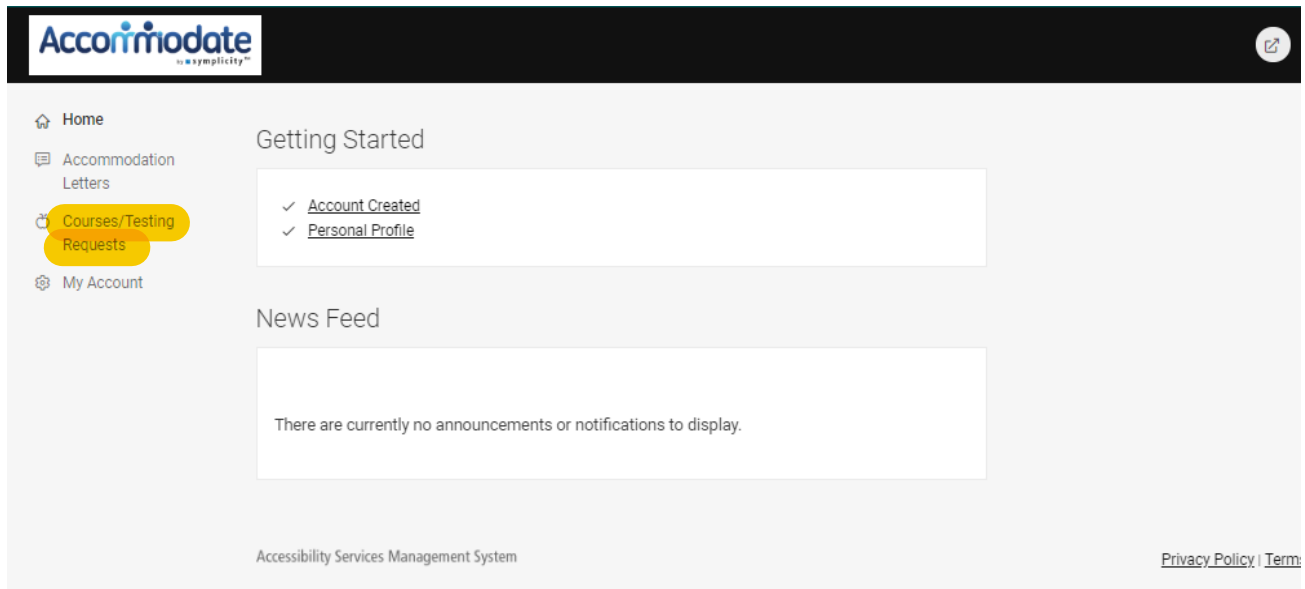


## Uploading Examinations to Accommodate

Should you have any questions, comments, or need clarification on any of the necessary steps, please don't hesitate to stop by our Office, or call us at (843) 349-2503.

1. Open a web browser (Google Chrome, Firefox, Safari, Internet Explorer), and Go to this URL:  
<https://coastal-accommodate.symphlicity.com/>
2. On the left side of your screen select "Courses/Testing Requests"



The screenshot displays the user interface of the Accommodate website. At the top, there is a black header with the 'Accommodate' logo on the left and a user profile icon on the right. Below the header is a navigation menu on the left side with the following items: 'Home', 'Accommodation Letters', 'Courses/Testing Requests' (highlighted with a yellow circle), and 'My Account'. The main content area is titled 'Getting Started' and contains a white box with two green checkmarks and the text 'Account Created' and 'Personal Profile'. Below this is a 'News Feed' section with a white box containing the text 'There are currently no announcements or notifications to display.' At the bottom of the page, there is a footer with the text 'Accessibility Services Management System' on the left and 'Privacy Policy | Terms' on the right.

3. Select the appropriate course number for the student requesting to take an exam

The screenshot shows the Accommodate system interface. At the top left is the logo for Accommodate, with the tagline "with simplicity". To the right of the logo are two circular icons: one with a magnifying glass and another with the letters "CM". Below the logo is a navigation menu with the following items: Home, Accommodation Letters, Courses/Testing Requests (which is highlighted), and My Account. The main content area is titled "Course" and has a sub-header "Return to Accommodation Letters". Below this, there are two tabs: "Course Catalog" (which is active) and "Past Courses". The search area contains a "Keywords" input field, a "Semester" dropdown menu, and three buttons: "Apply Search", "Clear", and "More Filters". Below the search area, it shows "1 Results" and "Showing 20". The search results list a single course: "Composition & Critical Reading" (highlighted in yellow), with the course number "ENGL\*102\*15", the date "Date: August 21, 2019 - December 16, 2019", and the time "Time: 4:00 pm - 5:15 pm". At the bottom of the page, there is a footer with the text "Accessibility Services Management System" and two links: "Privacy Policy" and "Terms of Use".

4. Click the "Testing Requests" tab

The screenshot displays the Accommodate system interface. At the top left is the Accommodate logo. A navigation sidebar on the left includes links for Home, Accommodation Letters, Courses/Testing Requests (which is highlighted), and My Account. The main header area shows 'Return to Course | Return to list (Course)'. The central content area is titled 'Composition & Critical Reading (ENGL\*102\*15)' and features four tabs: Course Details, Enrolled Students, Testing Requests (which is highlighted in yellow), and Exam. A 'Cancel' button is located at the top of the main content area. Below it, the 'Course' section lists the following details: Title (Composition & Critical Reading), Instructors (Christopher T. Moore (cmoore1@coastal.edu)), Code (ENGL\*102\*15), Course Type (On Campus), Credit Hours (4), Days (Monday, Wednesday), Semester (Fall Semester 2019), Start Date (August 21, 2019), End Date (December 16, 2019), Start Time (4:00 pm), End Time (5:15 pm), and Course Unique ID (ENGL\*102\*15\*19FA). On the right side, a 'Course Info' box indicates the course was modified on August 31, 2019, at 11:32 pm.

5. Select the Student who is requesting the exam

Accommodate  
Accessibility Services Management System

Return to Course | Return to list (Course)

## Composition & Critical Reading (ENGL\*102\*15)



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

Approved | Pending

Keywords

**Apply Search** Clear

Will Appear here after email request:

No records

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)

6. Correct the class time limit, if necessary (in minutes)

**Accommodate** www.accommodate.com

Home  
Accommodation Letters  
Courses/Testing Requests  
My Account

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

**Submit** **Save** Cancel Delete

\* Indicates a required field

### Exam

Course \*  
Composition & Critical Reading (ENGL\*102\*15)

Title \*

Description

Final Exam  
Indicating that an exam is a final will override the class day/time filter, if in use, and use the default final exam length from system settings.  
 Yes  no

**Test Length \***

Attachment

File  
For files over 10 Mb, please use the Large Upload button. It requires latest version of Flash plugin to be installed on your system, and your browser needs to allow popups from this site.  
 No file chosen

**Start Date \***

**End Date \***

7. Add any special instructions in “Description” or “Faculty Notes”

Accommodate

Home  
Accommodation Letters  
Courses/Testing Requests  
My Account

Course Details Enrolled Students Testing Requests **Exam**

**Submit** **Save** Cancel Delete

\* Indicates a required field

### Exam

Course \*  
Composition & Critical Reading (ENGL\*102\*15)

Title \*

**Description**

Final Exam  
Indicating that an exam is a final will override the class day/time filter, if in use, and use the default final exam length from system settings.  
 Yes  no

Test Length \*

Attachment

File  
For files over 10 Mb, please use the Large Upload button. It requires latest version of Flash plugin to be installed on your system, and your browser needs to allow popups from this site.  
 No file chosen

Start Date \*

End Date \*

8. Click “Add Item” to attach the exam

**Accommodate** www.accommodate.com

Home  
Accommodation Letters  
Courses/Testing Requests  
My Account

Course Details   Enrolled Students   Testing Requests   **Exam**

**Submit**   **Save**   Cancel   Delete

\* Indicates a required field

### Exam

Course \*  
Composition & Critical Reading (ENGL\*102\*15)

Title \*

Description

Final Exam  
Indicating that an exam is a final will override the class day/time filter, if in use, and use the default final exam length from system settings.  
 Yes    no

Test Length \*

**Attachment**

File  
For files over 10 Mb, please use the Large Upload button. It requires latest version of Flash plugin to be installed on your system, and your browser needs to allow popups from this site.

**Choose File**   No file chosen   Large Upload (Flash)

Start Date \*  
   Select   Clear

End Date \*  
   Select   Clear