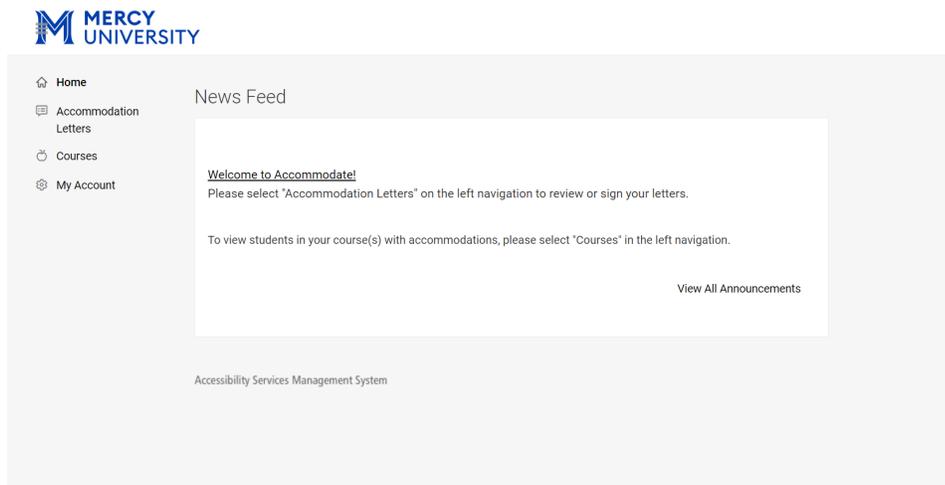
- Log in to Accommodate through the link below: <https://mercy-accommodate.symlicity.com/>
- Choose Faculty as the type of user



- Log in using your Mercy email and Password (**Single Sign On**)



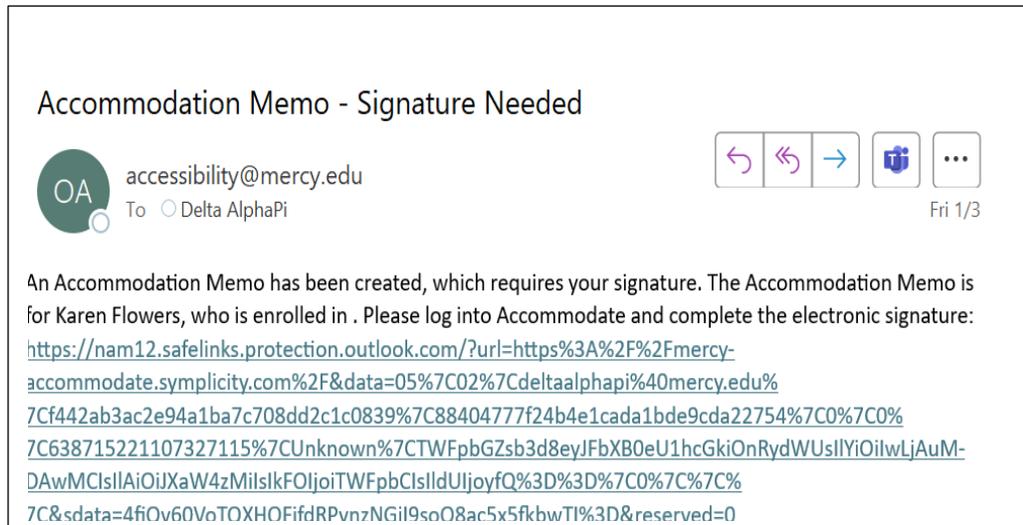
- Home page View for Faculty below:



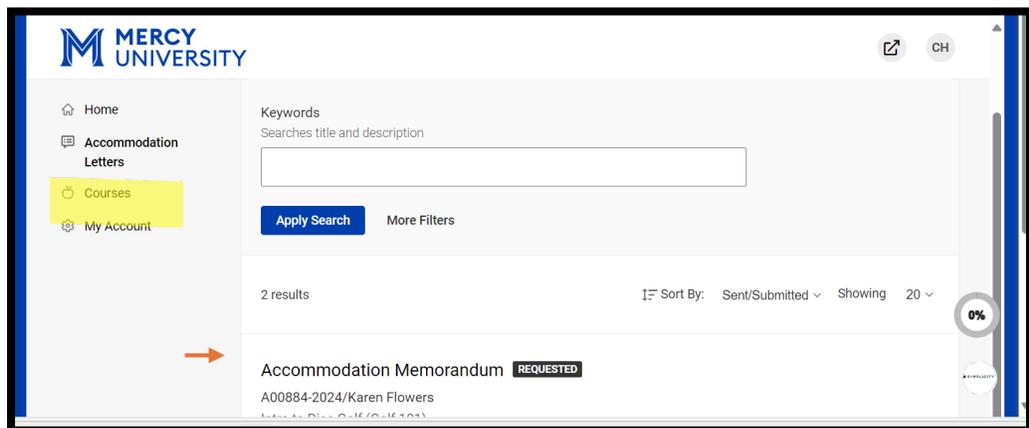
How to Approve Semester Term Request:

Faculty will receive an email notification each time a Term request is submitted.

Example Below:



- Log in to Accommodate through the link below: <https://mercy-accommodate.symplicity.com/>
- On the left-hand side, select Accommodation Letters



- Scroll down to view all Accommodation Letters that have been shared with you.
 - Those that have not yet been signed will have **Requested** in a black box next to the title.
 - Those that have been signed will have **Signed** in a black box next to the title.

d. Select a **Requested**

The screenshot shows a web interface for a university. At the top, it says 'UNIVERSITY'. Below that, there's a navigation menu with 'Home', 'Accommodation Letters', 'Courses', and 'My Account'. The main content area is titled 'Home / Accommodation Letters / Accommodations Letters Details'. The main heading is 'Accessibility Letter sent at 2025-01-03 12:28:25'. Below this, there are four buttons: 'Save', 'Print Letter', 'Generate PDF', and 'Cancel'. A note says '* indicates a required field'. The main form is titled 'Send Notification' and has a 'Subject' field with the text 'Accommodation Memorandum'. To the right of the form, there is contact information for the 'OFFICE OF ACCESSibility' located at 'Westchester • Bronx • Manhattan', with 'Phone: (914) 674-7523' and 'Fax: (914) 674- 7852'. On the right side of the page, there is a progress indicator showing '0%'.

Please review the student's Accommodation letter. After reading it, electronically sign at the bottom of the page to confirm your review.

The screenshot shows an email body. At the top, it says 'DATE: January 3, 2025' and 'RE: Karen Flowers Test2247'. Below this, there is a horizontal line. The text reads: 'This memorandum introduces **Karen**, who is registered with the Office of ACCESSibility and is entitled to services and "reasonable accommodations." These include, but are not limited to:'. Below this, there is a section titled '1.5x Extended Time for Tests/Quizzes'. The text under this section says: 'This student is granted extended time to complete tests/ quizzes/ exams (50% extra time). To calculate, multiply the amount of time the class is given to complete the test/ quiz/ exam by 1.5. (exam time x 1.5 = accommodated time). - This excludes practical, skill based exams. Fall 2024 (test) Geology: Gems and Crystals (Geo 101) Ceramics (Ceramics 101) Writing: Intro to Romance (Romance 101) Intro to Disc Golf (Golf 101)'. At the bottom, there is a section titled 'Permission to Record Lectures'. On the right side of the page, there is a progress indicator showing '0%'.

e. Type your Name in the box and select Sign

Sent/Submitted
January 3, 2025 12:28 PM

Please electronically sign below.

Your Signature *

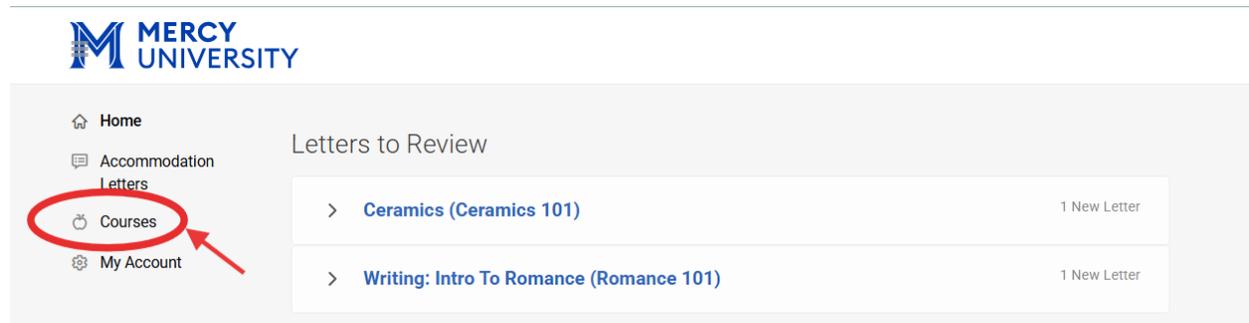
Sign

0%

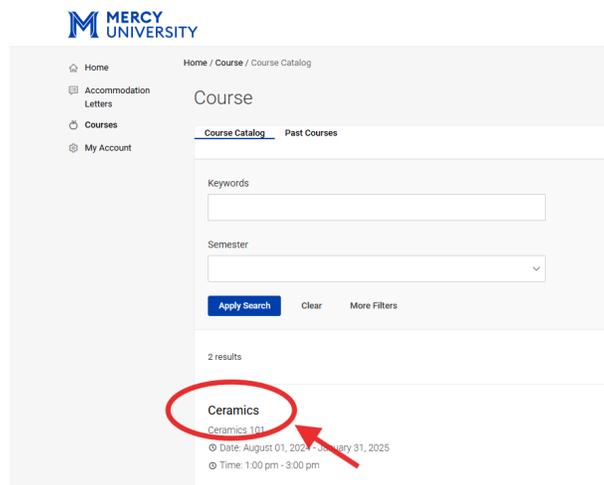
How to Load an Upcoming Exam:

You can load information about your exam in Accommodate prior to students submitting their requests for a proctor. Uploading your exam in advance makes the process smoother for the student and instructor. You can make edit and make adjustments to your exam as you iron out details. To load information in advance follow the instructions below:

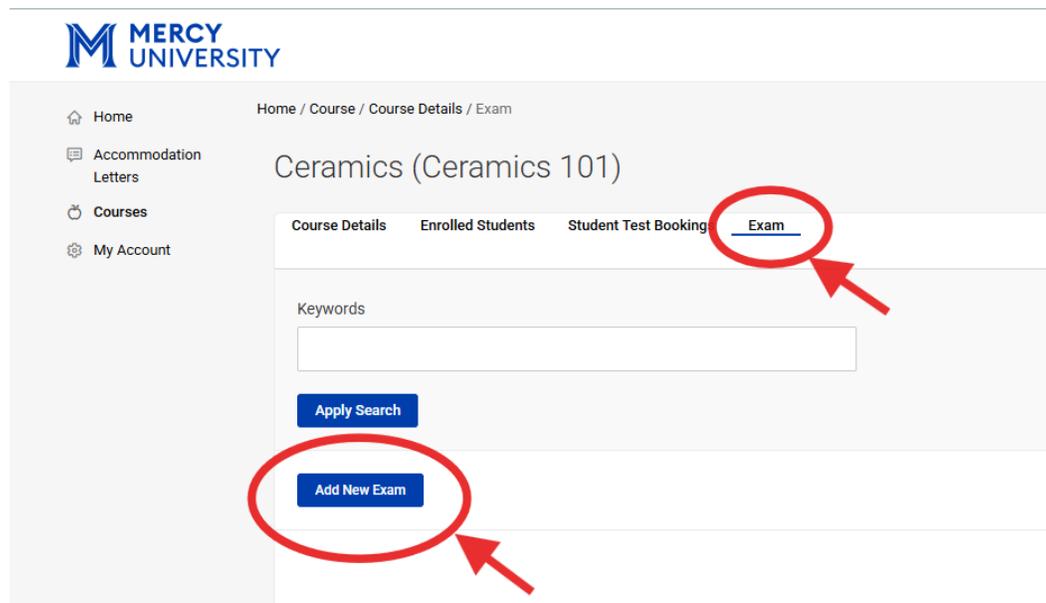
1. Navigate to and log into Accommodate
2. Find and click on “Courses” on the menu appearing on the left hand side of the screen.



3. This will bring you to a page which lists all the courses you teach. Find the course you want to load exam information for and click on the course.



4. A “Course Details” screen will populate. Find “Exams” on the far right hand side of the horizontal menu and click on it. Then click on “Add New”



5. Fill out the information about your exam to the best of your ability. You can always go back and edit or make adjustments.
 - If this is an **online exam** (ex. ExamSoft), and you don't have the details about the password, skip that question and come back to it when you have the exam password.
 - If this is a **paper exam**, but you haven't written the exam yet skip the “upload” section and come back to it when you have completed the exam.
 - It is recommended that you click “YES” on “Apply this to All Records.” This will allow students to identify that this is the exam they are requesting a proctor for.
6. Click “Submit”

MERCY UNIVERSITY

[new record]

Course Details Enrolled Students Student Test Bookings **Exam**

Submit Save Cancel Delete

* indicates a required field

Exam

Course *
Ceramics (Ceramics 101)

Title *
EXAM 1

Amount of time the class gets for the exam *
60

Is this an online exam?
 Yes No

Facilitation notes *
(ex. allowed to use calculator, notes pages, etc.)
N/a

Attachments

Drop files here to upload
Each file should be less than 1GB
Upload File

Start Date *
If your exam is meant to be taken on the same day of the class, please put the class day for the start and end time.
2025-02-10

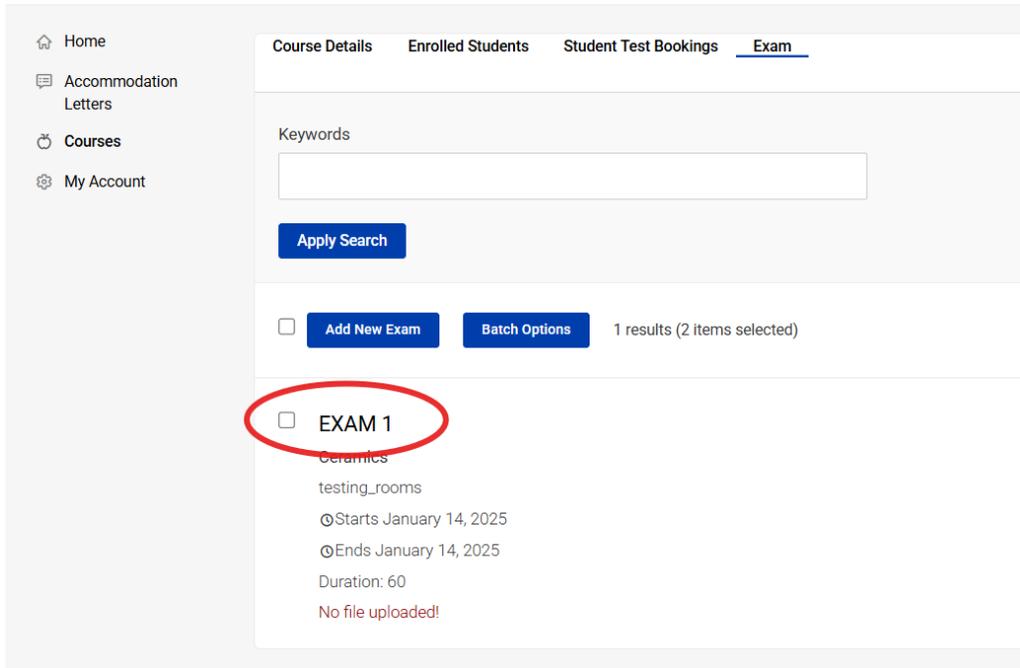
End Date *
If your exam is meant to be taken on the same day of the class, please put the class day for the start and end time.
2025-02-10

Apply to all records
If select yes, exam will be added to all existing approved or pending requests for the same course with a test date in between the exam start and end date.
 Yes No

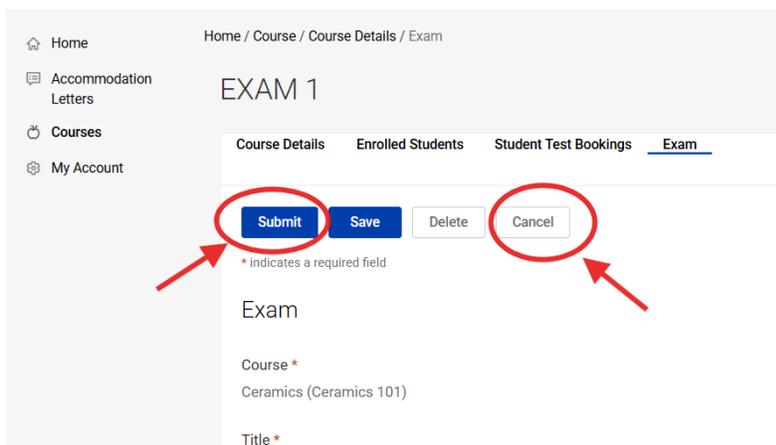
Submit Save Cancel Delete

To Make Edits to This Exam:

1. Follow steps 1-3 outlined above. Find the exam you would like to edit and click on it.



2. This should take you back to the page with all the details of the exam you entered.
- If you are making adjustments, make sure to click “submit” when you are done.
 - If you need to back out and not make any changes, click “cancel.”

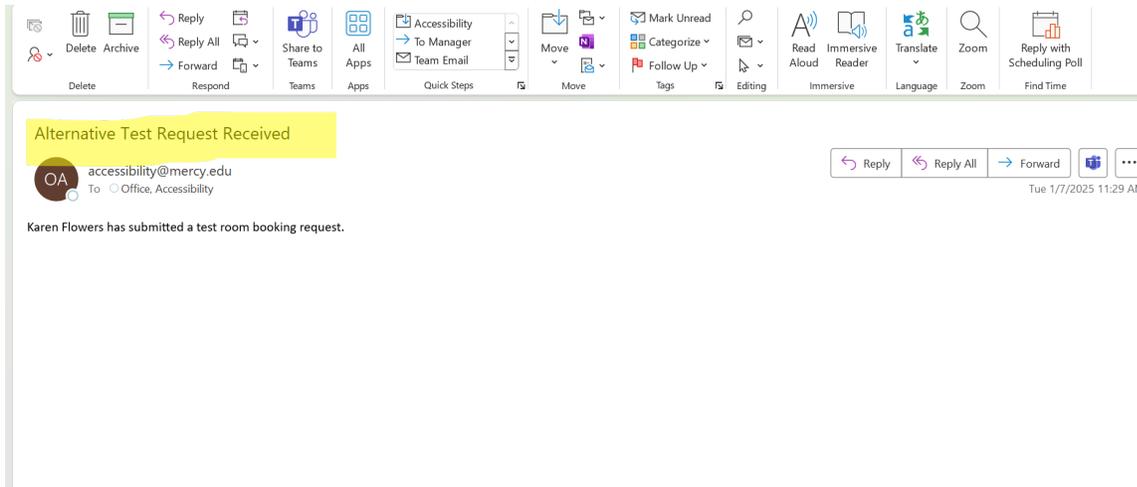


How to Approve Exam Bookings:

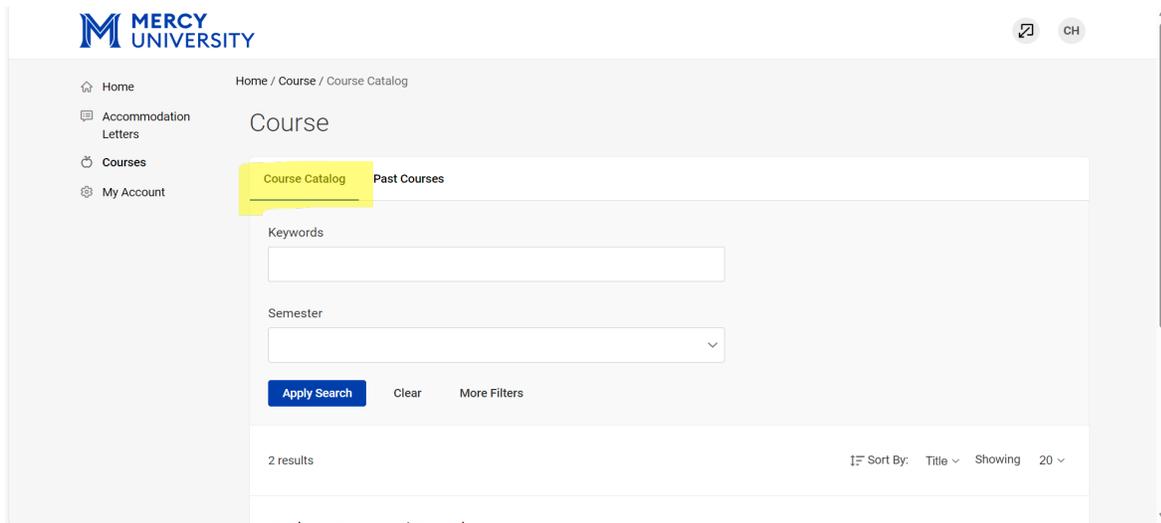
Students with approved testing accommodation who need to take quizzes, and exams with the ACCESS Office are responsible for submitting test requests a week prior to the exam day. When a student has successfully submitted a test request, you will be able to view pending and approved requests in Accommodate.

- a. Faculty will receive an email notification each time an exam booking request is submitted.

Example Below: Alternative Test Request Received

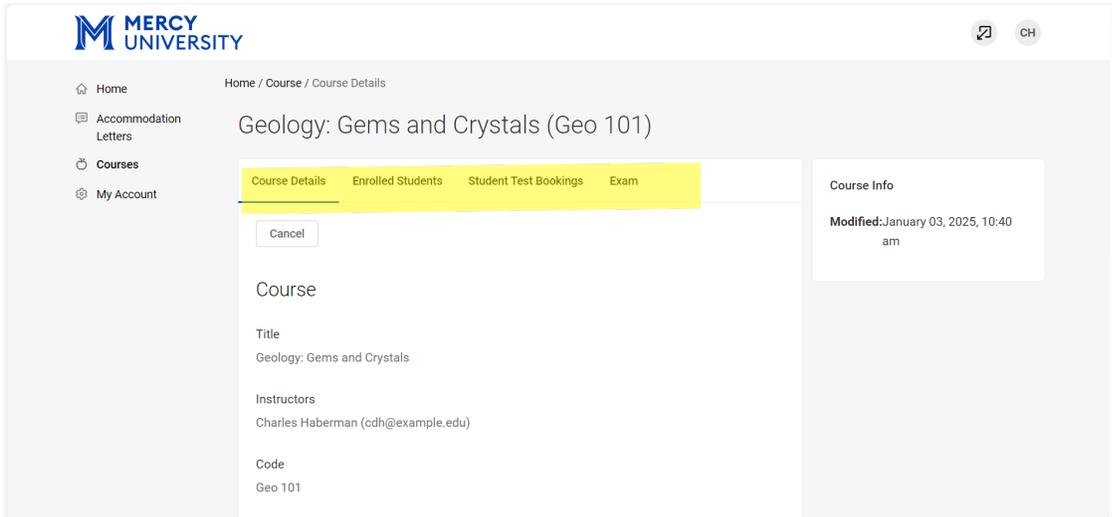


- b. To view pending and approved requests, select the **Courses** tab on the left navigation bar. Select **Course Catalog**. Scroll down to see the list of courses you are teaching and select the course you would like to view student test requests.

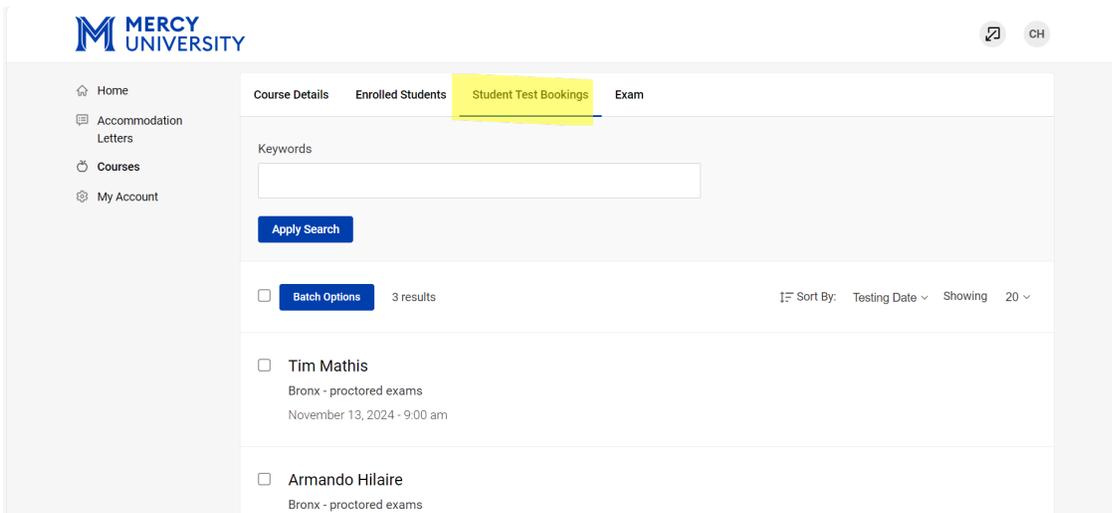


- c. Faculty will be able to view the following information for each course:
 - Enrolled students registered with Access, along with their accommodations.

- Student test bookings, both past and present.
- Exams uploaded by the professor for course.



- d. The **Student Test Booking** tab will indicate the students who have submitted test booking requests that require approval from the professor for that course.



- e. Click on each student to review and approve their exam booking request. Carefully review each request. Ensure the length of time is correct!
- a. You will need to enter an exam before this step.

MERCY UNIVERSITY

Home / Course / Course Details / Alternative Test Room Bookings

Alternative Testing Room Booking for Tim Mathis

Course Details Enrolled Students **Student Test Bookings** Exam

Submit **Save** Cancel

* indicates a required field

Testing Room Booking

Testing Appointment Approved
 Yes No

Student *
 Completing this field will cause the page to reload. All fields will retain their values.
 Tim Mathis

Instructor Permission - Have you discussed this exam with your instructor and

Course Information

Title Geology: Gems and Crystals
 Code Geo 101
 Semester Fall 2024 (test)
 Course August 1, 2024
 Start Date
 Date January 31, 2025
 End Date
 Enrolled Yes
 Date Not -
 Enrolled

MERCY UNIVERSITY

Home / Course / Course Details / Alternative Test Room Bookings

Alternative Testing Room Booking for Tim Mathis

Course Details Enrolled Students Student Test Bookings **Exam**

Testing Time
 9:00 am

Length
 In Minutes
 90

Course
 Completing this field will cause the page to reload. All fields will retain their values.
 Geology: Gems and Crystals (Geo 101)

Exam *
 Clear

or **Upload New Exam**

Exam
 midterm

Note: Feel free to add notes such as: *Student is permitted to use scrap paper, calculator, class notes etc.*

MERCY UNIVERSITY

Home / Course / Course Details / Alternative Test Room Bookings

Alternative Testing Room Booking for Tim Mathis

Course Details Enrolled Students Student Test Bookings Exam

Notes

Attachment

Submit **Save** Cancel

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

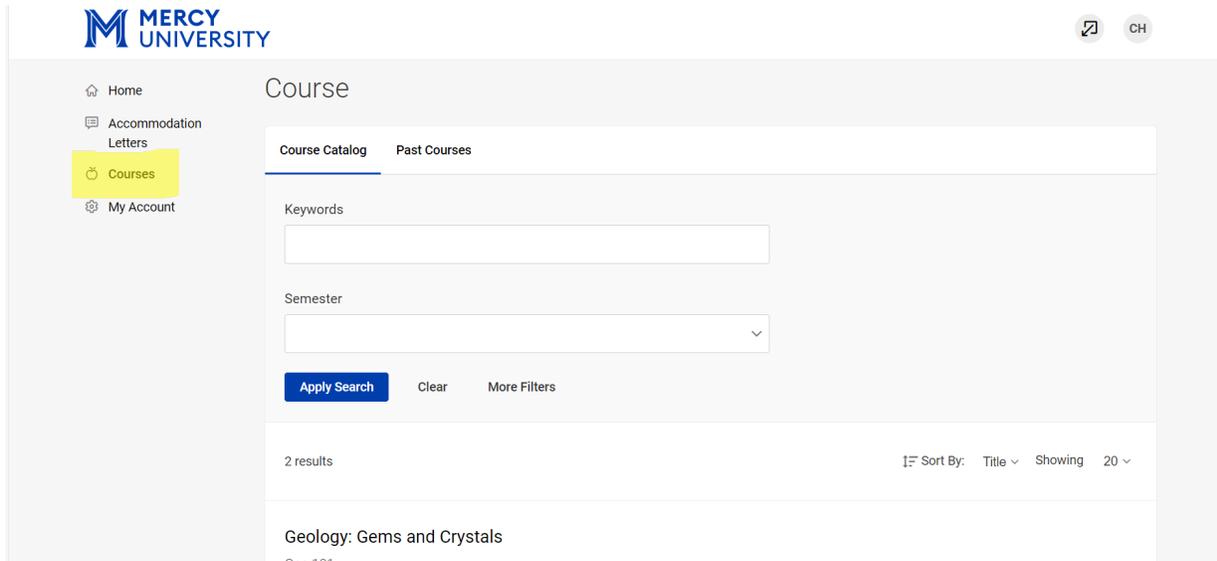
f. Once the exam booking request has been reviewed, click **Submit**.

Note: To return to all exam bookings, click **Cancel**.

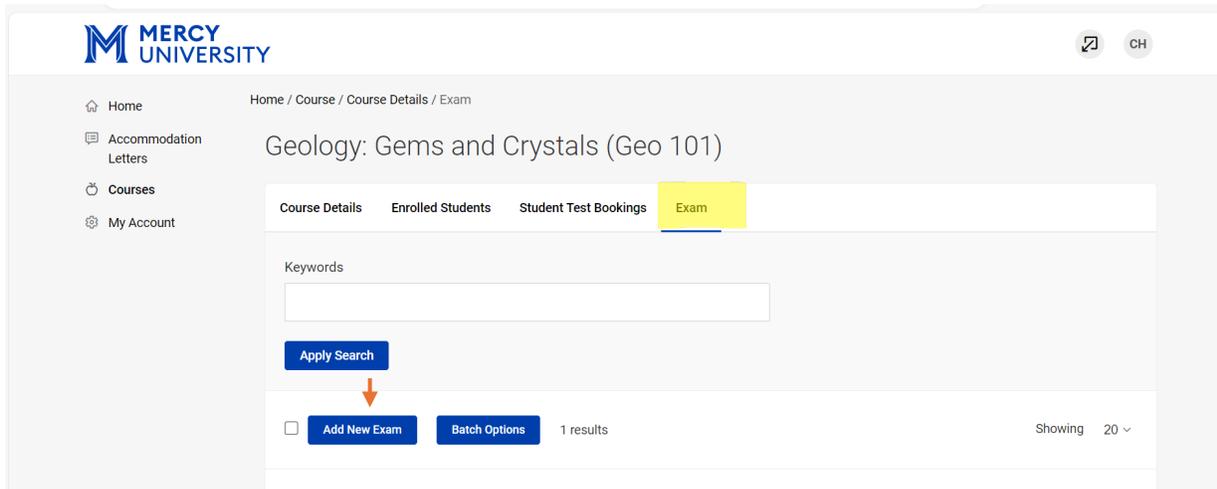
The screenshot shows the 'Alternative Testing Room Booking for Tim Mathis' page. At the top left is the Mercy University logo. The breadcrumb trail is 'Home / Course / Course Details / Alternative Test Room Bookings'. The page title is 'Alternative Testing Room Booking for Tim Mathis'. Below the title are four tabs: 'Course Details', 'Enrolled Students', 'Student Test Bookings' (which is active), and 'Exam'. There are three buttons: 'Submit' (blue), 'Save' (blue), and 'Cancel' (yellow). A note states '* indicates a required field'. The main section is titled 'Testing Room Booking' and contains a 'Testing Appointment Approved' section with radio buttons for 'Yes' (selected) and 'No'. Below this is the 'Student *' section, which includes the text 'Completing this field will cause the page to reload. All fields will retain their values.' and the name 'Tim Mathis'. On the right side, there is a 'Course Information' box with the following details: Title: Geology: Gems and Crystals; Code: Geo 101; Semester: Fall 2024 (test); Course Start: August 1, 2024; Date: January 31, 2025; End Date: -; Enrolled: Yes; Date Not Enrolled: -.

How to Add Exam Password and Upload Exams:

- a. To upload an exam on Accommodate, return to **Courses**. Under the **Course Catalog**, click the course for which you wish to upload an exam.



- b. Once selected, click **Exam**.



- c. Click **Add New Exam** to upload a new exam for students in this course.

- d. Include any facilitator notes, such as: "scrap paper," "calculator," etc.
- e. If the exam is online, please select "Yes" and specify the testing platform (e.g., Examsoft).

Lastly, make sure to include the exam **Password**.

- f. If your exam is not online, select "**No**" to upload the exam to Accommodate. Indicate Start Date and End date.

Note: If your exam is meant to be taken on the same day of the class, please put the class day for the start and end time.

g. Be sure to select **"Apply this exam to all records"** to simplify the process when approving exam booking requests. Click **Submit**.

Note: This will make it easier when reviewing exam booking requests in the future. Professors can simply use the dropdown menu to select the appropriate exam for each student.

How to Retrieve a Completed Exam

In order to review completed exams, return to **Courses** to view all student Test Bookings.

The screenshot shows the Mercy University interface. The breadcrumb trail is Home / Course / Course Details / Alternative Test Room Bookings. The course title is Ceramics (Ceramics 101). The 'Student Test Bookings' tab is active. A search bar with the placeholder 'Keywords' and an 'Apply Search' button is present. Below the search bar, there is a 'Batch Options' button and a '7 results' indicator. The search results are sorted by 'Testing Date' and showing 20 items. The first result is for Karen Flowers, with the text 'Westchester - Proctored Exams' partially visible.

Select the student whose exam you wish to retrieve. The professor can then hover over the student's name and click the provided attachment.

The screenshot shows the Mercy University interface. The breadcrumb trail is Home / Course / Course Details / Alternative Test Room Bookings. The course title is Ceramics (Ceramics 101). The 'Student Test Bookings' tab is active. A search bar with the placeholder 'Keywords' and an 'Apply Search' button is present. Below the search bar, there is a 'Batch Options' button and a '7 results' indicator. The search results are sorted by 'Testing Date' and showing 20 items. The first result is for Karen Flowers, with the text 'Westchester - Proctored Exams' and 'January 09, 2025 - 3:30 pm'. A highlighted attachment 'Completed Exams: Midterm Exam.docx' is shown. The second result is for Tim Mathis, with the text 'Bronx - proctored exams' and 'December 21, 2024 - 1:15 pm'. Two highlighted attachments are shown: 'Original Exams: Accommodate-Test Booking.docx' and 'Completed Exams: Accommodate-Test Booking.docx'.

Note: Professors can compare both the original and completed exams to ensure accuracy.

Proctor Request Form

We will continue to use the original Proctor Request Form, specifically the "Professor Section," as a tool to confirm that exam information is accurate. If you have not already loaded the exam, please fill this out and provide it to your students when they have an exam coming up.



PROCTOR REQUEST FORM

PROFESSOR SECTION

Professor Name _____

Professor Email _____

Professor Phone _____

Course Name _____

Exam Information:

Date of Exam: _____ Time of Exam: _____

How much time will your class receive to take this exam? _____

NOT THE ACCOMMODATED TIME

Will lecture resume after class? No Yes, at _____

Students are permitted to use the following during the exam:

EXAM DELIVERY:

How will the exam be delivered?

- Emailed to accessibility@mercy.edu
- Professor will drop off exam at ACCESS office
- ExamSoft
- Blackboard
- Other: _____

How will exam be collected?

- Emailed to professor's Mercy email
- Professor will pick off exam at ACCESS office
- ExamSoft
- Blackboard
- Other: _____

Professor Signature _____ Date _____