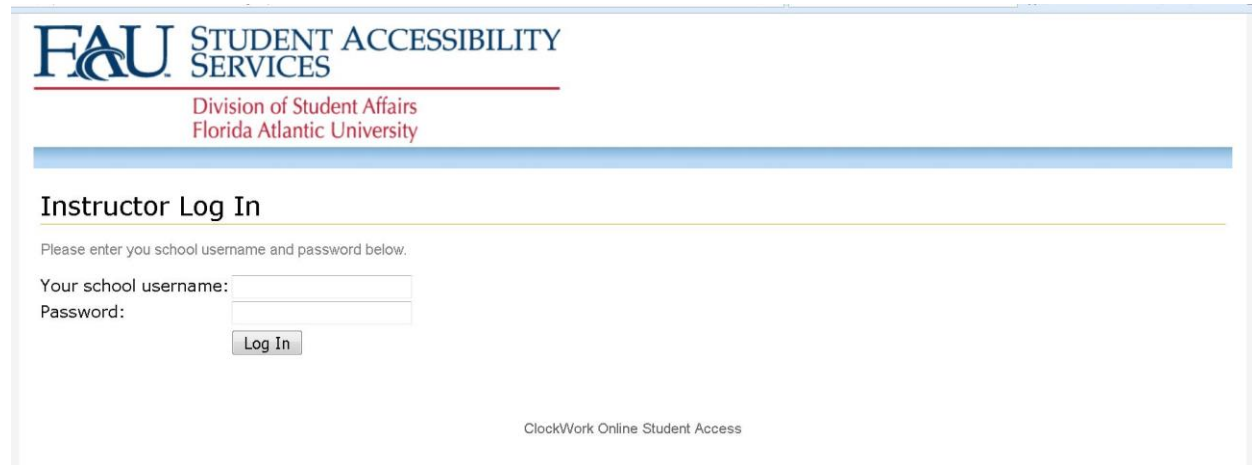


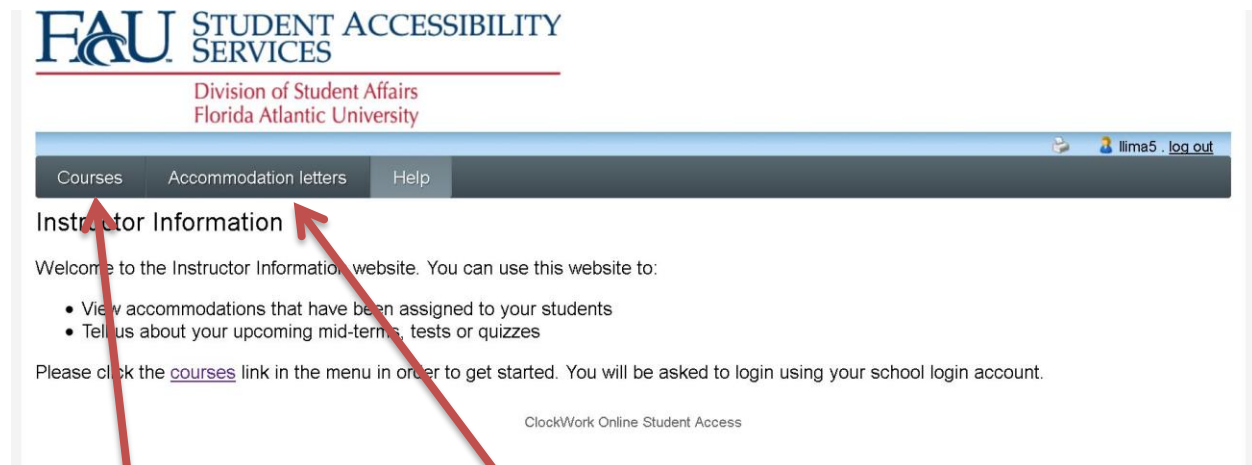
# Clockwork Portal Faculty/Staff Tutorial

1. Log in to the faculty/staff link with your FAUNet ID and password.



The screenshot shows the top of the FAU Student Accessibility Services website. The header includes the FAU logo and the text "STUDENT ACCESSIBILITY SERVICES" and "Division of Student Affairs Florida Atlantic University". Below the header is a blue horizontal bar. The main content area is titled "Instructor Log In" and contains a form with two input fields: "Your school username:" and "Password:". A "Log In" button is positioned below the password field. At the bottom of the page, the text "ClockWork Online Student Access" is visible.

2. This page will show a tab at the top left named "Courses". Clicking on this tab will display all of the courses you are teaching and any scheduled exams. To the right of this there is a tab named "Accommodation letter". This will display a list of accommodation letters organized by class.



The screenshot shows the "Instructor Information" page on the FAU Student Accessibility Services website. The header is identical to the previous screenshot. Below the header is a dark blue navigation bar with three tabs: "Courses", "Accommodation letters", and "Help". The "Courses" tab is highlighted. Below the navigation bar, the page title is "Instructor Information". The main content area contains a welcome message and a list of bullet points: "View accommodations that have been assigned to your students" and "Tell us about your upcoming mid-terms, tests or quizzes". Below the list, there is a paragraph that says "Please click the [courses](#) link in the menu in order to get started. You will be asked to login using your school login account." At the bottom of the page, the text "ClockWork Online Student Access" is visible. Two red arrows point from the "Courses" and "Accommodation letters" tabs to red callout boxes below the page.

Shows the courses you teach and scheduled exams

Accommodation letters for your students organized by class

3. In the "Accommodation letters" area, you can sort and review student accommodation letters.

FAU STUDENT ACCESSIBILITY SERVICES  
Division of Student Affairs  
Florida Atlantic University

Courses Accommodation letters Help

Accommodation Letters Show term: Summer 3 2016 Refresh

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Course' link above.

Course	Student	Date letter available	Your confirmation	Letter
SLS 1412 section 030 (201605) 01	John Doe	Jun 28, 2016	Jun 28, 2016	<a href="#">View letter</a>

ClockWork Online Student Access

You can view student accommodation letters in this area

You can click here to view each full accommodation letter here

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Division of Student Affairs  
Florida Atlantic University

Courses Accommodation letters Help

Accommodations for SLS1412 section 030 (201605) 01 : Smith, John

**Step 1: Review the accommodations letter**

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Review PDF Letter

**Step 2: Confirm receipt of the accommodations letter**

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

I acknowledge that I have received and reviewed this Accommodation Letter

Submit

Clockwork Online Student Access

First, click here to download and view the accommodation letter

Next, click here to acknowledge the accommodation

Finally, click submit to complete the process

4. The “Courses” area tab located on the left, will take you to an area where you can see Accommodation letters by course and also view exams.

Courses Accommodation letters Help

### Instructor Information

Welcome to the Instructor Information website. You can use this website to:

- View accommodations that have been assigned to your students
- Tell us about your upcoming mid-terms, tests or quizzes

Please click the [courses](#) link in the menu in order to get started. You will be asked to login using your school login account.

Courses tab

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5. Click on the “Tests and Exams” link on the right side to see exams for a specific course.

Courses Accommodation letters Help

### Courses

Show term: Summer 3 2016 Refresh

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


Course	Options
<b>SLS 1412</b> SECTION: 030 (TERM: 201605) 01	<a href="#">Accommodation Letters</a> <a href="#">Tests and Exams</a>

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

ClockWork Online Student Access

This displays the student exam requests scheduled in a particular class

- You can confirm exams by clicking on “Confirm” in the column on the far right side. If this column indicates that you have passed the cutoff, you should contact the SAS Testing Coordinator by phone or email. After confirming an exam, you can upload an exam file by clicking on “Submit file” in the column to the left of the “Confirm” column.




Division of Student Affairs  
Florida Atlantic University

Courses

Accommodation letters

Help


[log out](#)

**Scheduled tests and examinations for:**





**BSC 1005 section 002 (201605) 01 : Smith, John** (2016 Jun 28 to Aug 9)

Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.

[Tell us about an upcoming test](#)

Date of test:

**Tests and exams:**

Type	Date of test	Class test time	Previously confirmed	Submitted file	
Test	<b>August 8</b> <small>Monday (2016)</small>	<b>8:00 AM (60 minutes)</b> <small>Last modified: 2016-07-15</small>	No		 <a href="#">Confirm</a>
Test	<b>July 25</b> <small>Monday (2016)</small>	<b>8:00 AM (60 minutes)</b> <small>Last modified: 2016-07-18</small>	 Yes	<a href="#">Submit file</a>	 <a href="#">Confirm</a>
Test	<b>July 20</b> <small>Wednesday (2016)</small>	<b>8:15 AM (60 minutes)</b> <small>Last modified: 2016-07-15</small>	No		Passed cutoff - please call or email
Test	<b>July 13</b> <small>Wednesday (2016)</small>	<b>8:00 AM (60 minutes)</b> <small>Last modified: 2016-07-13</small>	 Yes	<a href="#">Submit file</a>	Passed cutoff - please call or email

Click here to confirm a exam or provide additional information about the exam

Click here to securely submit an exam to the SAS Test Coordinator. Note: You will need to confirm an exam before you can submit an exam file

7. To edit and/or confirm an exam date and time, please click on "Confirm"

Scheduled tests and examinations for:

**SLS 1412 section 030 (201605) 01 : Lima, Luciana** (2016 Jun 28 to Aug 9)

Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.

**Tell us about an upcoming test**

Date of test:

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	
Test	<b>August 16</b> Tuesday (2016)	<b>1:00 PM (60 minutes)</b> <i>Last modified: 2016-08-02</i>	No		<a href="#">Confirm</a>

ClockWork Online Student Access

**Click here for confirming test dates, times and permitted items to be used in an exam**

8. Verify the exam date and time allowed to take the exam in class (edit if needed), then click on "next"

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

**1. Test / Exam Information**

Course: **SLS 1412 sect. 030 (201605) 01**

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

Date of test (yyyy-mm-dd):

Test start time:

Test end time:

**Verify the exam date, edit if needed**

**Verify time allowed in class for the exam, edit if needed**

**Then click "Next"**

ClockWork Online Student Access

9. The next page will provide you with a list of students that have submitted a request to take their exam at the SAS office. Review student list, then click on “Next”

- [1. Test details](#)
- 2. Students**
- [3. Test Information](#)
- [4. Submit changes](#)

## 2. Students scheduled to-date for

Below is the list of students that have registered to write this test with us so far. Please review this list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
John Doe (Z12345678)	August 16 Tuesday (2016)	1:00 PM to 2:30 PM

ClockWork Online Student Access



Review student list



Then click on “next”

10. Please complete the following Test information:

The screenshot shows a web browser window with the URL 'liima5 . log out' in the top right. The page has a navigation menu on the left with links for '1. Test details', '2. Students', '3. Test Information', and '4. Submit changes'. The main content area is titled '3. Test Information for' and contains several sections:

- Time allowed:** A text input field with a red callout box: 'Provide time allowed in class for exam'.
- Completed exam delivery method:** Two checkboxes: 'FAU email' and 'Pick up from SAS office'. A red callout box: 'Indicate exam delivery method' points to this section.
- Contact preference:** A text input field with a red callout box: 'How would you prefer to be contacted during exam?'.
- What students can use in the test/exam:** A list of items with checkboxes: Dictionary, Scrap paper, Open book, Cheat sheet, Notes/formulas, Blue book, Calculator, Spellchecker, Blue scantron, Green scantron. Below the list is an 'Other items' text input field. A red callout box: 'Click on items that students can use during exam' points to this list.
- Special instructions:** A large text area with a red callout box: 'Any special instructions for the exam'.
- Classroom software:** A list of software with checkboxes: Microsoft Excel, Solidworks, SPSS, VMware client, Other. Below is a 'Please specify' text input field. A red callout box: 'Please indicate software needed for exam' points to this section.

At the bottom right of the form are three buttons: 'Previous', 'Next', and 'Cancel'. A red callout box: 'Click on "next"' points to the 'Next' button. The footer of the page reads 'ClockWork Online Student Access'.

Click on "next"



11. Confirm exam details and up load exam into secured portal.

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

### 4. Confirm exam details for

Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us.

**Test details**

SLS 1412 sect. 030 (201605) 01  
Tue August 16, 2016 . 1:00 PM - 2:00 PM

**File upload**

**Note: If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the Exams Office in advance of your scheduled test or exam, at least one business day in advance.**

Select test/exam file to submit:

**Please note** that you must click the [Submit changes](#) button in order to confirm your test to us.

[Please print a copy for your records.](#)

ClockWork Online Student Access

12. The submit dialog box is shown below.

**File upload**

**Note: If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the Exams Office in advance of your scheduled test or exam, at least one business day in advance.**

Select test/exam file to submit:

**Click here to select your exam file**

**Please note** that you must click the [Submit changes](#) button in order to confirm your test to us.

[Please print a copy for your records.](#)

**Click on "Submit Changes"**

ClockWork Online Student Access



13. Confirmation of Test/Exam submission completed. You can review course list, go back to test listing or logout of portal.

The screenshot displays the FAU Student Accessibility Services portal. At the top, the logo for FAU Student Accessibility Services is shown, along with the text "Division of Student Affairs Florida Atlantic University". Below this is a navigation bar with links for "Courses", "Accommodation letters", and "Help". The main content area features a confirmation message: "Test / Exam submission complete" and "Thank you for submitting your test / exam.". Below the message are three buttons: "Back to courses list", "Back to test listing", and "Logout". A red box labeled "Logout" is positioned to the right of these buttons, with an arrow pointing to the "Logout" button. Another red box labeled "Return back to courses list" has an arrow pointing to the "Back to courses list" button. A third red box labeled "Back to test listing" has an arrow pointing to the "Back to test listing" button. The text "ClockWork Online" is visible at the bottom of the page.

14. Please contact Student Accessibility Services (SAS) if you have any questions or concerns regarding the portal. 561-297-3880 Boca Campus, 954-236-1218 Broward Campuses, & 561-799-8585 Northern Campuses.