ClockWork

Guide for Instructors

A how-to guide on managing accommodation information for students with disabilities.

Contents

Instructor Portal

Instructors have individualized access to an instructor portal that will display each class they are teaching for the selected term. Professors will be able to:
- View and acknowledge accommodation letters requested by class.
- Provide exam information and upload exams for any tests scheduled in the Exam Proctoring Center (EPC).

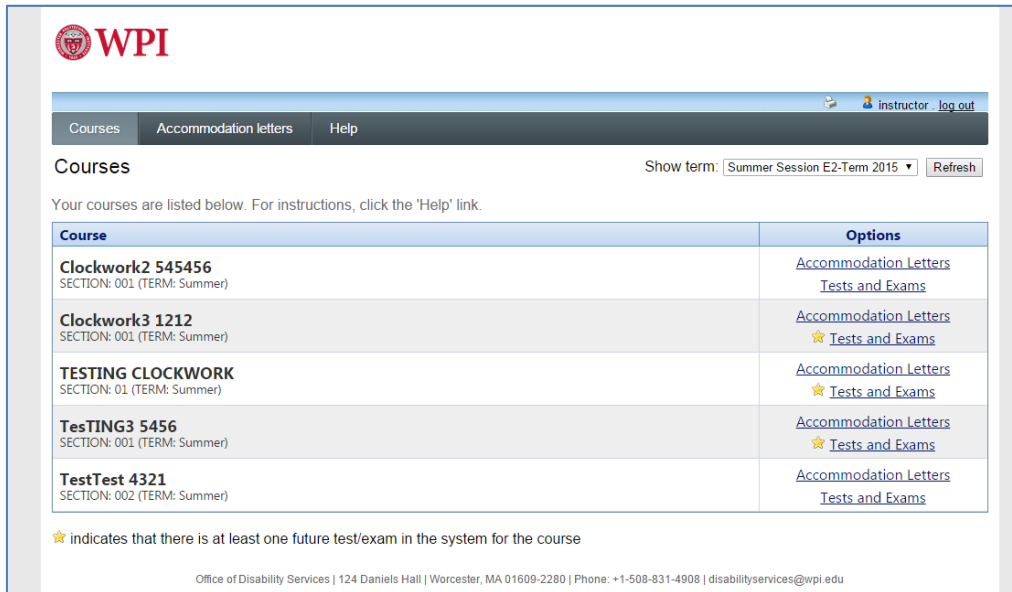The picture below is what you will see when you first visit the instructor portal link (provided above).
1. Select the "courses" tab at the top of the screen.
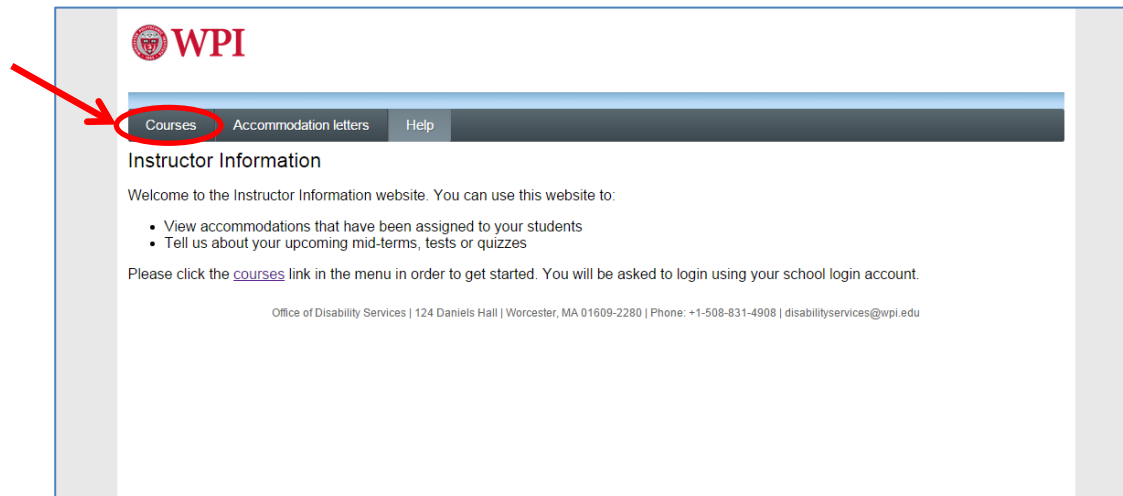
2. Enter your school login through the Central Authentication Service (CAS).
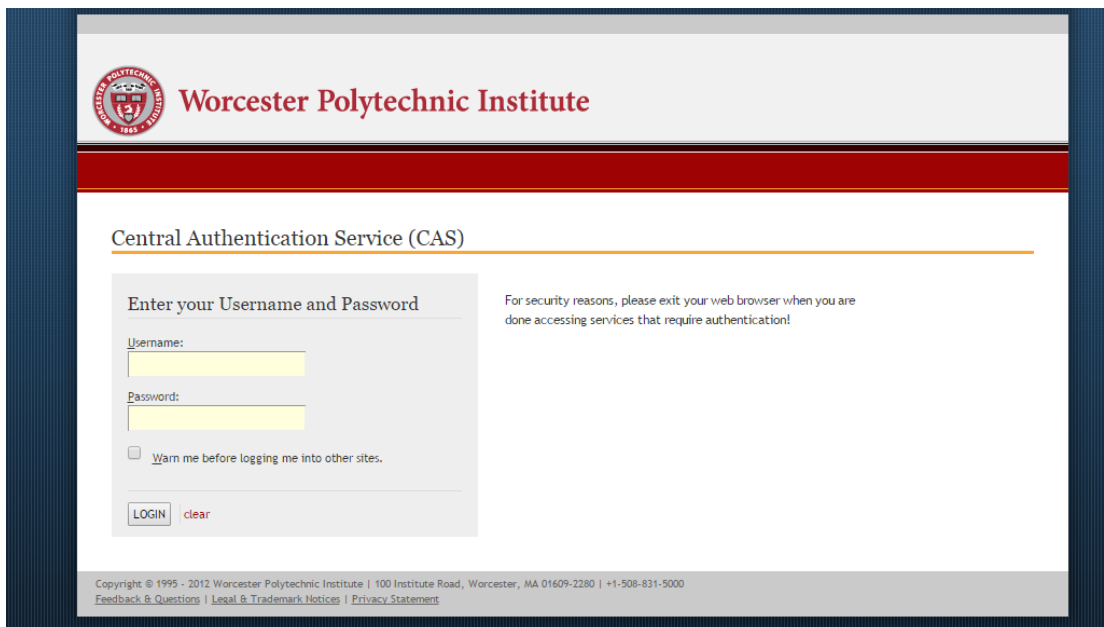
3. Once you enter your username and password, you will be at the main menu that lists your courses and are ready to proceed with the guides below.

WPI

instructor . log out

| Courses | Accommodation letters | Help |

Courses

Show term: Summer Session E2-Term 2015 ▾ Refresh

Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
Clockwork2 545456 SECTION: 001 (TERM: Summer)	Accommodation Letters Tests and Exams
Clockwork3 1212 SECTION: 001 (TERM: Summer)	Accommodation Letters ☆ Tests and Exams
TESTING CLOCKWORK SECTION: 01 (TERM: Summer)	Accommodation Letters ☆ Tests and Exams
TesTING3 5456 SECTION: 001 (TERM: Summer)	Accommodation Letters ☆ Tests and Exams
TestTest 4321 SECTION: 002 (TERM: Summer)	Accommodation Letters Tests and Exams

☆ indicates that there is at least one future test/exam in the system for the course

Office of Disability Services | 124 Daniels Hall | Worcester, MA 01609-2280 | Phone: +1-508-831-4908 | disabilityservices@wpi.edu
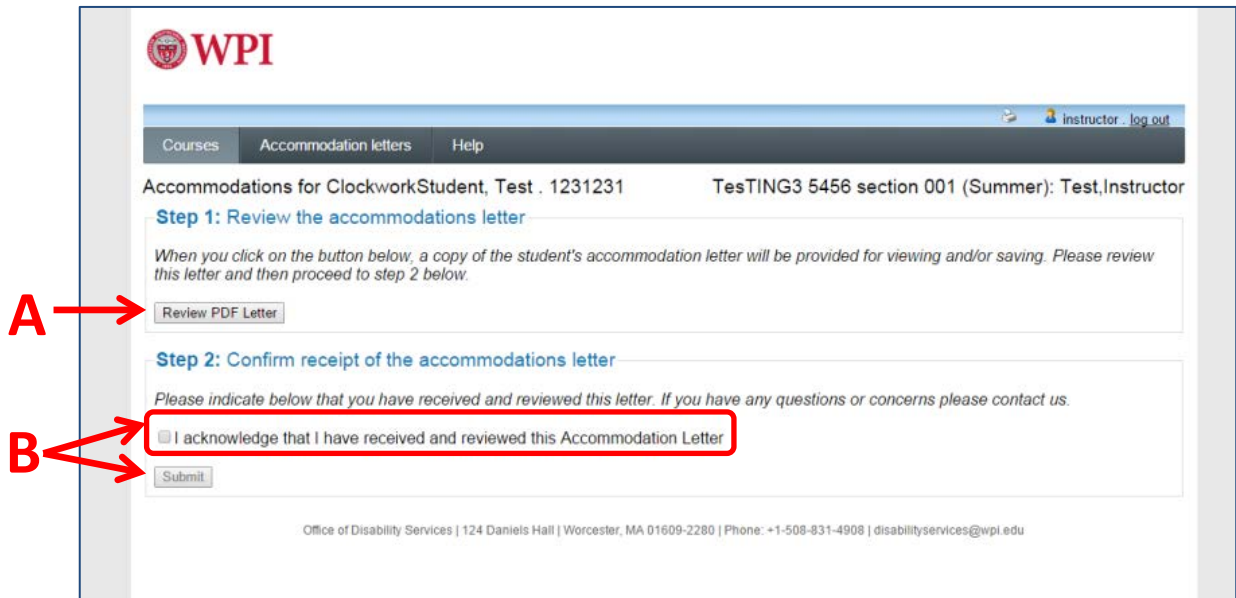
Accessing Accommodation Letters

Email Notifications of Accommodation Letters

Instructors will be notified via email when a student requests an accommodation letter for that course. The email will include a hyperlink directly to that letter for that student.

1. Click on the hyperlink to view and acknowledge receipt of that accommodation letter.
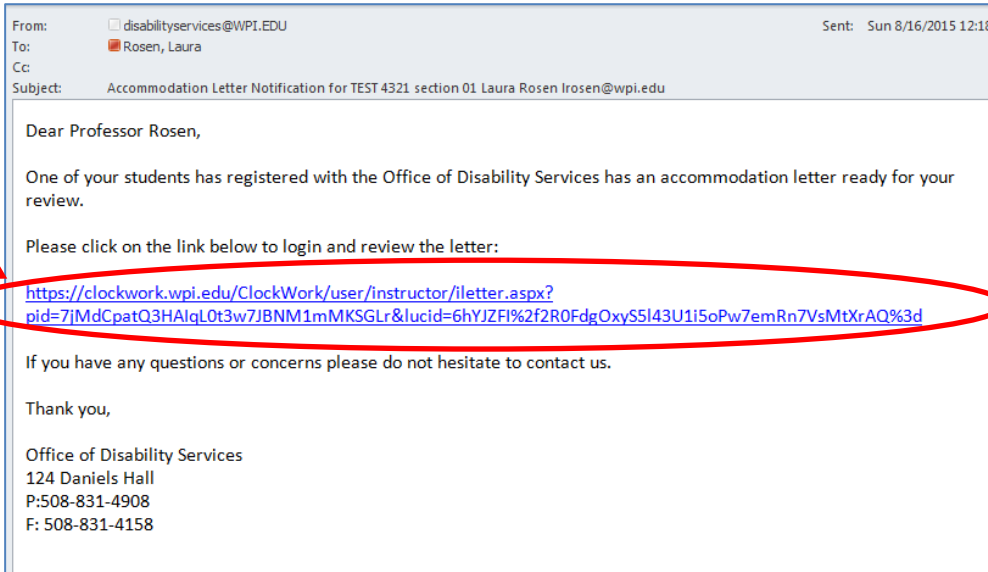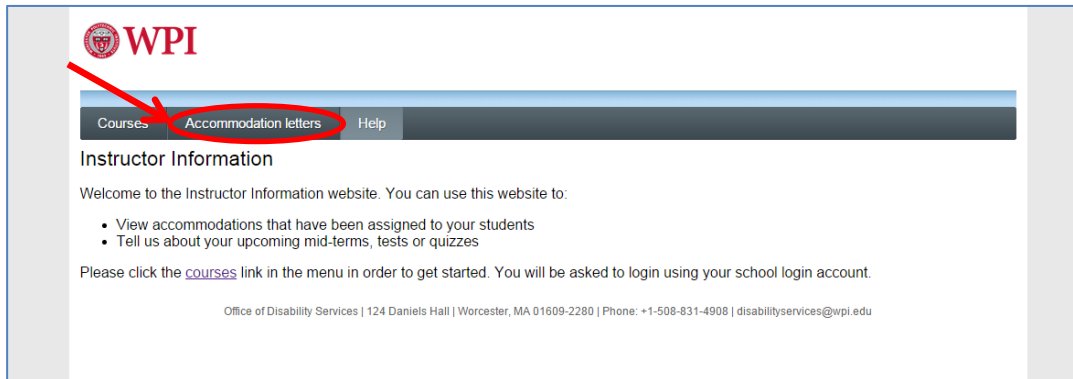

2. You will then be prompted with options to:
    A. View the accommodation letter (PDF file)
        - Click on "Review PDF Letter" to see the student's accommodation letter.
    B. Confirm receipt of the accommodation letter.
        - Select the checkbox that acknowledges you have received and reviewed the letter.
   - Click the submit button.

To Review All Accommodation Letters Requested for Your Course(s)

Rather than clicking on each link that is received by email, you can also view all of the letters that have been sent to you for the courses you are teaching.
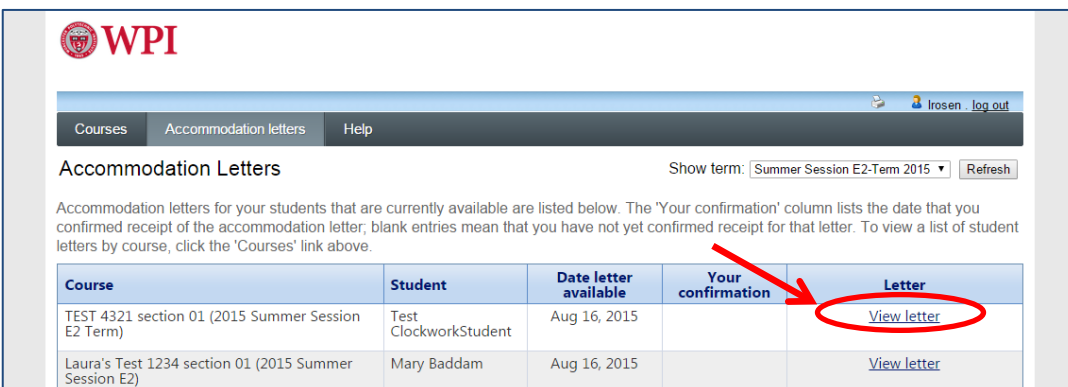
1. Begin by logging into the instructor portal and selecting the "Accommodation letters" tab. (Please see pages 2-3 for instructions to log into the instructor portal).


2. A list of courses and students will appear (see below). For each student, you will be able to see the date the letter was requested, the date you acknowledged the letter (if applicable), and a link to view and acknowledge the letter. If you are not seeing the correct courses, make sure the correct term is selected by using the drop down arrow in the upper right-hand corner and clicking "refresh".
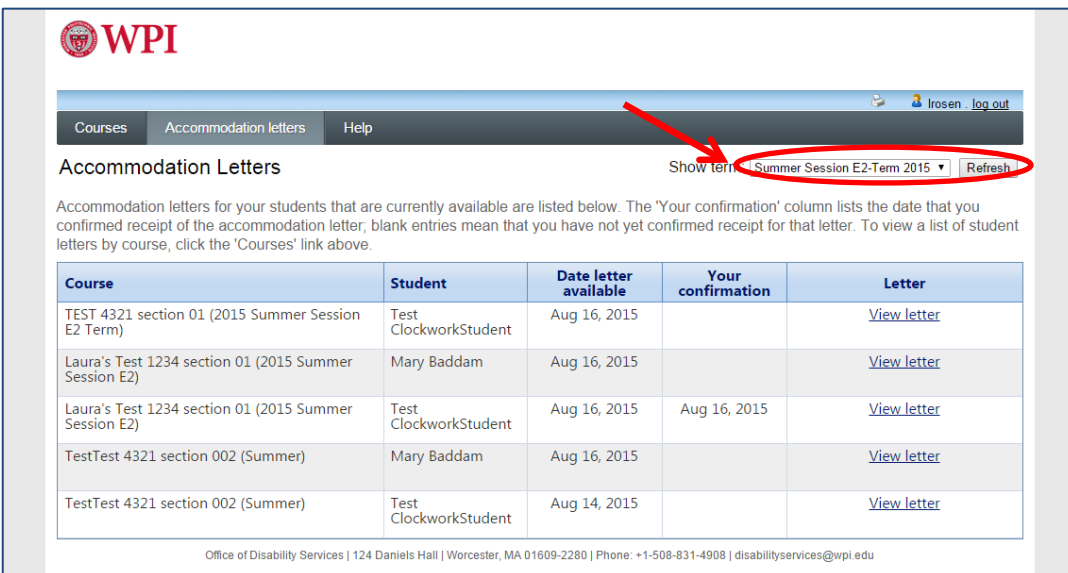
3. If you have not reviewed and acknowledged receipt of the student's letter, click on "View letter" on the left-most column.

4. You will then be prompted with options to:
    C. View the accommodation letter (PDF file)
        • Click on "Review PDF Letter" to see the student's accommodation letter.
    D. Confirm receipt of the accommodation letter.
        • Select the checkbox that acknowledges you have received and reviewed the letter.
   • Click the submit button.
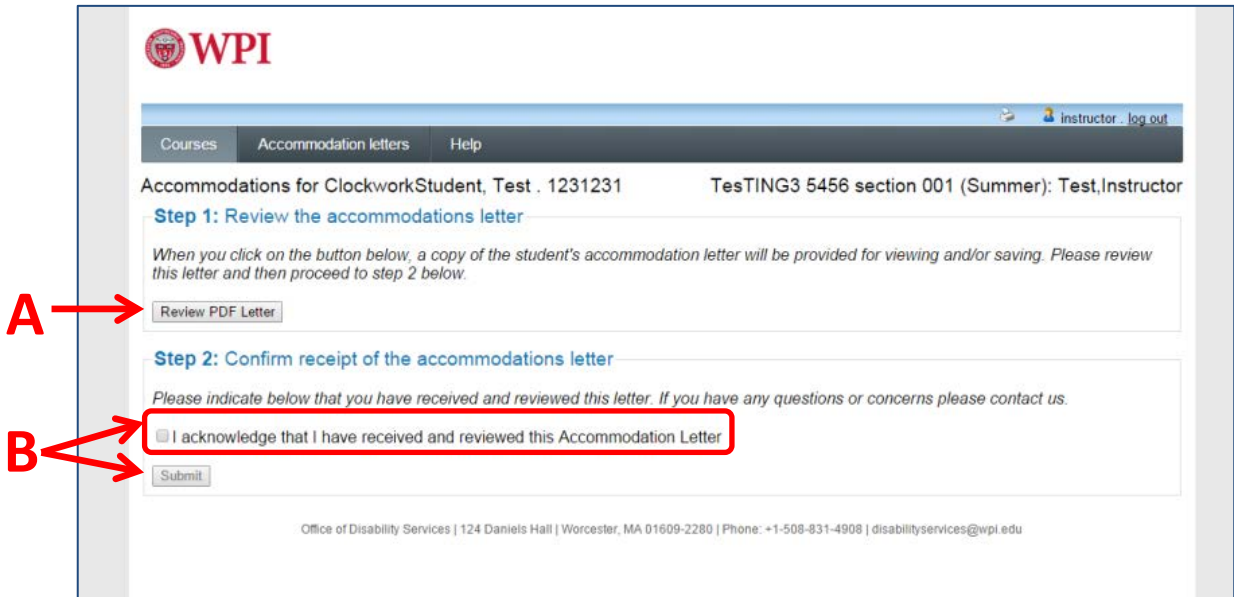
Exam Accommodations through the EPC

If you are not planning to utilize the Exam Proctoring Center (EPC) for the administration of testing accommodations, you can skip the remainder of this guide.

Informing the EPC about an upcoming exam

1. Begin by logging into the instructor portal and selecting the "Courses" tab. (Please see pages 2-3 for instructions to log into the instructor portal).
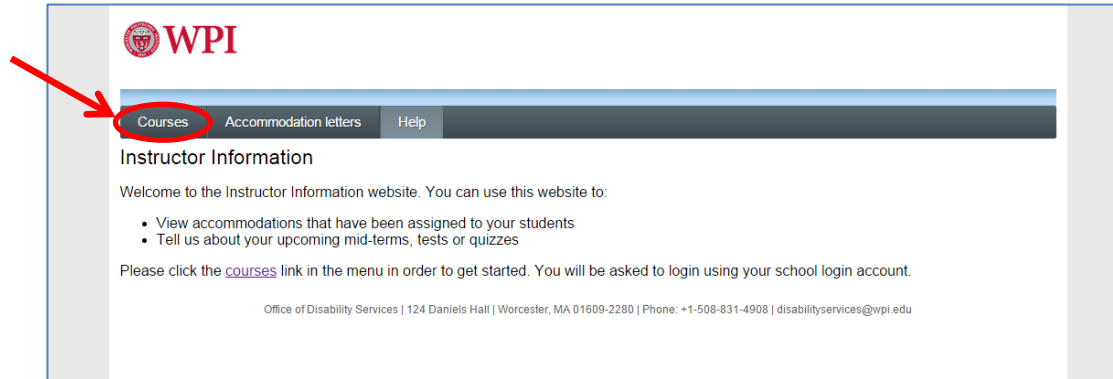

2. You will see a list of courses you are teaching for the term indicated in the upper right-hand corner. To add your testing information and to upload an exam, select the "Tests and Exams" under the options column for that particular course. *Note: If a student has scheduled to an exam in the EPC for any given course, a yellow star will appear next to the "Test and Exams" link for that course.*
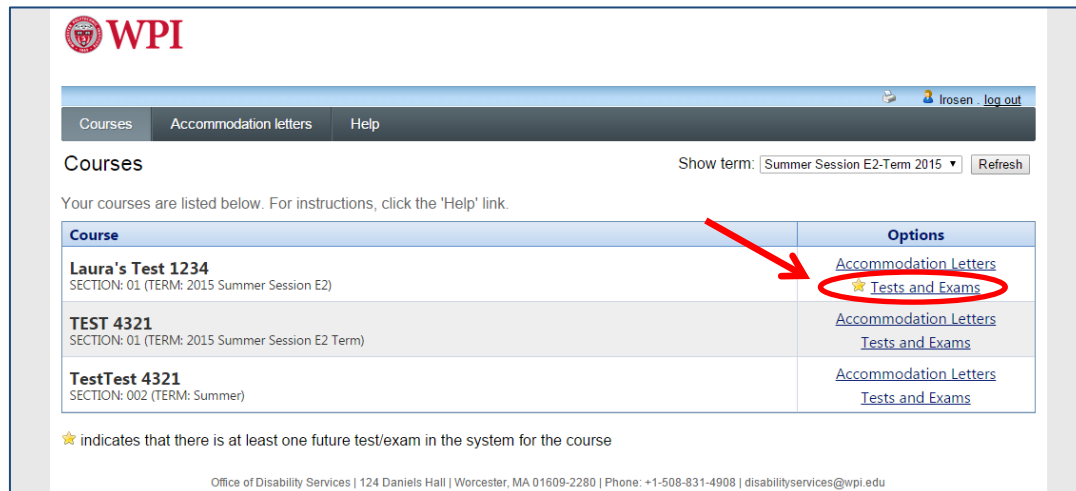
If there are no students scheduled to date

i. Under the heading "Tell us about an upcoming test," type in the date or click the calendar icon next to the date field. Click "Add this test."
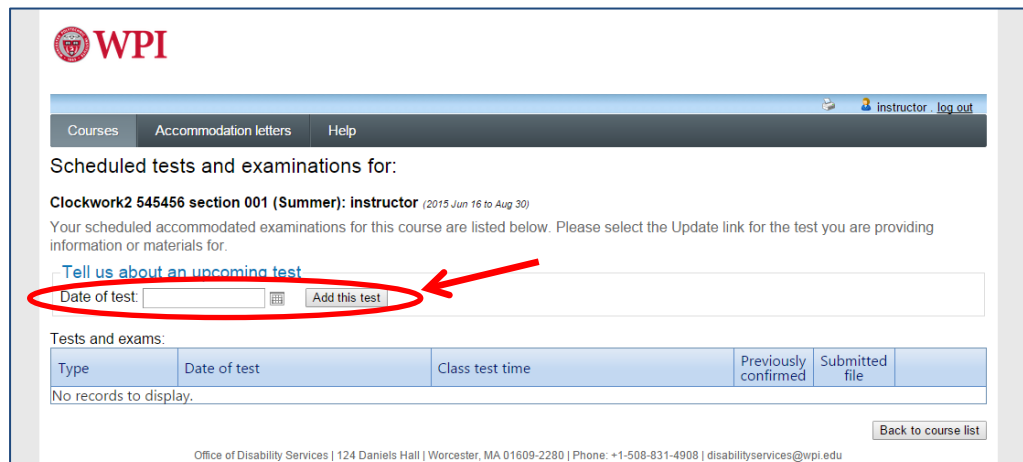
ii. A test detail wizard will appear to walk to through the needed exam information. Start by confirming the date and entering the start & end time. Next to the course title, there is an option to check-off if the exam is a final exam (versus a regular test or quiz). Once complete, click "Next."

iii. Since there are no students scheduled to-date, just select "Next"

iv. You will need to enter the exam information. At the end of the questionnaire, click "Next."

3. Test Information for

CONTACT INFORMATION

Office phone extension	
Office location	
Department	

TA CONTACT INFORMATION (IF APPLICABLE)

TA Name	

EXAM DELIVERY AND RETURN

How will exams be DELIVERED to the EPC?
- Professor will upload exams directly to the EPC
- Professor or TA will hand deliver exams to the EPC
- Students will pick up and deliver the exam to the EPC

How will exams be RETURNED to you?
- Exams will be scanned and emailed to the professor
- Professor or TA will pick up the exams from the EPC

STUDENT QUESTION

If the student has a question, the EPC staff may not necessary knowledge to answer it an will have to contact the professor or TA in order to clarify the query of the student.
If the student has a question during their exam, what is the best way to reach you?
- Email
- Office Phone
- Cell Phone(please specify)
- Other (please specify)
  Comments:

MATERIALS ALLOWED

Please specify which tools are allowed during the exam.
- None
- Scientific Calculator
- Programmable Calculator
- One sheet of notes
- Open Notes
- Open Book
- Internet Access
  Comments

Additional Exam Comments

[Previous] [Next] [Cancel]

v. You will need to confirm the entered exam details entered in the previous screen and upload the exam file (if you are submitting the exam online). Select "Submit Changes"

vi. You will know the exam and related information has been submitted to the Exam Proctoring Center once the screen below appears.

If there are students scheduled to date

i. A test date will be listed in and a "confirm" hyperlink will appear on the last column. Click on the hyperlink.

ii. Confirm the date and time listed and click "Next"

iii. You will see a list of students that have scheduled to date. You will have the option to acknowledge receipt of the exam request or that you have questions about the request and will contact the student to discuss it further. This will allow you to see if any students have signed up for times other than the class time and either approve the time or speak with the student. Once this step is complete, click "Next."

iv. You will need to enter the exam information. At the end of the questionnaire, click "Next."

1. Test details
2. Students
3. Test Information
4. Submit changes

3. Test Information for

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- Other (please specify)

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vi. You will know the exam and related information has been submitted to the Exam Proctoring Center once the screen below appears.

Updating Previously Entered Exam Information

1. Go to the Text/Exam section for that course
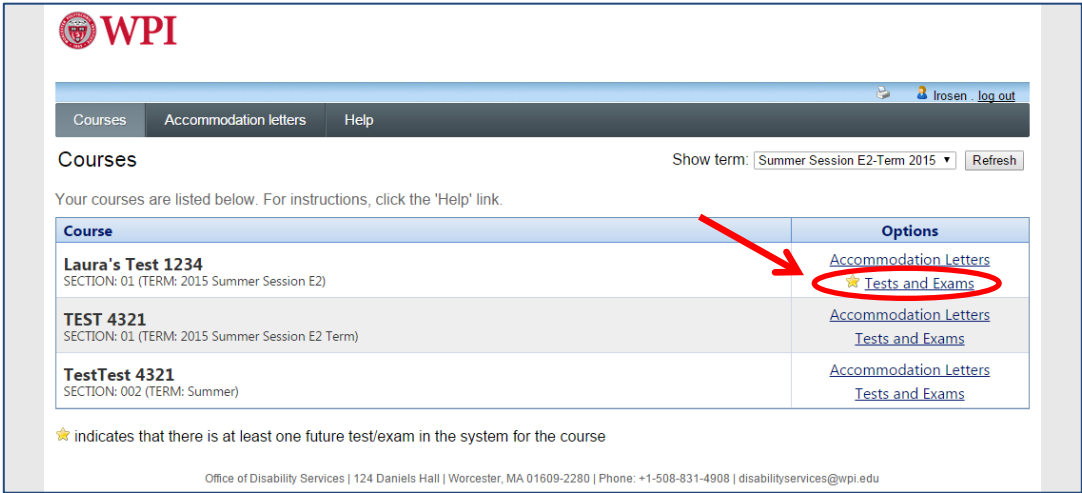
2. Select "Review file" on that exam date.

3. Confirm the test details. If there are any inaccuracies, click previous and follow the instructions for submitting test information to the EPC. If you are just looking to switch the exam file, continue to the next step.

4. Under file upload at the bottom of the screen, you can view or remove the previously uploaded exam on the right, or upload a new/additional file on the left. Please note: The previous exam should be deleted before uploading the new version of the exam (unless you would like the exam to have more than one attachment). Click "submit changes" when complete.

Additional Questions?

Please contact the Office of Disability Services (E: disabilityservices@wpi.edu P: 508-831-4908) or the Exam Proctoring Center (E: epc@wpi.edu P:508-831-4955).