

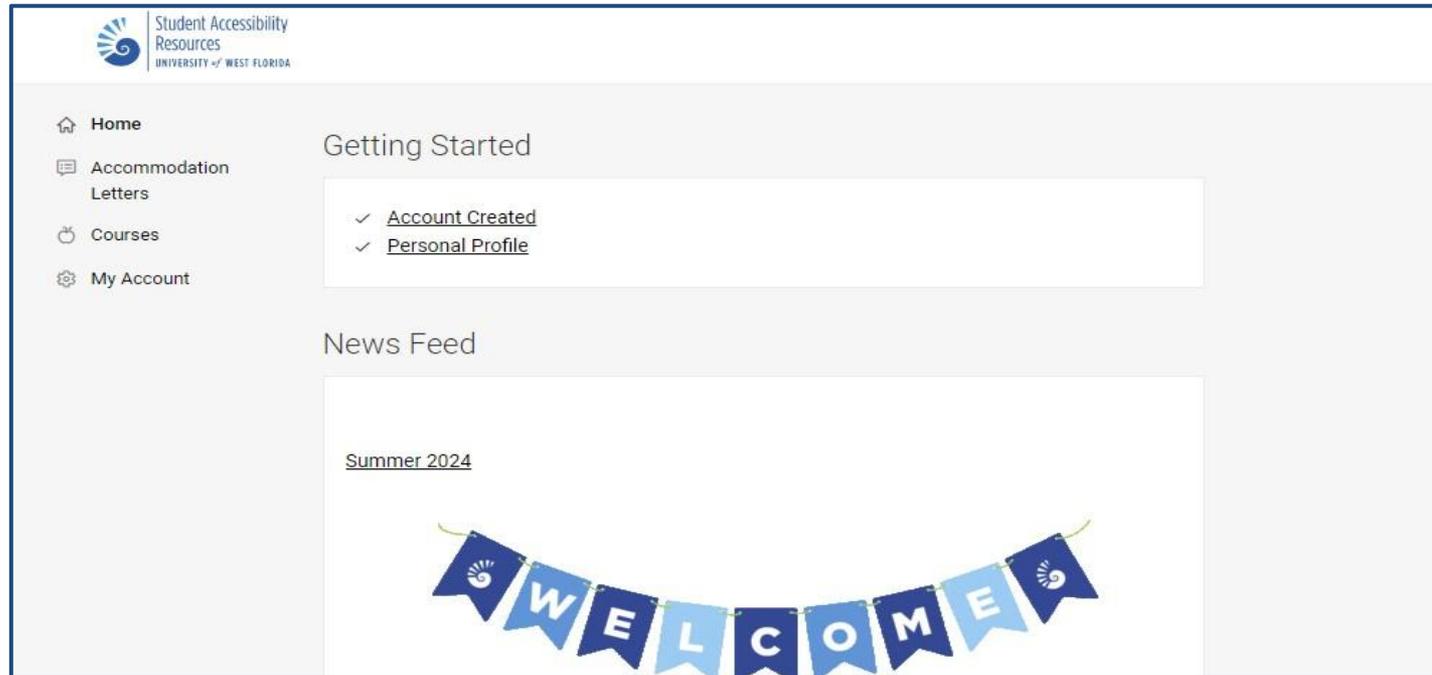


UNIVERSITY *of* WEST FLORIDA

Accommodate Faculty Portal

*Student Accessibility Resources
(SAR)*

About Accommodate Portal



The Accommodate Faculty Portal allows faculty members to:

- View information regarding the approved accommodations for students in their class in one convenient location
- View approved test requests for students registered with SAR
- Securely upload exams and testing instruction for exams to be proctored by SAR

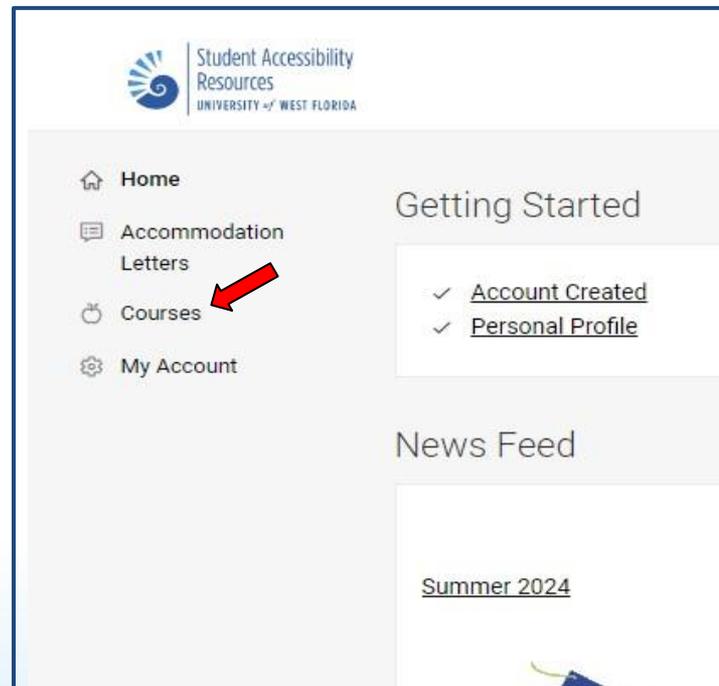
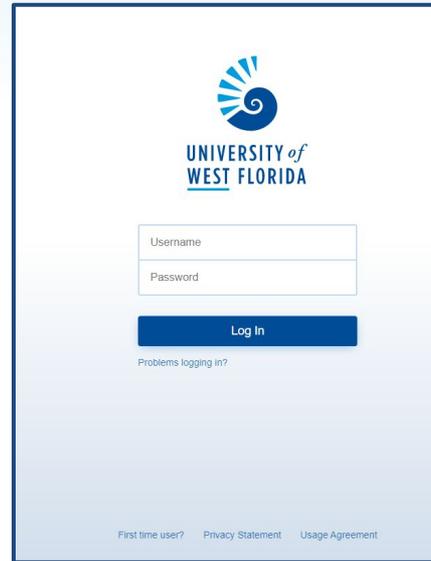
Steps 1 and 2

Step 1:

Click on the link on the email from SAR or sign in through myUWF and search for **“SAR Accommodate - Faculty Portal”**.

Step 2:

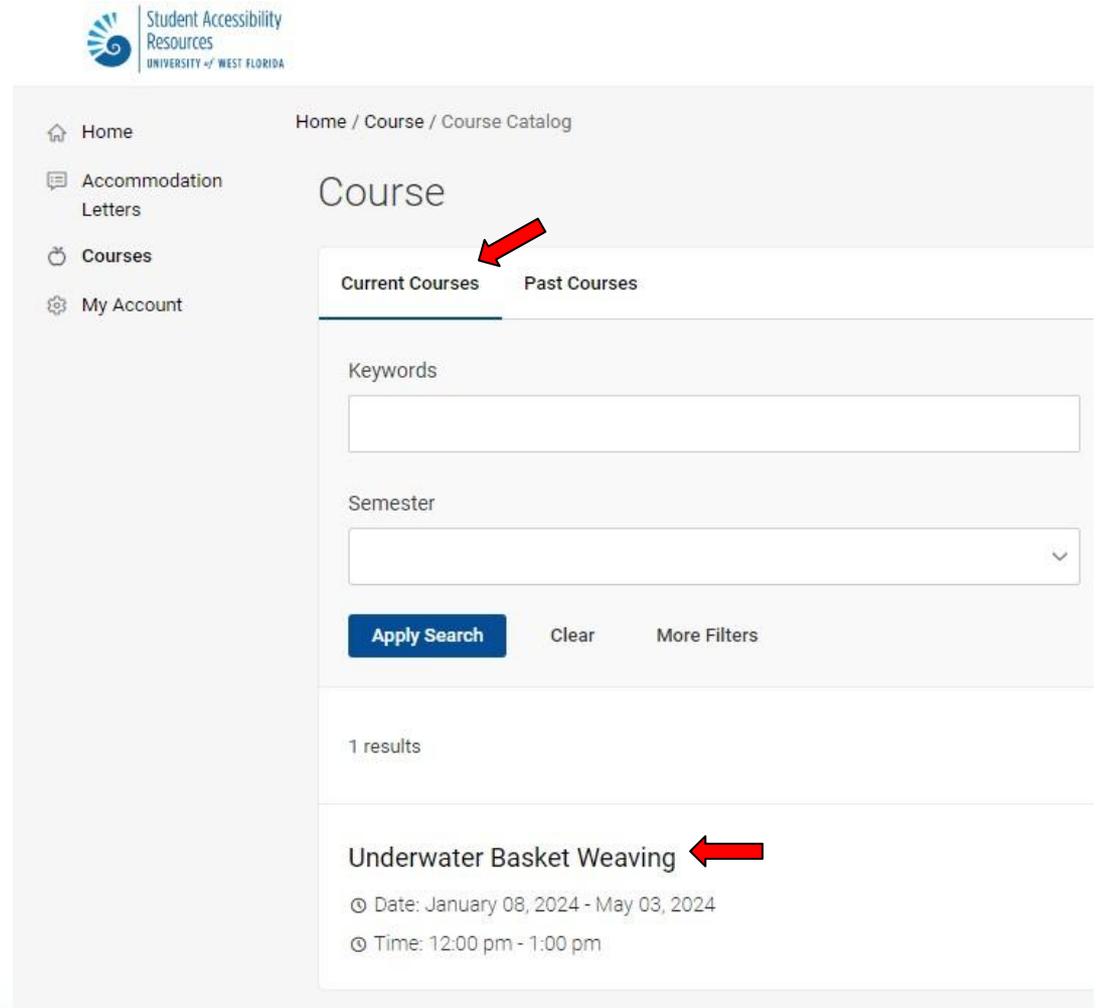
On the SAR Accommodate Portal Welcome Screen, you will see the news feed with updates and tabs on the left side of the screen. Click on the **“Courses”** tab.



Step 3

On the Course screen,
you will see the current
courses you are
teaching.

Click on the course you
wish to upload an exam
for.



Student Accessibility Resources
UNIVERSITY of WEST FLORIDA

Home / Course / Course Catalog

Home
Accommodation Letters
Courses
My Account

Course

Current Courses Past Courses

Keywords

Semester

Apply Search Clear More Filters

1 results

Underwater Basket Weaving

🕒 Date: January 08, 2024 - May 03, 2024
🕒 Time: 12:00 pm - 1:00 pm

Step 4

Locate the “**Upload Exam and Instructions Here**” tab.

Select “**Approved Requests**” to locate your course requests.

Click on the student’s test request you will upload the exam to.

Tabs Description:

Course Details: This tab allows you to see your course meeting time and other details.

Enrolled Students: Use this tab as a reference to see what accommodations your students have.

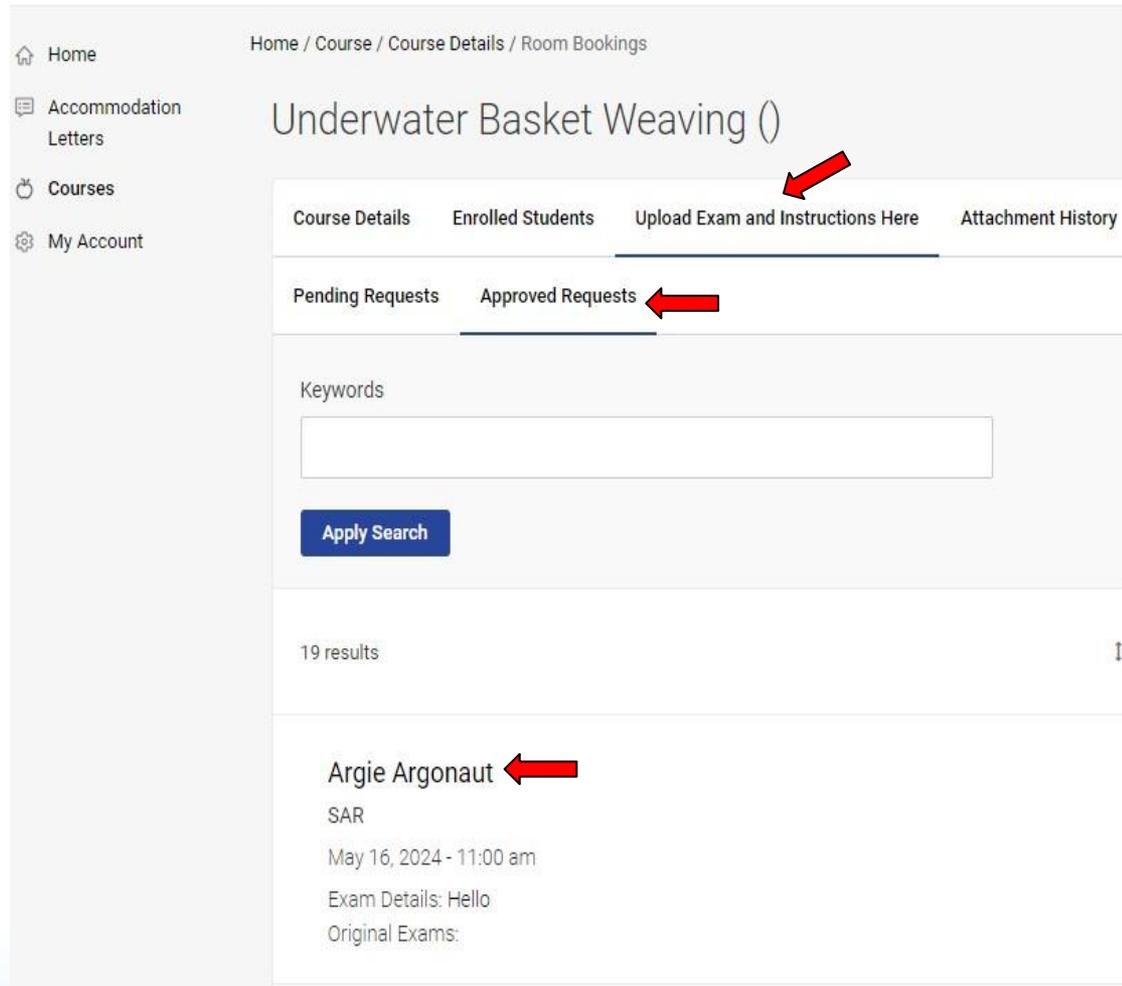
Upload Exam and Instructions Here: This is your most frequently used tab. You will fill out all test instructions and upload exams for each student using this tab.

***Pending Requests Tab:** Students who have submitted their test request yet have not been approved for.

***Approved Requests Tab:** Students who have had their test request approved by SAR.

Attachment History: You can edit previous exam uploads in this tab.

Course Notes: N/A



Home / Course / Course Details / Room Bookings

Underwater Basket Weaving ()

Course Details Enrolled Students **Upload Exam and Instructions Here** Attachment History

Pending Requests **Approved Requests**

Keywords

Apply Search

19 results

Argie Argonaut

SAR

May 16, 2024 - 11:00 am

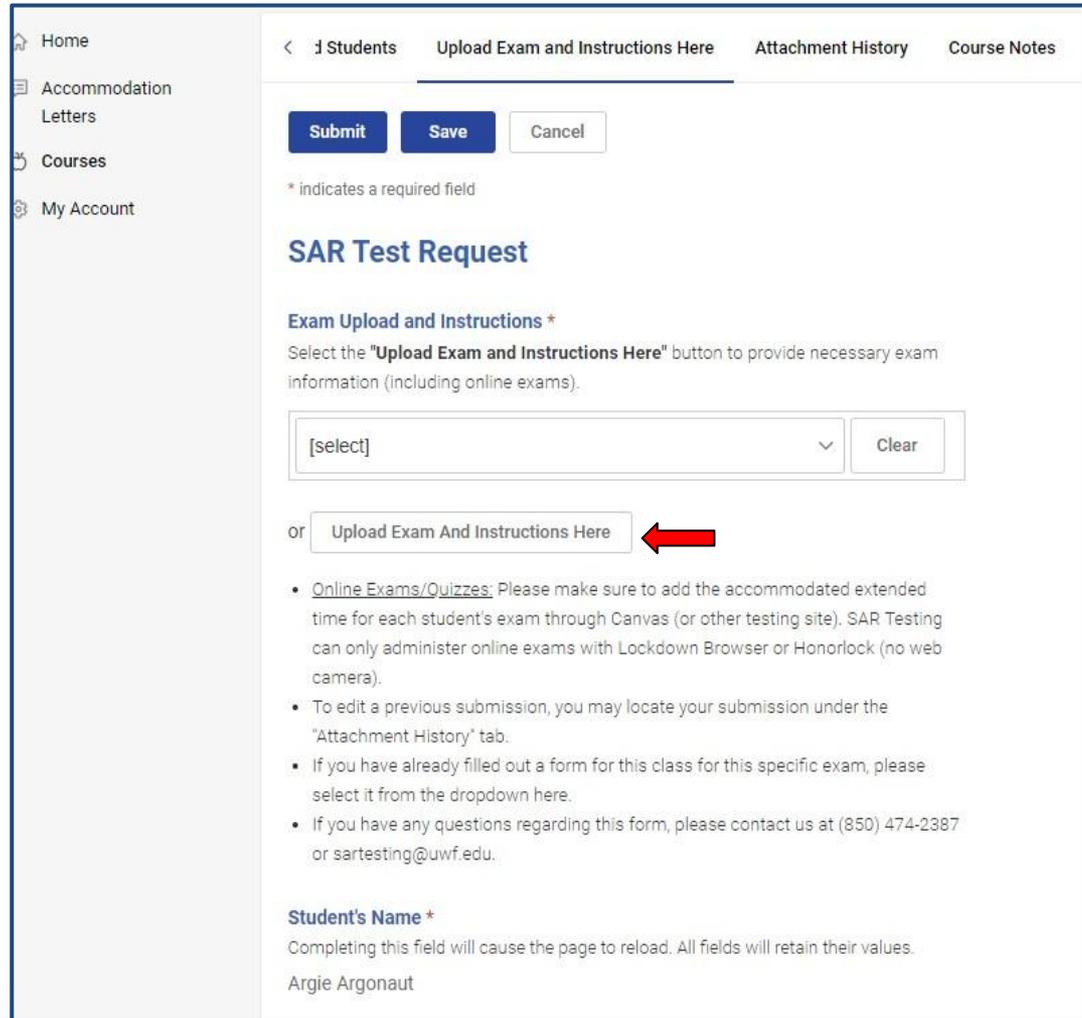
Exam Details: Hello

Original Exams:

Step 5

You will be able to see more about the student's test request on this page.

Fill out the student's test request form by using the **“Upload Exam and Instructions”** button.



Home
Accommodation Letters
Courses
My Account

< Students Upload Exam and Instructions Here Attachment History Course Notes

Submit Save Cancel

* Indicates a required field

SAR Test Request

Exam Upload and Instructions *
Select the "Upload Exam and Instructions Here" button to provide necessary exam information (including online exams).

[select] Clear

or Upload Exam And Instructions Here 

- [Online Exams/Quizzes](#): Please make sure to add the accommodated extended time for each student's exam through Canvas (or other testing site). SAR Testing can only administer online exams with Lockdown Browser or Honorlock (no web camera).
- To edit a previous submission, you may locate your submission under the "Attachment History" tab.
- If you have already filled out a form for this class for this specific exam, please select it from the dropdown here.
- If you have any questions regarding this form, please contact us at (850) 474-2387 or sartesting@uwf.edu.

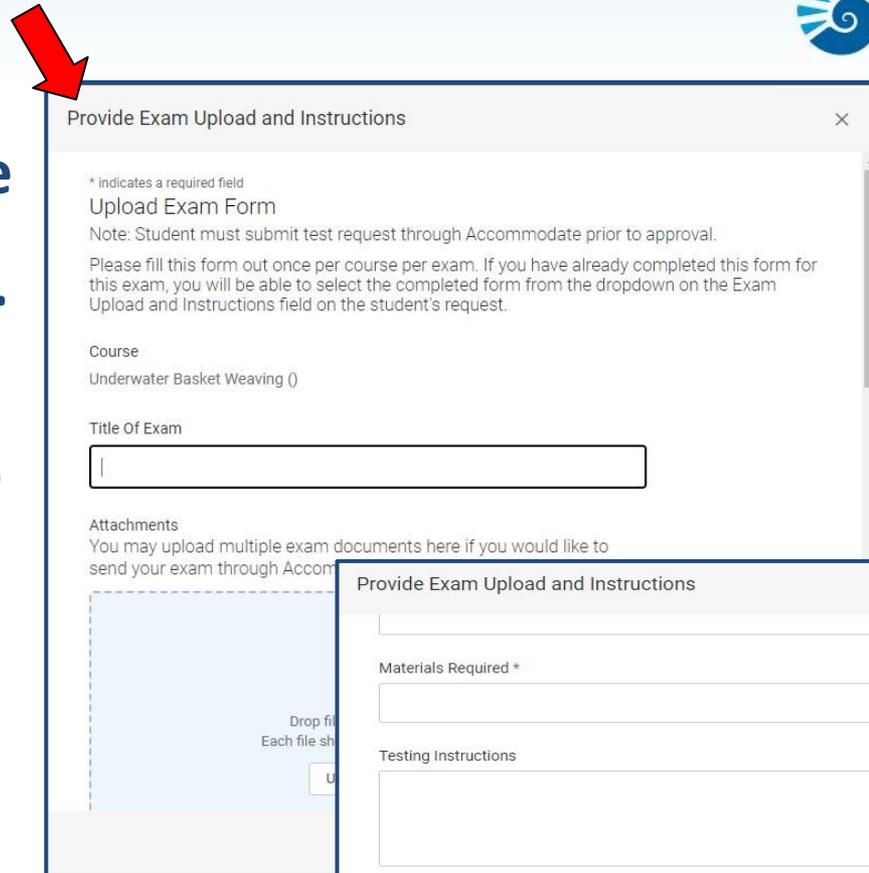
Student's Name *
Completing this field will cause the page to reload. All fields will retain their values.
Argie Argonaut

Step 6

A pop-up screen will appear where you will be asked to enter the exam information/attachment.

Multiple Students Upload:
Please make sure to select “Yes” to the Apply to all Records option for all requests submitted during the date range provided. This will attach the same exam instructions for all students in your course with test requests.

Click on “**Submit Request**” when you are finished completing all the required fields.



Provide Exam Upload and Instructions

* indicates a required field

Upload Exam Form

Note: Student must submit test request through Accommodate prior to approval.

Please fill this form out once per course per exam. If you have already completed this form for this exam, you will be able to select the completed form from the dropdown on the Exam Upload and Instructions field on the student's request.

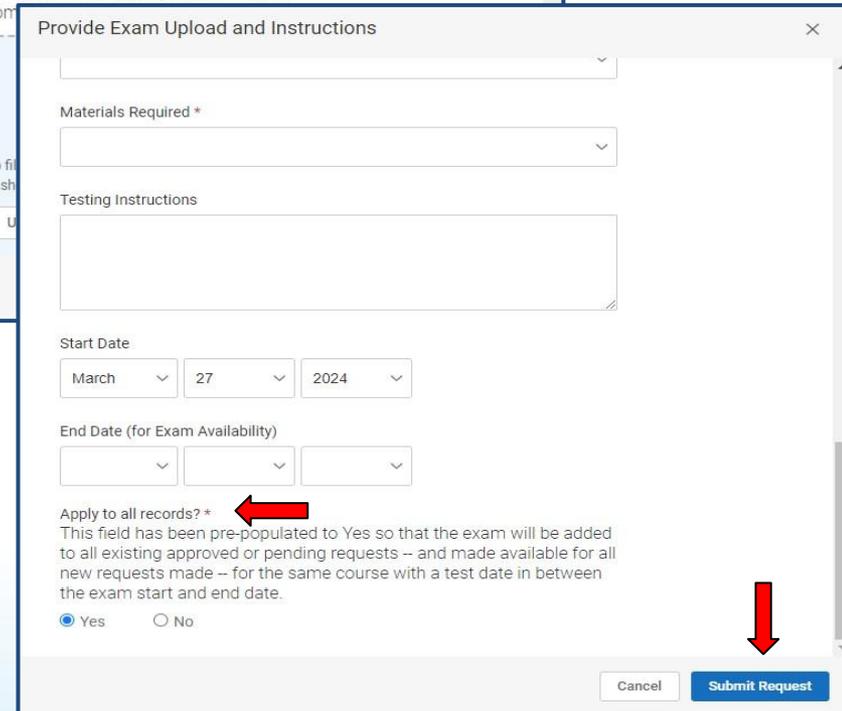
Course
Underwater Basket Weaving ()

Title Of Exam

Attachments
You may upload multiple exam documents here if you would like to send your exam through Accommodate.

Drop file
Each file sh

U



Provide Exam Upload and Instructions

Materials Required *

Testing Instructions

Start Date
March 27 2024

End Date (for Exam Availability)

Apply to all records? * Yes No

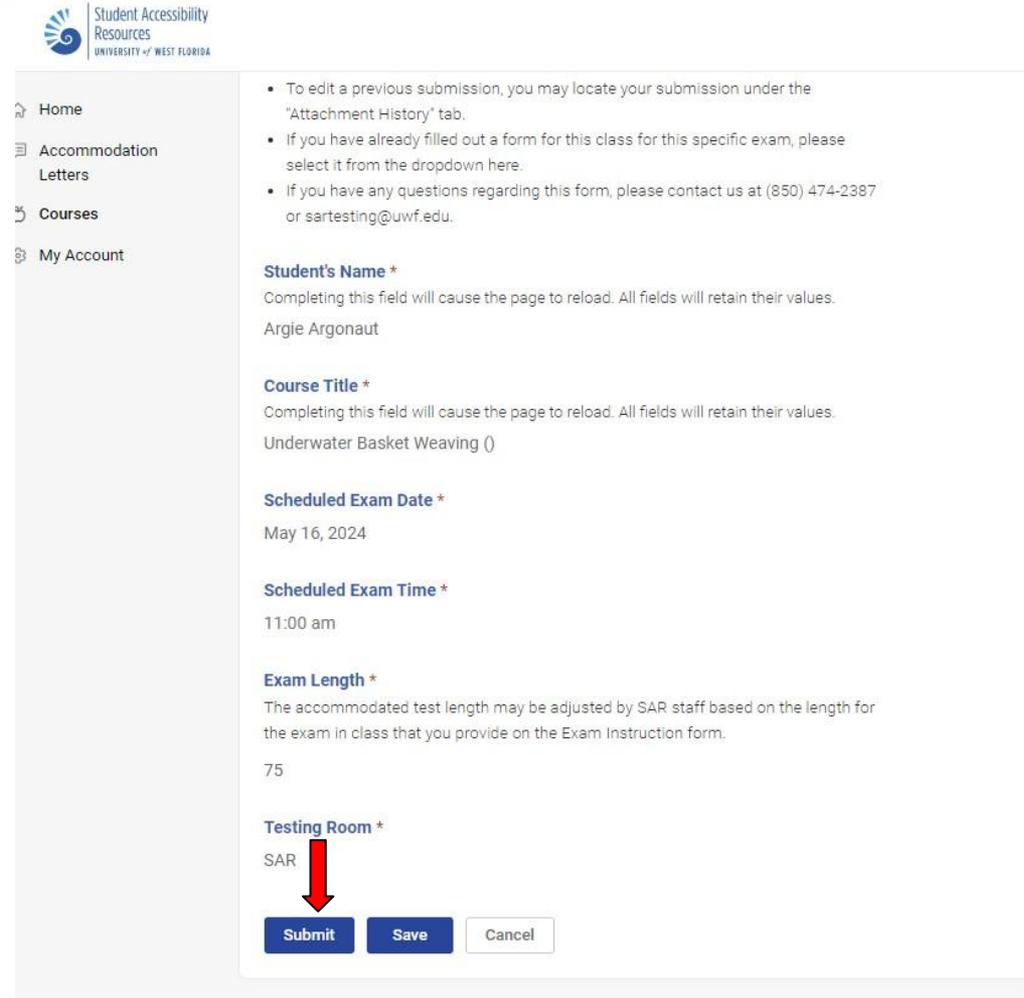
This field has been pre-populated to Yes so that the exam will be added to all existing approved or pending requests -- and made available for all new requests made -- for the same course with a test date in between the exam start and end date.

Cancel Submit Request

Step 7

You will be redirected to the student request page where you can see your exam upload attachment.

Click “Submit” when finished to submit the exam upload/instructions.



Student Accessibility Resources
UNIVERSITY of WEST FLORIDA

- To edit a previous submission, you may locate your submission under the "Attachment History" tab.
- If you have already filled out a form for this class for this specific exam, please select it from the dropdown here.
- If you have any questions regarding this form, please contact us at (850) 474-2387 or sartesting@uwf.edu.

Student's Name *
Completing this field will cause the page to reload. All fields will retain their values.
Argie Argonaut

Course Title *
Completing this field will cause the page to reload. All fields will retain their values.
Underwater Basket Weaving ()

Scheduled Exam Date *
May 16, 2024

Scheduled Exam Time *
11:00 am

Exam Length *
The accommodated test length may be adjusted by SAR staff based on the length for the exam in class that you provide on the Exam Instruction form.
75

Testing Room *
SAR

If you experience any difficulties, please contact our office at 850.474.2387 or sartesting@uwf.edu.