Accommodate Training for Faculty

How to view Testing Room

Bookings and Approve

Testing

You will receive 2 <u>Automated</u> emails from Accommodate when the student books a testing request

1. A 3 day reminder email

2. A 1 day reminder Link will be provided to approve and upload the exam

In all emails, there will be a link provided to approve the request (recommended), upload the exam and write specifics instructions for administering the exams (i.e. formula sheet, type of calculator)

Testing: Uploading Exams

1. Login into Accommodate: https://access.mercer.edu

Testing

Uploading the exam any/or providing administration directions

Testing: Uploading/Administration information for the exam

Two ways to provide the test

Individual Student Test

1. Select "Courses" tab

2. Select Course

3. View "Room Bookings" –to see scheduled exam, approve exam and attach an exam.

You now have **two views Pending and Approved** - Room Bookings to help navigate

Exam Upload

If you have multiple students and only have one version of the test.
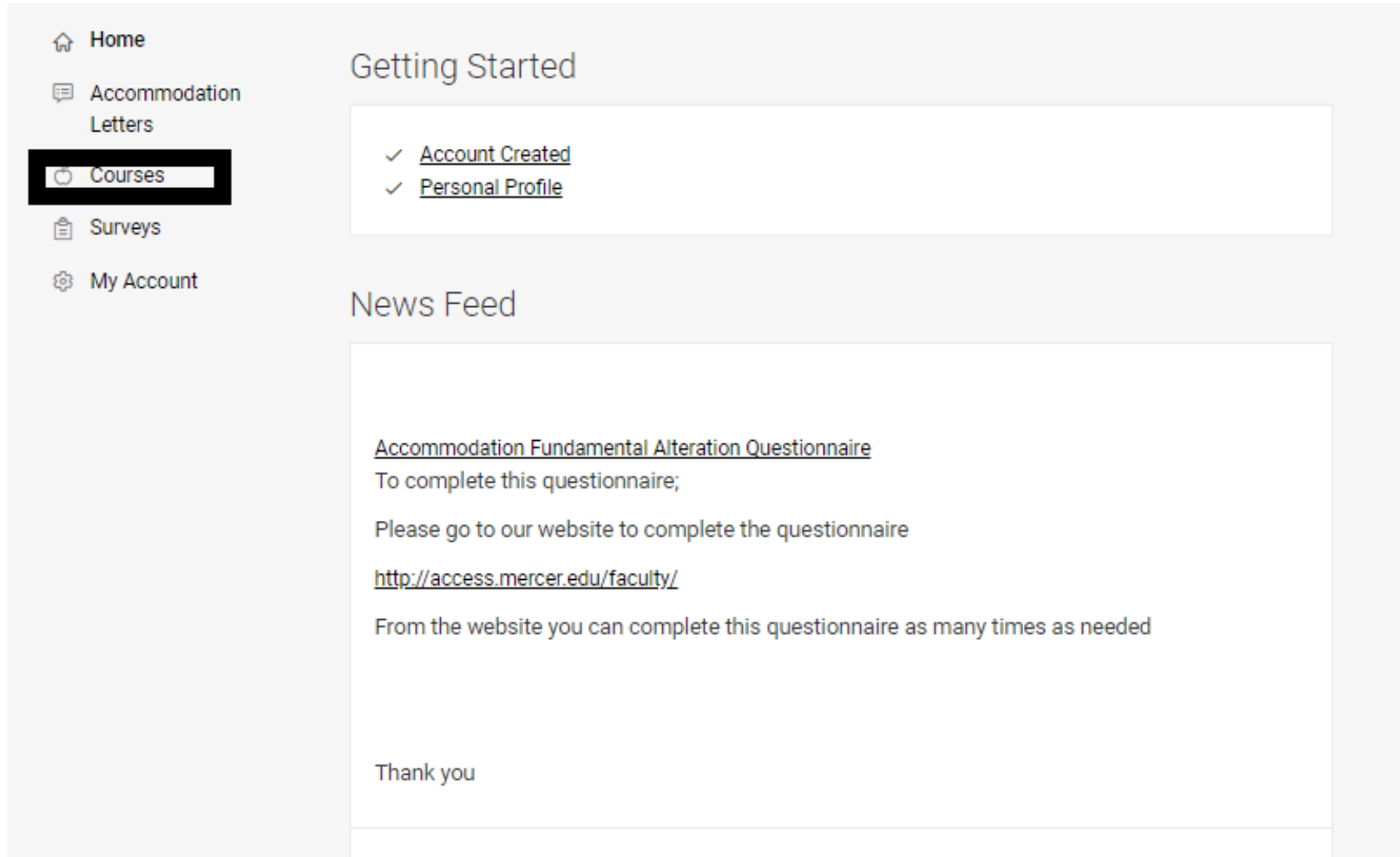
1. Select "Courses" tab

2. Select the Course needing an exam

3. Select "Exam" and "Add New Exam" - fill in the form and add attachment

New addition – you can select to use the same test for all students with reservations "Apply to all records"

Testing: Attach exam to the student

1. Select the Courses Tab

Testing: Attach exam to the student

2. Select Course

3. View Room Bookings

Pending or Approved

Testing: Attach exam to the student

4. Select the student's name

Testing: Attach exam to the student

5. Fill in the details and Save

- View Scheduled Exam
- Upload Exam
- Test Length

- Delivery Location
- Notes
- Approve/Deny
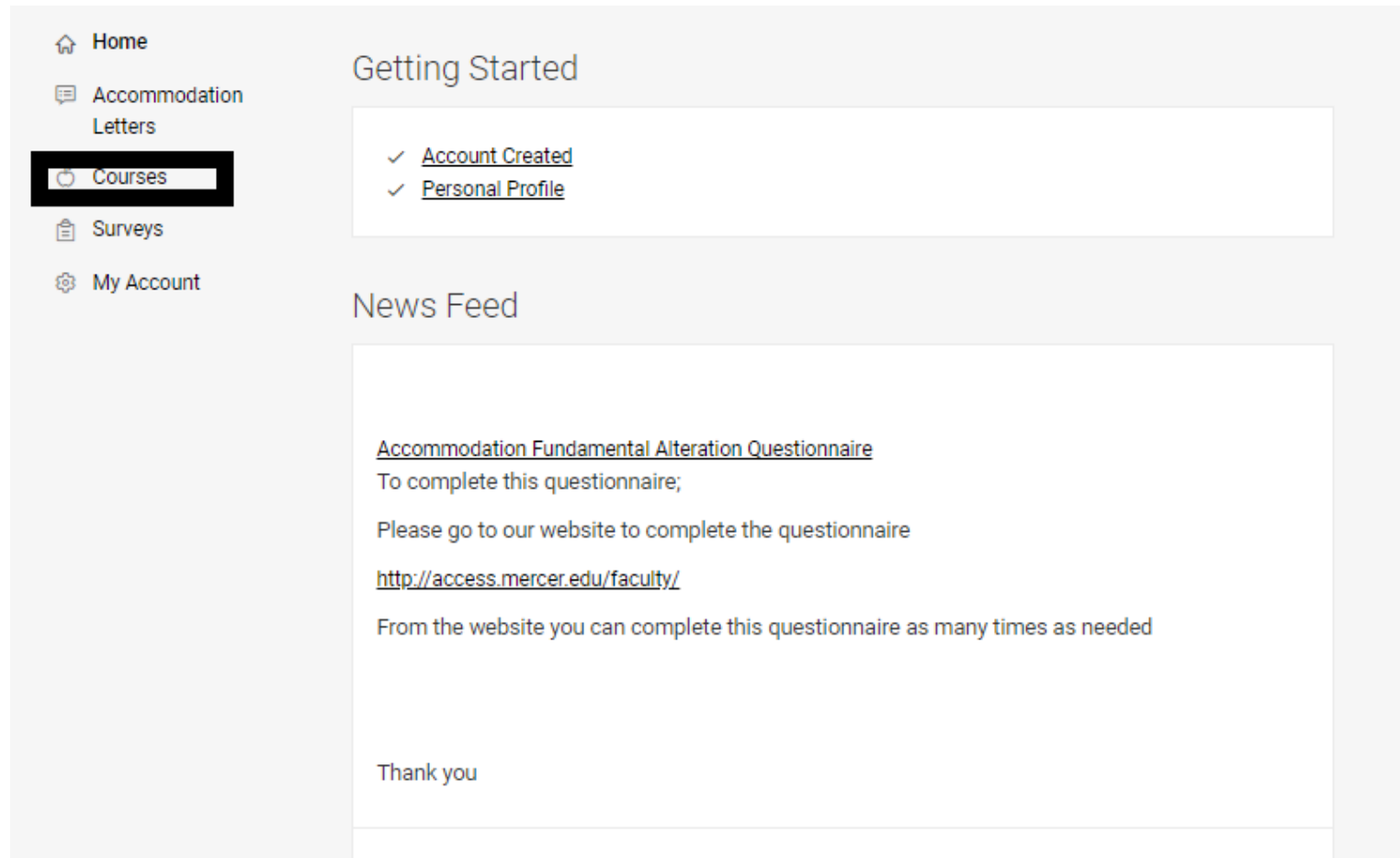
Testing

Uploading the exam to the Course

Testing: Upload the exam to the Course

1. Select Course

Testing: Upload the exam to the Course

2. Select the Course

Testing: Upload the exam to the Course

3. Select Exam

Introductory Law (COP PHA 373-2021-SU 10)

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

Cancel

Course

Title
Introductory Law

Instructors
████████████

Code
COP PHA 373-2021-SU 10

Credit Hours
2

Days
Wednesday

Semester
2021-SU

Start Date
May 12, 2021

End Date
August 13, 2021

Start Time
1:00 pm

End Time

4. Add New Exam

Introductory Law (COP PHA 373-2021-SU 10)

Course Details Enrolled Students Room Bookings Exam Course Notes

Keywords

Apply Search

Add New Exam ⬅

Testing: Upload exam to the Course

5. Fill in the form and Save