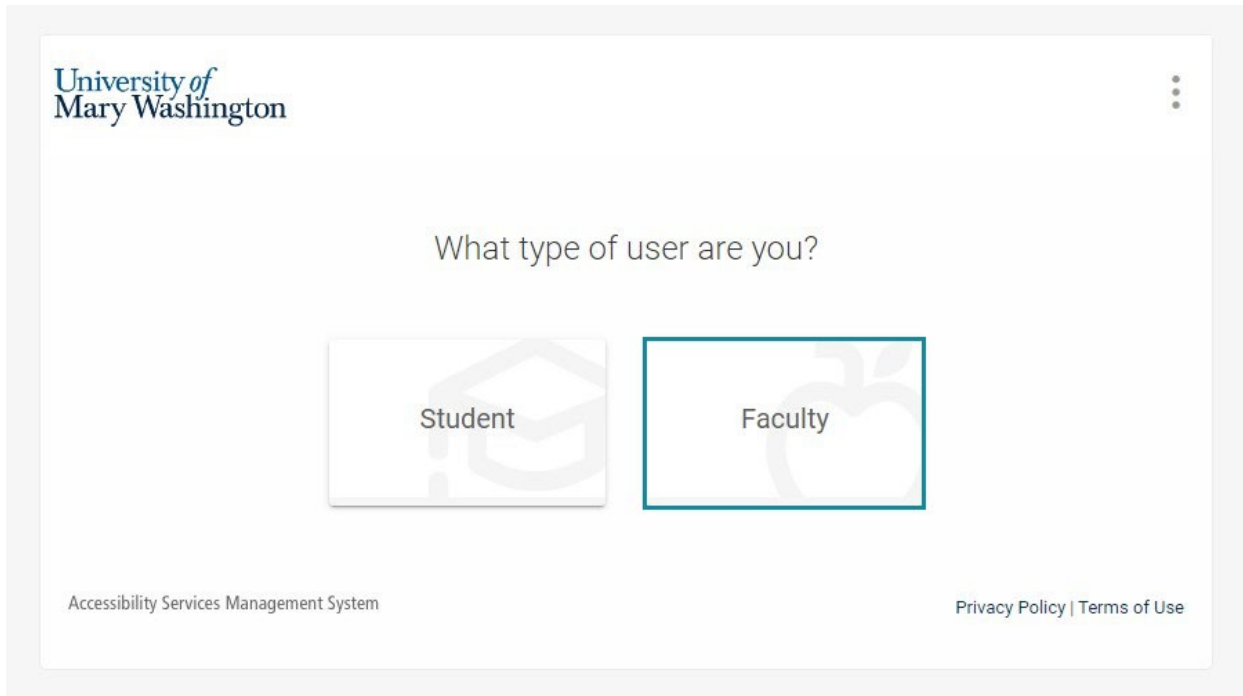


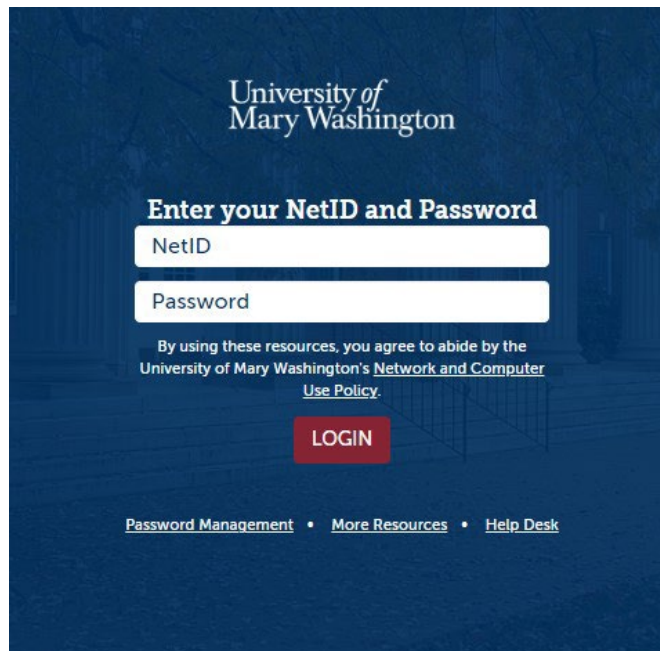
## Uploading an Exam into Accommodate

1. Go to the [Accommodate Portal](#) website and click on the “Faculty” option presented on your screen.



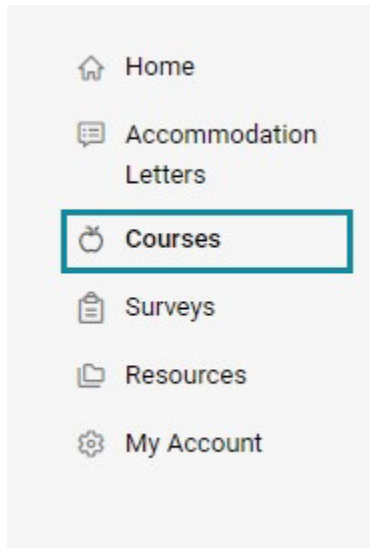
The screenshot shows the login interface for the University of Mary Washington's Accommodate Portal. At the top left is the university's logo. In the top right corner, there are three vertical dots representing a menu. The main heading in the center asks, "What type of user are you?". Below this heading are two rectangular buttons: "Student" on the left and "Faculty" on the right. The "Faculty" button is highlighted with a blue border. At the bottom left, the text "Accessibility Services Management System" is visible. At the bottom right, there are links for "Privacy Policy" and "Terms of Use".

2. Log into the Accommodate Portal, using your UMW NetID and password.

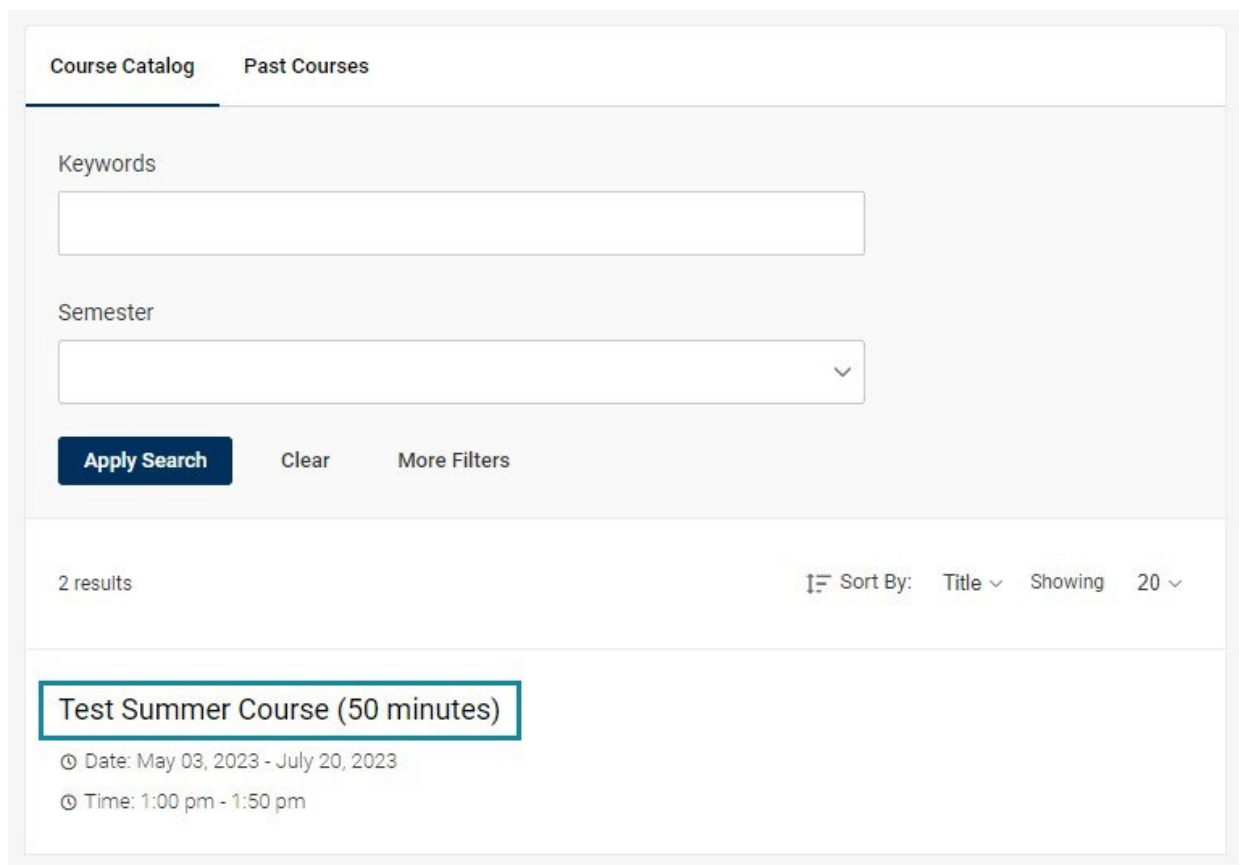


The screenshot shows the login page for the University of Mary Washington. The background is a dark blue image of a building. At the top center is the university's logo. Below the logo, the text "Enter your NetID and Password" is displayed in white. Underneath this text are two white input fields: the first is labeled "NetID" and the second is labeled "Password". Below the input fields, there is a line of text: "By using these resources, you agree to abide by the University of Mary Washington's Network and Computer Use Policy." with a link to "Use Policy." below it. At the bottom center, there is a red button with the word "LOGIN" in white. At the very bottom, there are three links: "Password Management", "More Resources", and "Help Desk", separated by bullet points.

3. Click on the “Courses” tab located on the left side of the screen as part of the main menu column.



4. Scroll down the page until you see the course you need to upload the exam for and select it by clicking on its name.



5. New menu bar appeared across the page with arrows on each side of it. Click on the “Exam” tab. Note: you may need to use the arrows to scroll over to it.

Home / Course / Course Details

## Test Summer Course (50 minutes) ()

[Course Details](#) [Enrolled Students](#) [Alternative Test Room Bookings](#) [Exam](#)

[Cancel](#)

### Course

**Title**  
Test Summer Course (50 minutes)

**Instructors**  
Greta Kratowicz (gkratowi@umw.edu)

**Credit Hours**  
0

**Days**  
Monday, Wednesday, Friday

**Course Info**

**Modified:** May 01, 2023, 3:07 pm

6. Click on the “Add New Exam” button.

Home / Course / Course Details / Exam

## Test Summer Course (50 minutes) ()

[Course Details](#) [Enrolled Students](#) [Alternative Test Room Bookings](#) [Exam](#)

**Keywords**

[Apply Search](#) [More Filters](#)

☐ [Add New Exam](#) [Batch Options](#) 0 results [Sort By:](#) Course [Showing](#) 20

- Complete the form by filling in the answers into each section & checking off all appropriate boxes. Upload the exam file as an attachment along with any additional supplementary materials (as needed).

Course Details

Enrolled Students

Alternative Test Room Bookings

Exam

Submit

Save

Cancel

Delete

\* indicates a required field

## Exam

Course \*

Test Summer Course (50 minutes) ()

Title \*

Description

Test Length \*

Attachments



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

Upload File

Start Date \*

Select

Clear

End Date \*

Select

Clear

Apply to all records

If select yes, exam will be added to all existing approved or pending requests for the same course and same section with a test date in between the exam start and end date.

☐ Yes

☐ No

How would you like the exam to be returned to you? \*

Are you available for questions during the test? \*


☐ Yes

☐ No

What Materials are allowed during the exam?

+

-

 search here

☐ Open Notes

☐ Open Book

☐ Formula Sheet

0 of 6 selected [ [show selected](#) ] [ [show all](#) ]

Are there any other additional materials allowed for the exam?

8. Confirm that the entered information is correct, and click "Submit."

Submit

Save

Cancel

Delete

9. If you need to make changes to an exam after submitting it, you may edit it by returning to the aforementioned “Exam” tab, scrolling down the page until you see the name of that exam, and clicking on it.

Course Details

Enrolled Students

Alternative Test Room Bookings

Exam

Keywords

Apply Search

More Filters

☐

Add New Exam

Batch Options

3 results

Sort By: Course

Showing 20

☐

test 1

Test Summer Course (50 minutes)

testing\_rooms

⌚ Starts May 10, 2023

⌚ Ends May 10, 2023

Duration: 60

Exam Files: DAPI 4- 19.docx

If you have any questions, please contact ODR at [odrtesting@umw.edu](mailto:odrtesting@umw.edu) or 540-654-1266. Visit the [ODR Testing Center](#) link for more information.