

ST MARY'S
COLLEGE *of* MARYLAND

The National Public Honors College

OFFICE OF ACCESSIBILITY SERVICES

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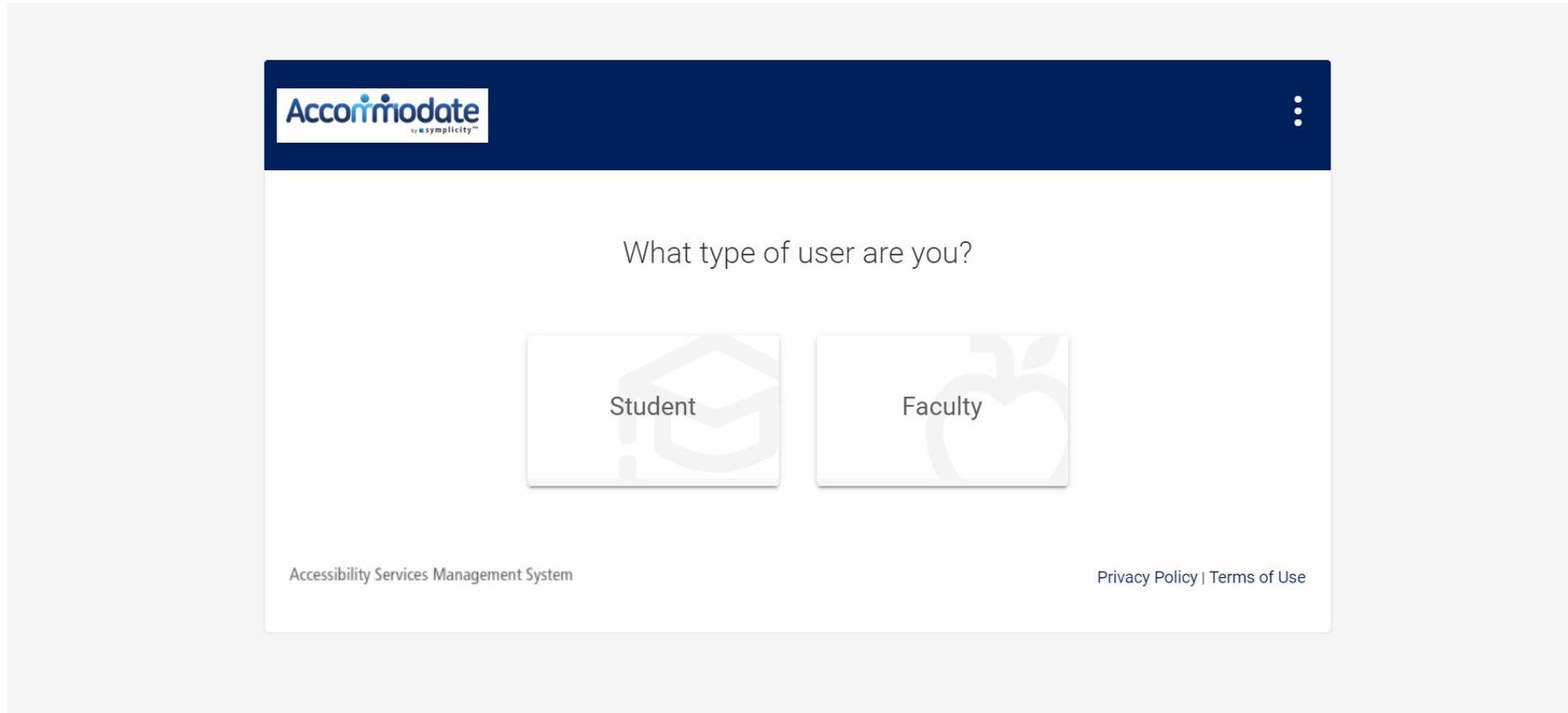
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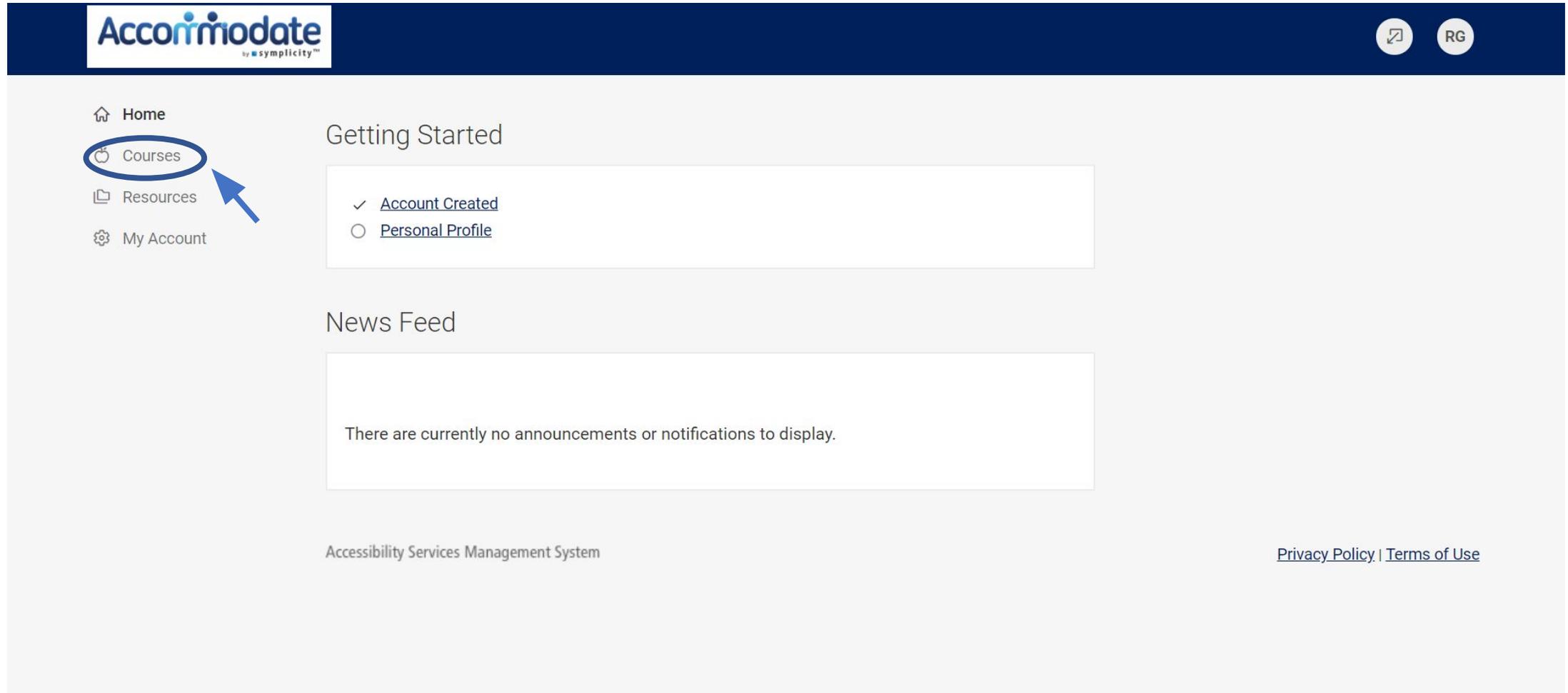
How to upload an exam in Accommodate

Log into Accommodate under Faculty

<https://smcm-accommodate.symlicity.com/>



On the homepage-click on “Courses” in the left hand tab



Find the course you're looking to upload an exam for if you have multiple courses

The screenshot displays the Accommodate by Symplicity interface. The top navigation bar includes the logo and user icons. A sidebar on the left contains navigation links for Home, Courses, Resources, and My Account, with 'Courses' highlighted. The main content area features search filters for Keywords and Semester, followed by 'Apply Search', 'Clear', and 'More Filters' buttons. Below the filters, it shows '1 Results' and a 'Showing 20' dropdown. A single result is listed: 'Dino-SAURING through the ages', 'TEST 101', with dates 'August 18, 2020 - December 18, 2020' and time '8:00 am - 9:10 am'. A blue arrow points to the 'Courses' link, and a blue circle highlights the course details.

Accommodate
by sympathy™

Home
Courses
Resources
My Account

Keywords

Semester

Apply Search Clear More Filters

1 Results Showing 20

Dino-SAURING through the ages
TEST 101
Date: August 18, 2020 - December 18, 2020
Time: 8:00 am - 9:10 am

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There are two ways to upload an exam once you are in your desired course

Option 1: “Testing Requests” tab- If a student has submitted a request to test in our office, the request will be under “Testing Requests”

The screenshot displays the Accommodate by simplicity interface. The top navigation bar includes the logo and user icons. The main content area features a sidebar with navigation links (Home, Courses, Resources, My Account) and a central panel with tabs for Course Details, Enrolled Students, Testing Requests, and Exam. The Testing Requests tab is active and contains sub-tabs for Pending and Approved. A search bar with an 'Apply Search' button and a 'More Filters' link is present. Below the search bar, a 'Batch Options' button indicates '1 Results'. A single request is listed for Joseph Tribiani, located in Room 235 in Suite 230, with a date of August 18, 2020, at 8:00 am. The 'Testing Requests' tab and the student's name are circled in blue, with arrows pointing to them.

Accommodate
by simplicity™

Home Courses Resources My Account

Course Details Enrolled Students **Testing Requests** Exam

Pending Approved

Keywords

Apply Search More Filters

Batch Options 1 Results Showing 20

Joseph Tribiani
Room 235 in Suite 230
August 18, 2020 - 8:00 am

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Click on the student's name to upload an exam, directions and additional details

The screenshot displays the Accommodate web application interface. At the top left is the logo for Accommodate by Symplicity. The top right contains navigation icons for a share function and a user profile labeled 'RG'. A sidebar on the left lists navigation options: Home, Courses, Resources, and My Account. The main content area shows a breadcrumb trail: 'Return to Course | Return to list (Room Bookings)'. The title of the page is 'Alternative Testing Room Booking for Joseph Tribiani'. Below the title are four tabs: 'Course Details', 'Enrolled Students', 'Testing Requests' (which is active), and 'Exam'. The 'Testing Requests' tab contains a form with three buttons: 'Submit', 'Save', and 'Cancel'. A note below the buttons states '* indicates a required field'. The form fields are: 'Student *' with the value 'Joseph Tribiani', 'Testing Room *' with the value 'Room 235 in Suite 230', and 'Testing Date *'. To the right of the form is a sidebar with two sections: 'Alternative Testing Room Booking Info' and 'Course Information'. The 'Booking Info' section shows 'Created: July 14, 2020, 10:50 am' and 'By: Megan Pietryka', and 'Modified: July 14, 2020, 10:50 am' and 'By: Megan Pietryka'. The 'Course Information' section shows 'Title: Dino-SAURING through the ages', 'Code: TEST 101', and 'Semester: Spring 2020'.

Accommodate
by Symplicity™

Home | Courses | Resources | My Account

Return to Course | Return to list (Room Bookings)

Alternative Testing Room Booking for Joseph Tribiani

Course Details | Enrolled Students | **Testing Requests** | Exam

Submit **Save** Cancel

* indicates a required field

Alternative Testing Room Booking

Student *
Joseph Tribiani

Testing Room *
Room 235 in Suite 230

Testing Date *

Alternative Testing Room Booking Info

Created: July 14, 2020, 10:50 am
By: Megan Pietryka
Modified: July 14, 2020, 10:50 am
By: Megan Pietryka

Course Information

Title	Dino-SAURING through the ages
Code	TEST 101
Semester	Spring 2020

OR Option 2: “Exam” tab- upload the exam for the entire class

The screenshot displays the Accommodate Symplicity Exam management interface. The top navigation bar includes the Accommodate logo and user profile icons. The left sidebar contains navigation links for Home, Courses, Resources, and My Account. The main content area shows the 'Symplicity Exam' page with tabs for Course Details, Enrolled Students, Testing Requests, and Exam. The 'Exam' tab is highlighted with a blue circle and an arrow. Below the tabs are buttons for Submit, Save, Delete, and Cancel. A note indicates that an asterisk (*) denotes a required field. The form includes fields for Course (Dino-SAURING through the ages (TEST 101)) and Title (Symplicity Exam). A right sidebar displays Exam Info, including creation and modification dates and times.

Accommodate by Symplicity™

Return to Course | Return to list (Exam)

Symplicity Exam

Course Details Enrolled Students Testing Requests **Exam**

Submit Save Delete Cancel

* indicates a required field

Exam

Course *
Dino-SAURING through the ages (TEST 101)

Title *
Symplicity Exam

Exam Info

Created: February 13, 2020, 11:05 am
By:
Modified: February 13, 2020, 11:05 am

If you're unsure if an exam submission
went through contact us!

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