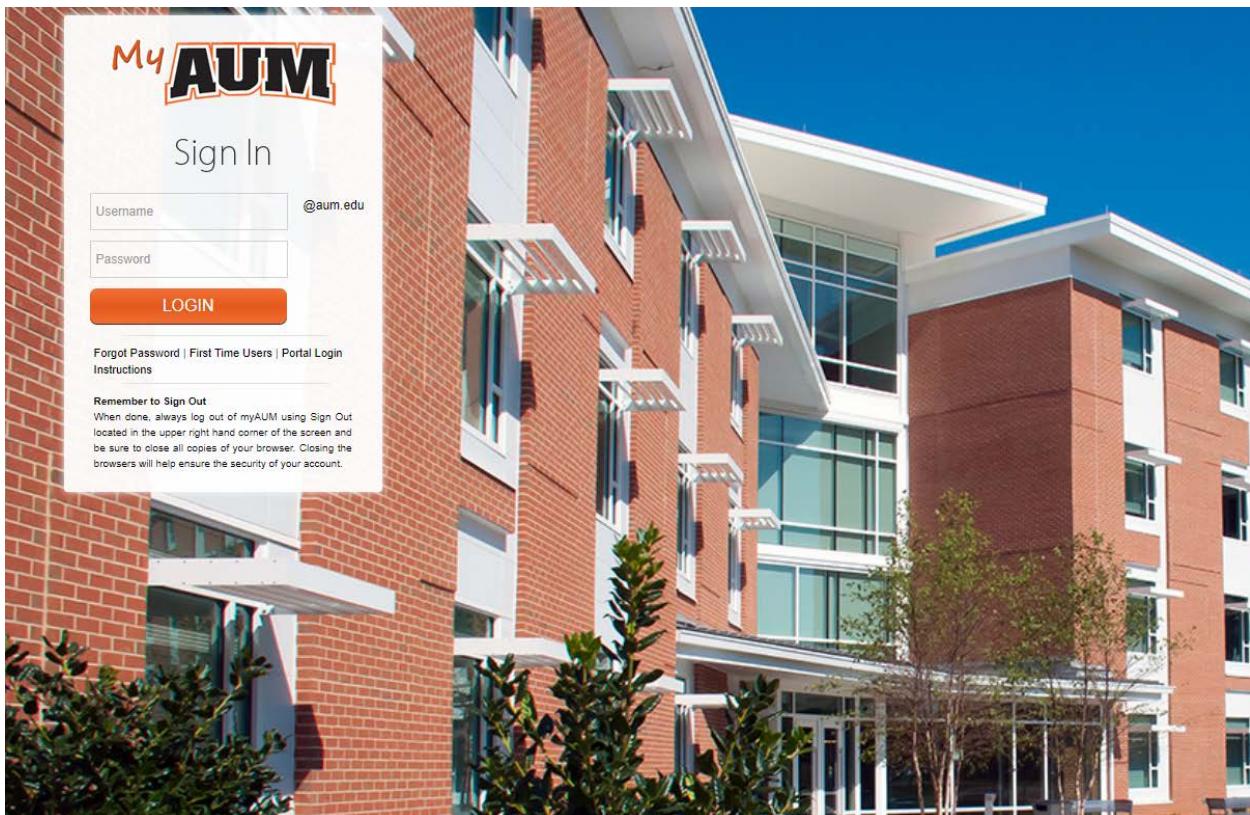


## Accommodate Faculty Login:

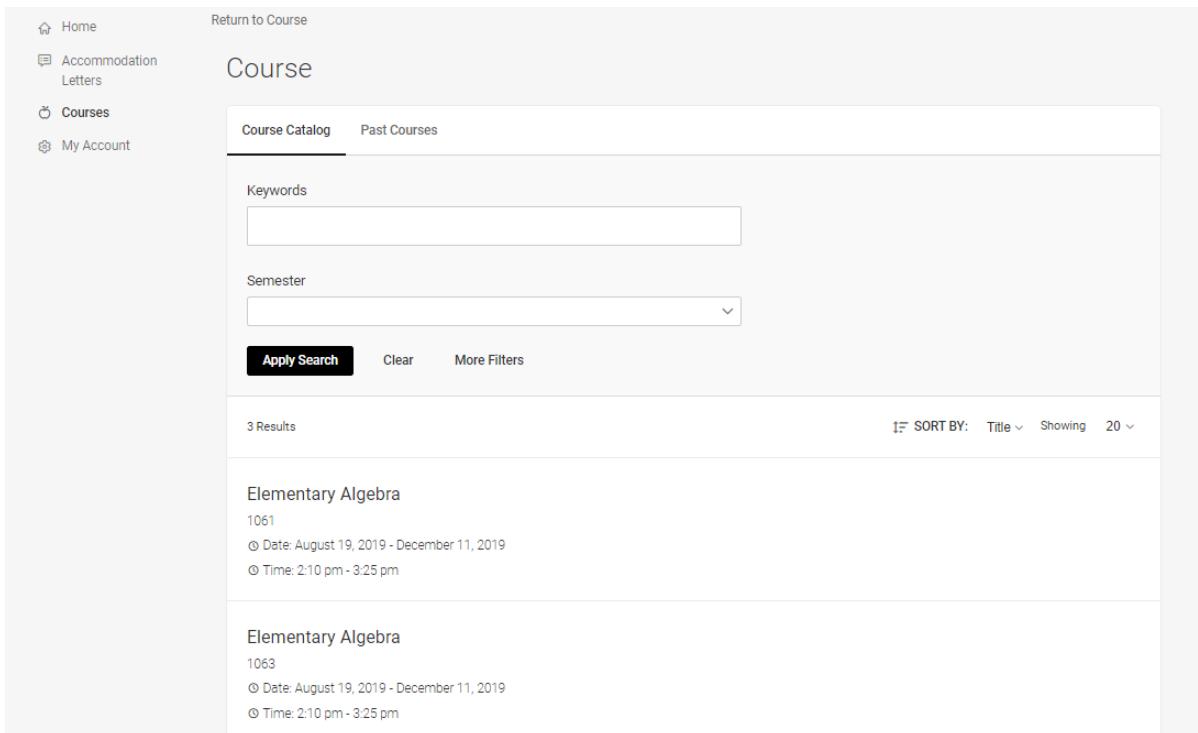
<https://aum-accommodate.symplicity.com/sso/faculty>

You will login at a page similar to the myAUM portal.



## Uploading Exams

From the home page, click on the “Courses” link on the left side.



The screenshot shows a web-based course search interface. On the left, a sidebar menu includes links for Home, Accommodation Letters, Courses (which is the active link, indicated by a blue underline), and My Account. The main content area is titled "Course" and has tabs for "Course Catalog" (selected) and "Past Courses". Below these tabs are search fields for "Keywords" and "Semester", and buttons for "Apply Search", "Clear", and "More Filters". A status bar at the bottom indicates "3 Results" and "1F SORT BY: Title ▾ Showing 20 ▾". The search results list two entries for "Elementary Algebra": one with ID 1061 and another with ID 1063. Both entries show the same date range (August 19, 2019 - December 11, 2019) and time (2:10 pm - 3:25 pm).

Course Title	ID	Date Range	Time
Elementary Algebra	1061	August 19, 2019 - December 11, 2019	2:10 pm - 3:25 pm
Elementary Algebra	1063	August 19, 2019 - December 11, 2019	2:10 pm - 3:25 pm

Click on the course that you would like to upload an exam for.

Next, click on the "Exam" tab, and then "Add New Exam". You will be brought to the screen below.

The screenshot shows a web-based application for managing course details. On the left, a sidebar lists navigation options: Home, Accommodation Letters, Courses, Resources, Caption Requests, and My Account. The main content area shows the URL: Home / Course / Course Details / Exam. Below this, the text "[new record]" is displayed. A navigation bar at the top of the form includes tabs for Course Details, Room Bookings, and Exam, with the Exam tab being the active one. Below the tabs are four buttons: Submit, Save, Cancel, and Delete. A note below the buttons states "\* indicates a required field". The form itself has the following fields:

- Instructor \***: An empty text input field.
- Course \***: A dropdown menu showing "Elementary Algebra (3096-MATH0703)".
- Title \***: An empty text input field.
- Description (Please include approved materials, protocols, etc.)**: A large text area for entering a description.

Fill out the form, making sure to select the "Test Length" based on how long students would receive *in class* to take the test.

Finally, click "Submit" at the bottom of the page.