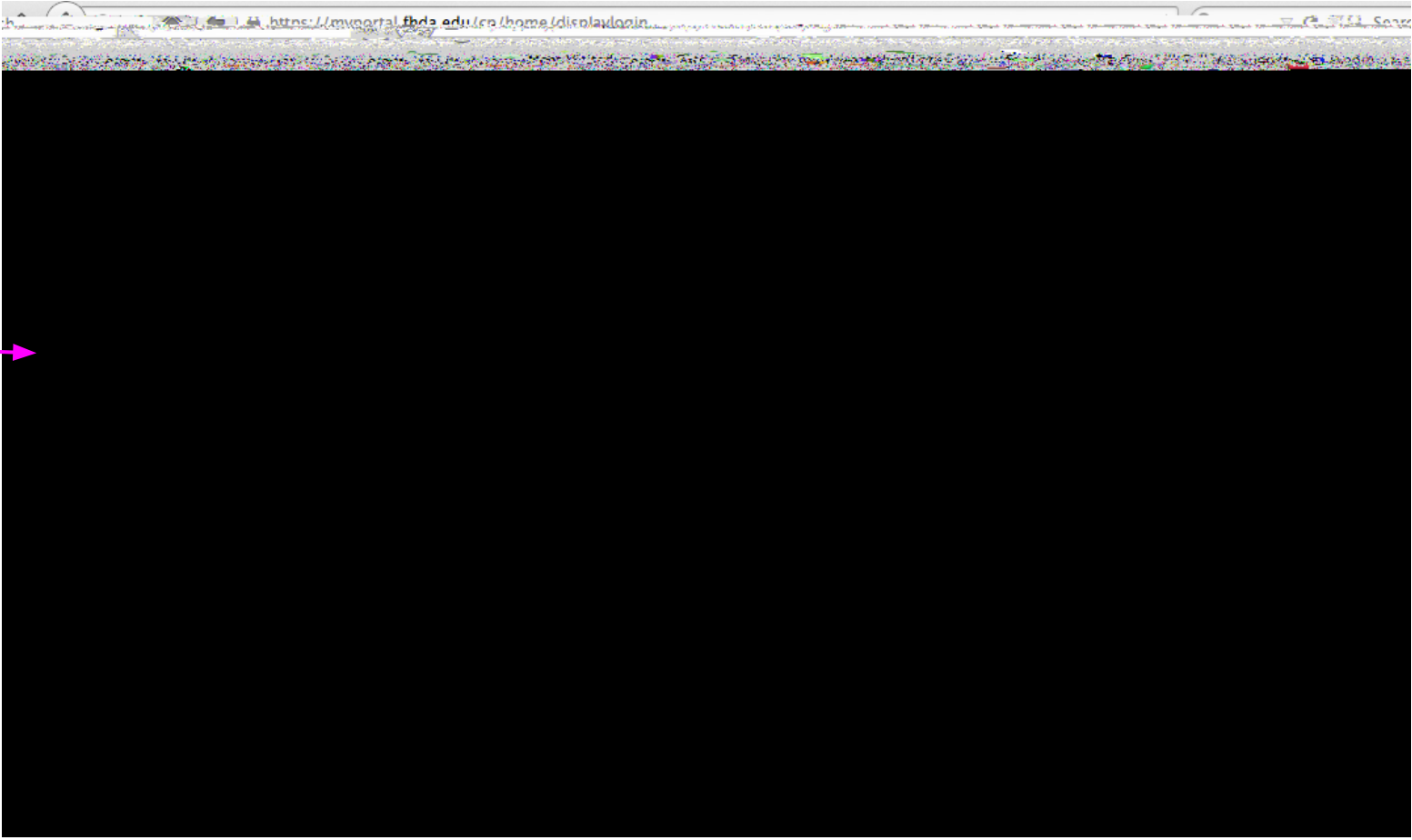
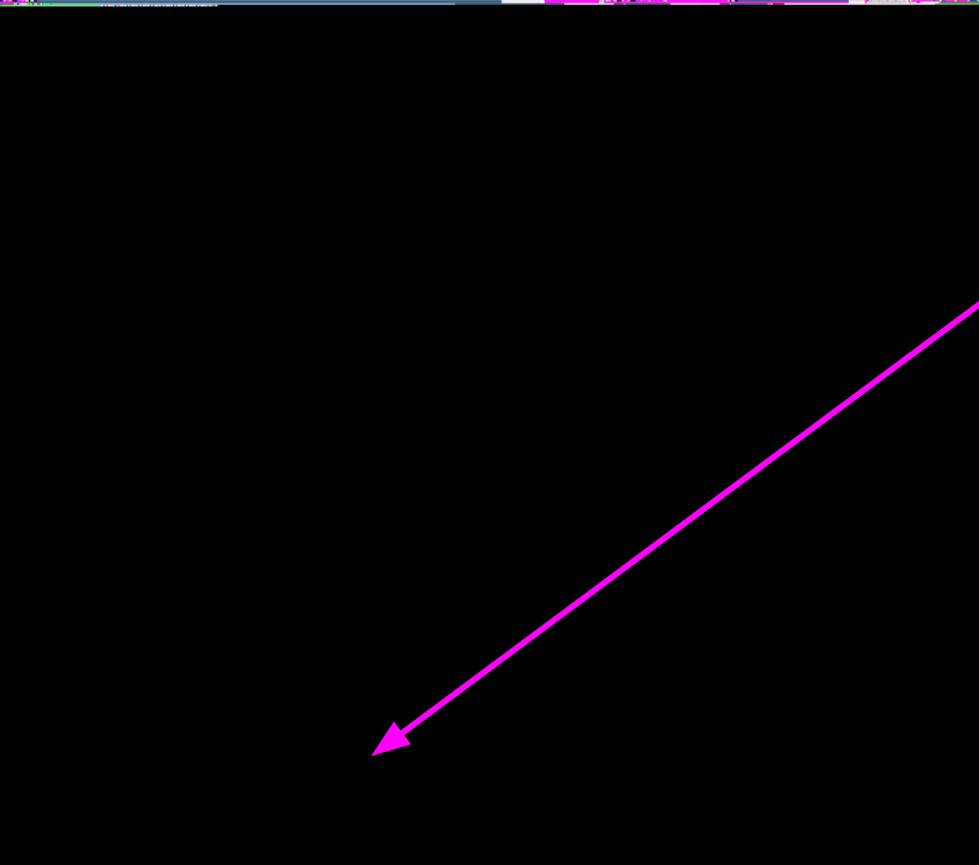
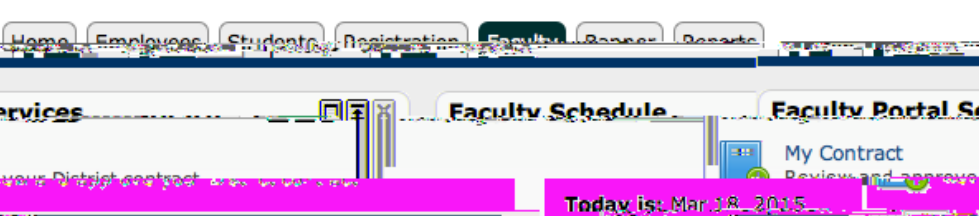


7`cW_kcf_g

faculty/staff training



To access CW,
sign onto
MyPortal first



8Y'5bnU.'

Shows all the courses you teach and scheduled tests/quizzes

Accommodation letters from all students organized by class

The screenshot shows a complex web interface for course management. At the top, there are several horizontal navigation bars with various icons and text. Below these, a main content area is visible. A yellow star icon is placed on a button or link in the left sidebar. Two pink arrows point from the text boxes above to specific elements in the interface: one points to the star icon, and the other points to a button labeled 'pylons' in the main content area. The bottom of the screenshot shows a section titled 'accommodations that have been assigned to your students' with a 'View' link on the right.

You can view all submitted accommodation notifications in one spot

Accommodation letters for your students that are currently available are listed below. The "View notification" column lets the data the you

access resources, click the "Course" link below.

Review the accommodation letter and confirm receipt of the letter.

Step 4: Review the accommodation letter.

Click here to download the letter

Acknowledge the letter, then hit submit.

Submit

Shows all the courses you teach and scheduled tests/quizzes

Accommodation letters from all students organized by class

The screenshot shows a complex interface with a top navigation bar, a main content area, and a sidebar. A yellow star is placed on the left side of the main content area. Two pink arrows point from the text boxes above to specific elements in the interface: one points to a small icon in the sidebar, and the other points to a section of the main content area. The interface includes various buttons, links, and text elements, though many are partially obscured or blurry.

Scheduled tests and examinations for:

MATH 5004D Section 04 LEC (201524) EH: Debbie Lee [View](#)

[Information or materials for...](#)

Date of test:

Tests and exams

Type	Date of test	Class test times
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Click here to:

- 1) confirm the time and date of test
- 2) upload your test
- 3) provide information about the test





Shows you which students have made a request to take a test at the testing center

Date	Time	Student Name & ID
March 25	9:30 AM to	Fhtest06 Student (202227
Wednesday	11:30 AM	
(2015)		
March 2		
11:30 AM		
(2015)		

FAQ3:

What if it's the day before the test and one of my students hasn't signed up?

Answer:

Students may schedule their tests up to 3 business days in advance. If they do not do so, they may not receive their accommodations. It is then subject to space capacity at the testing center. They will need to contact the testing center in person.

BEST PRACTICE:

Put it in your syllabus

"Students with disabilities are reminded that they must schedule their exams/quizzes/tests via Clockworks up to 3 business in advance."

OR

Remind your students the week before the exam/quiz/test

Provide information about your test here



FAQ5:

How many times do I have to do this?

Answer:

Just once for all your students...

UNLESS you have agreed to let a student/s take it on a different day and/or time

FAQ6:

Then what do I do?

Answer:

You will have to confirm that as a separate test (see the next slide).



FAQ7:

What if I have a question about the accommodations? As in, I disagree or need clarification?

Answer:

Please contact San Lu, Accommodations Coordinator at lusan@fhda.edu or 650-949-7673 and he will be able to help you out or direct you to one of our disability specialists.

FAQ8:

What if I can't find the Clockworks Portlet? As in, it's not showing up in MyPortal?

Answer:

Please put in an ETS helpdesk ticket. You may do so at <https://ets.fhda.edu>

FAQ9:

What if I teach an online class and don't have proctored exams?

Answer:

Then your student will not need to schedule an exam and you will not need to do anything except confirm/ acknowledge the accommodation notification and provide the necessary accommodations. For example: extending the timed tests

FAQ10:

What if I teach an online class and have proctored in-person exams?

Answer:

Your student will need to schedule an exam and you will need to follow the same steps shown earlier.

FAQ11:

What if I teach at Middlefield and have my tests proctored there?

Answer:

You will still need to follow the same steps shown earlier. This information goes to the Middlefield staff as well

FAQ12:

What if I want to proctor exams myself?

Answer:

Then your student will not need to schedule an exam via Clockworks and you will not need to do anything except confirm/ acknowledge the accommodation notification and provide the necessary accommodations. 8 F 7'ghfcb [`m'fYWc a a YbXg'mc i 'XcW i a Ybh'Ubm'UbX'U``Wc a a i b]WUh]cb' k]h \ h \Y'gh i XYbh']b' k f]h]b [']'Z'mc i 'k]g \ 'hc'Xc'h \]g''

