Accommodate Information for Faculty

The Accommodate system simplifies how you receive, sign and return accommodation memos, review the accommodation needs in any of your classes, set up exams for ARC proctoring, etc., and not juggle papers or lose emails.

There is a learning curve, so to relieve the immediate stress and give you a running start, you don’t have to do anything today; you can see the names of students who have ARC-approved accommodations, but not what those accommodations are. Memos will be provided to you by your students as in previous semesters: students will bring you (or email to you) their memos, and after you and they have discussed the accommodations, you will sign the physical paper (and return to the student or to our office) or email acknowledgment of your acceptance to arc@tcnj.edu and to the student (with a copy of their accommodation memo attached). For the Spring 2023 semester, accommodation notifications will be managed through Accommodate.

Documentation for Accommodate:

Please login to your Accommodate portal to check out the features that have to do with scheduling ARC proctoring – these WILL be used this semester. We want to hear from you as you work through this; we know there will be many questions – as always when launching a powerful, feature-rich system. First, please scan the following screenshots to get a basic orientation. Following the screenshots is some more detail on the process for engaging ARC proctoring.

The following screenshots will help you navigate through your part of the system. Your classes for the fall are already loaded into the system, and will be automatically loaded for you, each semester.

Accommodate Faculty User Instructions
The College of New Jersey

Your Accommodate portal will house important information about your students’ accommodations and some processes for managing those accommodations. Please follow the step-by-step instructions below to access and navigate your Accommodate portal.

Log-in to Accommodate here: tcnj-accommodate.symplicity.com -- (bookmark this URL as you will use it throughout the semester) and select “Faculty”
You will then be at the log in screen – use your regular TCNJ sign on username and password. After you log-in you will arrive in the “Home” section of your Accommodate portal.
Navigate by using the menu (left-hand column). The most useful selections will be Accommodation Letters (receive, sign and return) and Courses. In Courses you can see all of the students in that class with accommodations, you can approve them for ARC test proctoring, upload the exam for ARC to retrieve and administer, and provide lecture notes. See some of the details below:
To view a student’s accommodation letter select “Accommodation Letters.” Select the letter that you wish to view. If your signature is requested, “Requested” will appear in a black rectangle next to the letter. Once a letter is signed, the text will indicate “signed.”
Once the letter is open, you have the option to print or generate a PDF of the accommodation letter. If your signature is requested, please complete the form as indicated. To return to the full list, select “Return to List (Accommodation Letter)”
To view a list of students enrolled in your course with accommodations, select “Courses.” Select the course you wish to view. Here you can view course details, enrolled students, room bookings, exams, or course notes.
To view enrolled students with accommodations, select “Enrolled Students” and then select “More Filters.” Select “Yes” Under Approved Accommodations for this Course to view only students who are approved for accommodations in this course.
To view Test Room Booking Requests, select “Room Bookings.” Select the Pending tab to view, approve (or not) student requests for exams to be proctored by ARC and -- when they want to propose the date and time to you. Check that the day and time slot that they have requested is agreeable to you.
To upload an exam for a test room booking request, select “Exam” > “Add New Exam”. ARC will see that your exam is available and will print it out and give it to your student when they come to be proctored at ARC.
To view notes that have been uploaded for your course or to add notes for your course, select “Notes” > “Add New”
By selecting “Personal Profile” on the homepage you can view and edit your account details.
I. Exam scheduling (ARC proctoring requests)

It is possible to set up each exam (the EXAM tab once you are in COURSE) as far in advance as you like. The parameters are basically the same ones that appeared on our google form in the past. ARC days and hours of proctoring availability are already in the system (weekdays from 9 to 4; finals will be 8:30 to 4:30), so you don’t have to remember them. Once you set up the parameters, students can then make a “request” through Accommodate for a time that works for them and still conforms to the specifications you have established.

Even if you haven’t set up an exam, your students can still put in a request, and you can still approve or deny it, but you will have to create that exam event at some point to complete the process so that you can attach the exam and we can upload the completed tests. We ask that the exams be uploaded no later than the day before the proctoring is to take place.

Extended time will be calculated, likewise any distraction accommodations will be factored into scheduling the exam room, so you don’t have to look it up or remember to tell us.

As always, ARC requests that these arrangements be **finalized** (student piece and instructor pieces) by a minimum of three days in advance of the proctoring date. We are asking that both faculty and students start their respective pieces earlier than this to allow the other party time to respond, and then do your own response immediately.

If all of the settings are correct, our office will be getting updates as you and your student proceed through this process. However, we expect there will be some “missed handoffs” at some point, and we will be as flexible as possible. If necessary, we can use our former system (The Exam Administration Form) as a backup. Let us know and we’ll send the link to that form.

II. Accommodation Memo Processing

Right now, you will be able to see the names of students in your classes who have requested accommodations, but the actual accommodations themselves will not be visible – this fall, accommodation memos will be given to you by your students.

For Spring 2023 semester, along with the names of your students you will be able to access their ARC-approved accommodations. You will get an email notification when it arrives, so that you know to check your Accommodate portal and address the accommodations. You will be able to register your agreement as a part of this process.

You will find the accommodations under the COURSES / COURSE CATALOGUE tabs. You’ll see the student’s name and each of the accommodations for which this student has been approved. This is the place where you will approve the accommodations at the beginning of the semester, and then easily keep track of what accommodations are needed for what students by class.