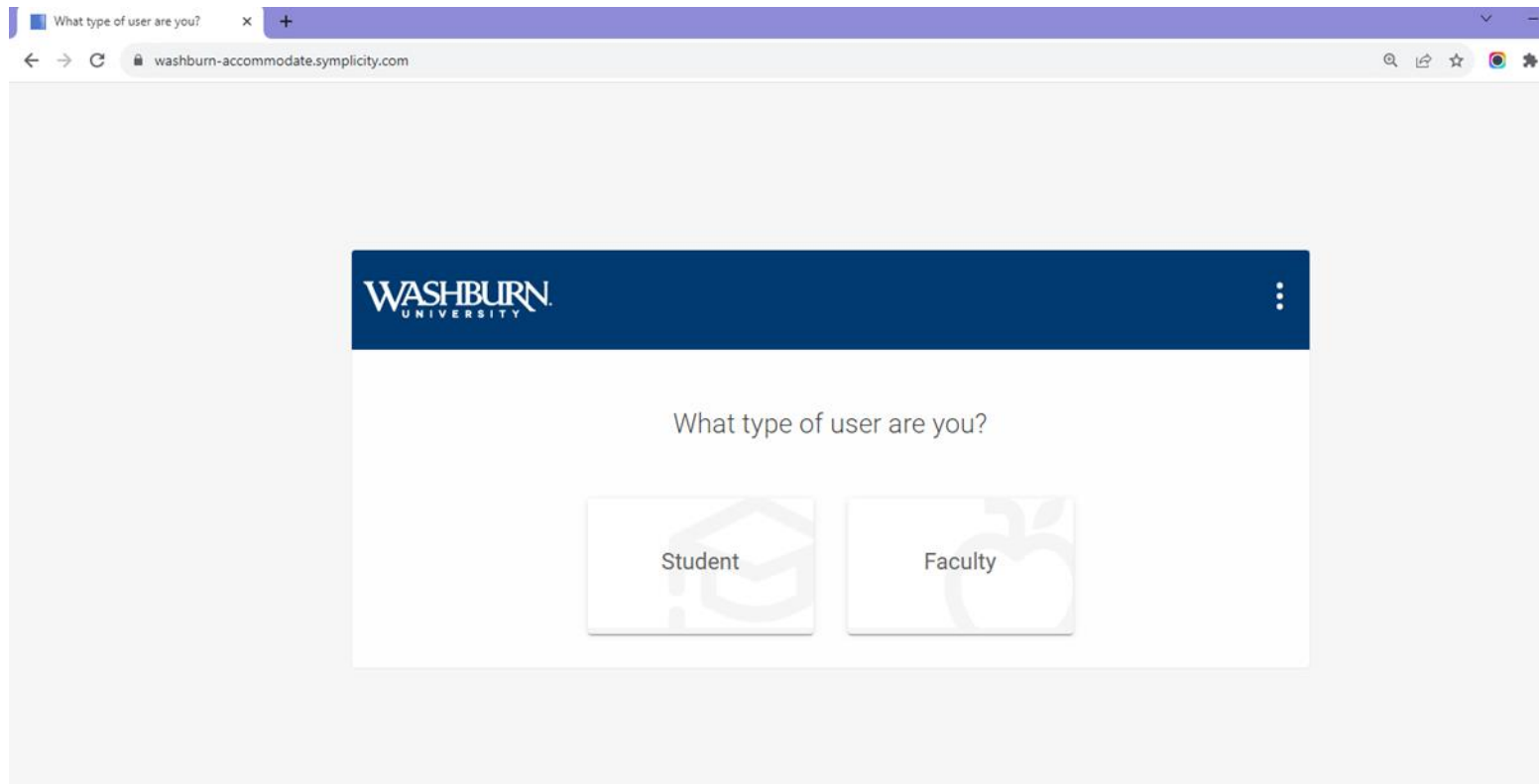


Accommodate Faculty User Instructions

Washburn University and Washburn Technical Institute

Washburn University has implemented a new accommodation management platform called Accommodate. Your Accommodate portal will house important information about your students' accommodations. Please follow the step-by-step instructions below to access and navigate your Accommodate portal.

Log-in to Accommodate here: [<https://washburn-accommodate.symplcity.com>] and select "Faculty"



Washburn University
1700 SW College Ave. | Morgan Hall 105
Phone: 785-670-1622
Email: accommodations@washburn.edu

Washburn Institute of Technology
5724 SW Huntoon St. | Bldg A Center
Phone: 785-670-3364
Email: accommodations@washburn.edu

To upload an exam for a test room booking request, select COURSE the course you need. Then select EXAM and then “Add New Exam”. Once selected, please fill in the information below. If you have an online course, please be sure to include the password in the please indicate if students are allowed anything section.

The screenshot shows the Washburn University website interface. At the top left is the Washburn University logo. The top right has a user profile icon with the initials 'AH'. Below the logo is a navigation menu with items: Home, Accommodation Letters, Courses, Resources, and My Account. The breadcrumb trail reads 'Home / Course / Course Details / Exam'. The main content area is titled '[new record]' and has tabs for 'Course Details', 'Enrolled Students', 'Distraction Reduced Testing', 'Exam', and 'Course Notes'. The 'Exam' tab is active. Below the tabs are four buttons: 'Submit', 'Save', 'Cancel', and 'Delete'. A note states '* indicates a required field'. The form fields are: 'Course *' with the value 'General Cellular Biology BI 102-L1 (BI 102-L1)'; 'Faculty Contact Information: *' with a sub-note 'Please include office location and phone number for during the exam.' and an empty text box; 'Exam Name *' with an empty text box; and 'Please indicate if students are allowed anything additional during their exam: *' with a sub-note 'ex: calculator, notes, crib sheet, etc. If an online exam please indicate password.' and an empty text box.

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When selecting the date/time of the exam, make sure to select the same time that other students are allowed to take the exam either in the classroom or through D2L. You'll want to click on the time to start, hold with the left mouse button and drag until the time stopped. You'll know you've selected correctly when the time changes to grey like below on the screen.

WASHBURN UNIVERSITY

Home
Accommodation Letters
Courses
Resources
My Account

Start Date *
2023-11-27

End Date *
2023-11-27

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	8:00 am
8:15 am	8:15 am	8:15 am	8:15 am	8:15 am	8:15 am	8:15 am
8:30 am	8:30 am	8:30 am	8:30 am	8:30 am	8:30 am	8:30 am
8:45 am	8:45 am	8:45 am	8:45 am	8:45 am	8:45 am	8:45 am
9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am
9:15 am	9:15 am	9:15 am	9:15 am	9:15 am	9:15 am	9:15 am
9:30 am	9:30 am	9:30 am	9:30 am	9:30 am	9:30 am	9:30 am
9:45 am	9:45 am	9:45 am	9:45 am	9:45 am	9:45 am	9:45 am
10:00 am	10:00 am	10:00 am	10:00 am	10:00 am	10:00 am	10:00 am
10:15 am	10:15 am	10:15 am	10:15 am	10:15 am	10:15 am	10:15 am
10:30 am	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am
10:45 am	10:45 am	10:45 am	10:45 am	10:45 am	10:45 am	10:45 am
11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am
11:15 am	11:15 am	11:15 am	11:15 am	11:15 am	11:15 am	11:15 am
11:30 am	11:30 am	11:30 am	11:30 am	11:30 am	11:30 am	11:30 am
11:45 am	11:45 am	11:45 am	11:45 am	11:45 am	11:45 am	11:45 am
12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm
12:15 pm	12:15 pm	12:15 pm	12:15 pm	12:15 pm	12:15 pm	12:15 pm
12:30 pm	12:30 pm	12:30 pm	12:30 pm	12:30 pm	12:30 pm	12:30 pm

Exam Return Method Preferred: *
Please indicate how you would prefer the exam be returned to you.
Instructor will pick up exam

Apply to all records *
If select yes, exam will be added to all existing approved or pending testing room requests for the same course.

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Finally, if you wish to Apply Exam to All Records this means that any student that creates a testing booking request will then have the exam linked on the Student Accessibility Services Staff portal so we can see the exams for those students. It is recommended you select this in case if student does walk in for testing day. This is not preferred but can save time if it does happen.

WASHBURN UNIVERSITY

Home
Accommodation
Letters
Courses
Resources
My Account

8:45 am	8:45 am	8:45 am	8:45 am	8:45 am	8:45 am	8:45 am
9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am
9:15 am	9:15 am	9:15 am	9:15 am	9:15 am	9:15 am	9:15 am
9:30 am	9:30 am	9:30 am	9:30 am	9:30 am	9:30 am	9:30 am
9:45 am	9:45 am	9:45 am	9:45 am	9:45 am	9:45 am	9:45 am
10:00 am	10:00 am	10:00 am	10:00 am	10:00 am	10:00 am	10:00 am
10:15 am	10:15 am	10:15 am	10:15 am	10:15 am	10:15 am	10:15 am
10:30 am	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am
10:45 am	10:45 am	10:45 am	10:45 am	10:45 am	10:45 am	10:45 am
11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am
11:15 am	11:15 am	11:15 am	11:15 am	11:15 am	11:15 am	11:15 am
11:30 am	11:30 am	11:30 am	11:30 am	11:30 am	11:30 am	11:30 am
11:45 am	11:45 am	11:45 am	11:45 am	11:45 am	11:45 am	11:45 am
12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm
12:15 pm	12:15 pm	12:15 pm	12:15 pm	12:15 pm	12:15 pm	12:15 pm
12:30 pm	12:30 pm	12:30 pm	12:30 pm	12:30 pm	12:30 pm	12:30 pm

Exam Return Method Preferred: *
Please indicate how you would prefer the exam be returned to you.

Instructor will pick up exam

Apply to all records *
If select yes, exam will be added to all existing approved or pending testing room requests for the same course.

Yes No

Final Exam
Indicating that an exam is a final will override the class day/time filter, if in use, and use the default final exam length from system settings.

Yes No

Submit Save Cancel Delete

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

To see if a student has scheduled to take an exam in the Student Accessibility Services office, click on **DISTRACTION REDUCED TESTING**. Here you'll be able to view the date and time each student is scheduled to take an exam. This section is also where **COMPLETED** exams will be uploaded as you can see under the students name labeled **COMPLETED EXAM**.

The screenshot shows the Washburn University website interface. At the top left is the Washburn University logo. The top right has two circular icons, one with a magnifying glass and another with the letters 'AH'. Below the logo is a navigation menu with links for Home, Accommodation Letters, Courses, Resources, and My Account. The main content area shows the breadcrumb path: Home / Course / Course Details / Alternative Test Room Bookings. The course title is 'General Cellular Biology BI 102-L1 (BI 102-L1)'. Below the title are tabs for Course Details, Enrolled Students, Distraction Reduced Testing (which is selected), Exam, and Course Notes. A search bar with the label 'Keywords' and an 'Apply Search' button is present. Below the search bar, it indicates '3 results' and provides sorting options: 'Sort By: Testing Date' and 'Showing 20'. The first result is circled in red and shows a student's name (blacked out), 'Morgan Hall 105', and the date and time 'November 01, 2023 - 2:30 pm'. Below this result, it says 'Completed Exams: [blacked out] BI 102L exam 11.01.23.pdf'. The second result shows another student's name (blacked out), 'Morgan Hall 105', and the date and time 'October 26, 2023 - 9:00 am'.

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For questions or troubleshooting please contact the campus you are associated with:

Washburn University

Student Accessibility Services Office

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Phone: 785-670-1622

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Washburn Institute of Technology

Student Accessibility Services Office

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Phone: 785-670-3364

Email: accommodations@washburn.edu

For questions regarding the interactive process, or individualized training on the new accommodations software, please reach out to:

Heather Popejoy

Director for Student Accessibility Services

Phone: 785-670-1627

Email: heather.popejoy@washburn.edu

MK Hunt

Assistant Director

Phone: 785-670-3364

Email: mk.hunt@washburn.edu

If you as the student have any announcements that they wish to submit for the Student Portal for advertisement please email them to accommodations@washburn.edu

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