



Faculty AccessND Training Scheduling and Uploading an Exam

1. In InsideND, click on the AccessND logo to navigate to your Faculty page.



2. When you have entered AccessND, you will see the Faculty Home Screen:

The screenshot shows the Faculty Home Screen of the Accessibility Services Management System. On the left is a navigation menu with icons and labels: Home, Accommodation Letters, Courses, and My Account. The main content area is titled "Getting Started" and contains two radio button options: "Account Created" (which is selected) and "Personal Profile". Below this is a "News Feed" section with a message: "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 of Use" on the right. The footer also includes the "Accommodate" logo and "olicity.com" on the far left.



3. Click Courses on the Left-Side Menu.

The screenshot shows the 'Course Catalog' page. On the left sidebar, the 'Courses' menu item is highlighted with a red box. The main content area shows search filters for 'Keywords' and 'Semester', an 'Apply Search' button, and two search results: 'BUS 100' and 'PSYCH 100'. Each result includes the course title, date range (May 11, 2020 - August 31, 2020), and time slot.

4. Choose the Course that has the upcoming exam.

This screenshot is identical to the previous one, but the 'PSYCH 100' result in the search list is highlighted with a red box. The 'Courses' menu item in the sidebar is no longer highlighted.



5. Click on Exam on the Top Menu.
Then Click on Add New Exam.

The screenshot shows a web interface for a course page. At the top, there is a dark blue navigation bar with a home icon and a 'JS' label. Below this, a light gray sidebar contains navigation links: Home, Accommodation Letters, Courses, and My Account. The main content area is titled 'Return to Course | Return to list (Course)' and 'PSYCH 100 ()'. A horizontal menu below the title includes 'Course Details', 'Enrolled Students', 'Room Bookings', and 'Exam', with the 'Exam' tab highlighted by a red box. Under the 'Exam' tab, there is a 'Keywords' search field and an 'Apply Search' button. Below the search area, the 'Add New Exam' button is highlighted with a red box. At the bottom of the page, there is a faint icon of a stack of papers.



6. Enter an Exam Title (i.e.: Exam 1, Midterm, or Final). Indicate if the exam is a final. Under "Test Length," select *the length in minutes that the rest of the class receives* (not the amount of time for students with accommodations).

Exam

Course *
PSYCH 100 ()

Title *
EXAM 1

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 *
75

7. Upload the exam to AccessND using the "Choose File" button. Enter Start and End Dates to set the outside parameters for when students can schedule to take this exam. Note that students are instructed to schedule exams at the same time as their class unless they have prior permission from their instructor. [If you have given a student permission to take the exam on a different day, be sure to set parameters that allow this.](#)

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



8. Please answer all questions to indicate what materials are allowed, how you want the exam returned and how you can be reached during the exam should a student have a question.

Indicate what materials students can use on this exam (for example, calculator, notes, an index card of formulas, etc.). If no materials are allowed, please write that

Return of Tests
Completed tests will be returned as soon as possible. Tests completed after 5:00 PM will be returned the next morning. Please choose from the following options as to your preferred method for the return of your test(s).

If you or your TA will respond to questions during the test, please provide contact number and/or email address here. *

Text (Phone Number)
 Call (Phone Number)
 Email
 I do not take questions during the test for all students

Text (Phone Number)
Call (Phone Number)

9. If you want the same version to be used for all students taking this exam, choose “Yes” under “Apply to all Records.” Choosing this option will mean that you do not need to upload an exam for each student in the course. Click Submit

Email
 I do not take questions during the test for all students

Text (Phone Number)
Call (Phone Number)
Email

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

Yes no

Submit Save Cancel Delete

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