

## Accommodate Faculty Login:

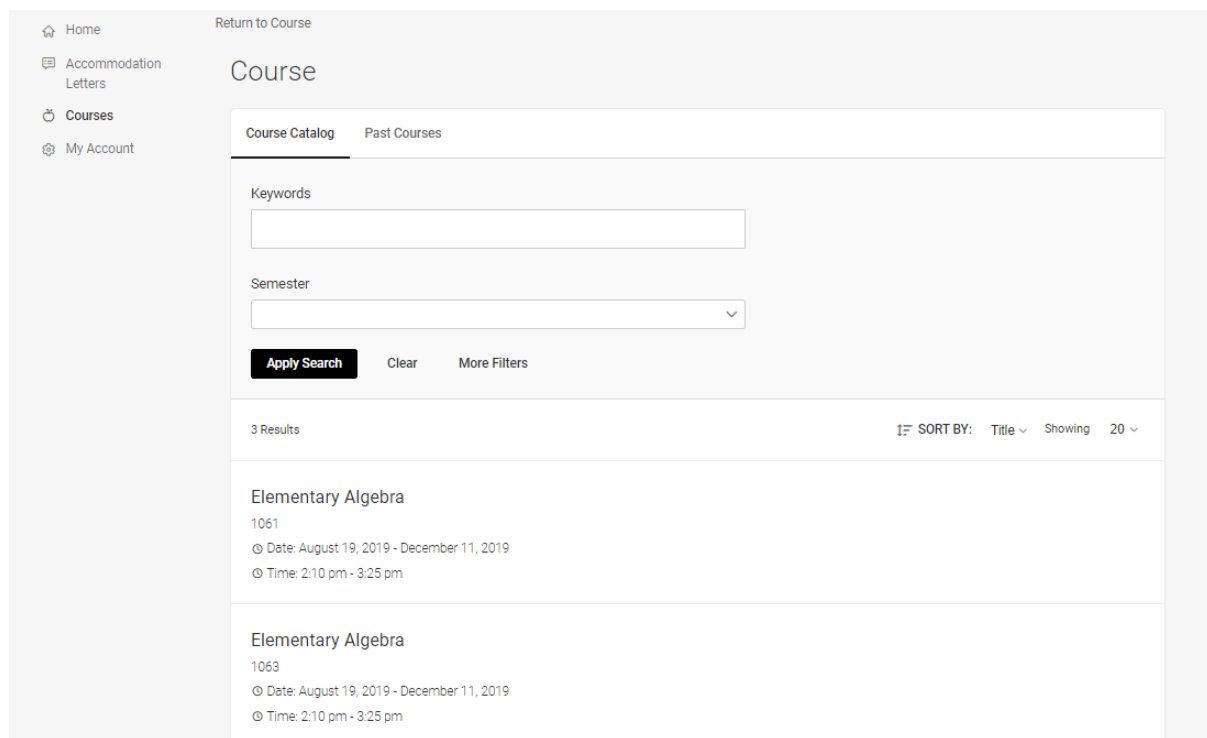
<https://aum-accommodate.symplicity.com/sso/faculty>

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 searching courses. On the left is a navigation menu with links for Home, Accommodation Letters, Courses, and My Account. The main content area is titled 'Return to Course' and 'Course'. It features a search bar with a 'Keywords' input field and a 'Semester' dropdown menu. Below the search bar are buttons for 'Apply Search', 'Clear', and 'More Filters'. The search results section shows '3 Results' and a 'SORT BY: Title' dropdown. Two results are listed: 'Elementary Algebra 1061' and 'Elementary Algebra 1063', both with dates from August 19, 2019, to December 11, 2019, and times from 2:10 pm to 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 navigation sidebar with links for Home, Accommodation Letters, Courses, Resources, Caption Requests, and My Account. The main content area has a breadcrumb trail: Home / Course / Course Details / Exam. Below the breadcrumb is a header with three tabs: Course Details, Room Bookings, and Exam (which is selected). Under the Exam tab, there are four buttons: Submit, Save, Cancel, and Delete. A note below the buttons states: "\* indicates a required field". The form itself is titled "Exam" and contains the following fields: "Instructor \*" (a text input field), "Course \*" (a dropdown menu showing "Elementary Algebra (3096-MATH0703)"), "Title \*" (a text input field), and "Description (Please include approved materials, protocols, etc.)" (a large text area with a small icon in the bottom right corner).

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.