

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 interface for managing courses. On the left is a sidebar with links: Home, Accommodation Letters, Courses (highlighted), and My Account. The main content area is titled 'Course' and includes a 'Return to Course' link. Below the title are two tabs: 'Course Catalog' (active) and 'Past Courses'. A search section contains a 'Keywords' input field, a 'Semester' dropdown menu, and buttons for 'Apply Search', 'Clear', and 'More Filters'. Below the search section, it indicates '3 Results' and provides sorting options: 'SORT BY: Title', 'Showing', and '20'. The results list two entries for 'Elementary Algebra' (courses 1061 and 1063), both with dates from August 19, 2019, to December 11, 2019, and times from 2:10 pm to 3:25 pm.

Course Title	Course ID	Date	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 application interface for adding a new exam. On the left is a sidebar with navigation links: Home, Accommodation Letters, Courses, Resources, Caption Requests, and My Account. The main content area has a breadcrumb trail 'Home / Course / Course Details / Exam' and a '[new record]' indicator. Below this is a tabbed interface with 'Course Details', 'Room Bookings', and 'Exam' tabs. The 'Exam' tab is active, showing a form with buttons for 'Submit', 'Save', 'Cancel', and 'Delete'. A legend indicates that an asterisk (*) denotes a required field. The form fields are: 'Instructor *' (text input), 'Course *' (text input with 'Elementary Algebra (3096-MATH0703)' entered), 'Title *' (text input), and 'Description (Please include approved materials, protocols, etc.)' (text area). The 'Submit' button is highlighted in blue.

Home / Course / Course Details / Exam

[new record]

Course Details Room Bookings Exam

Submit Save Cancel Delete

* indicates a required field

Exam

Instructor *

Course *

Elementary Algebra (3096-MATH0703)

Title *

Description (Please include approved materials, protocols, etc.)

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.