

Eagle Accommodate Part 2

Please find below your guide to learning about the new Test Request process through Eagle Accommodate.

For your convenience, this [link](#) will allow you to access our single sign on portal. Please use your Wake Tech login credentials. This link can also be found on SharePoint.

1. **Test Request Email** – Instructors will first receive an email when a student submits a test request. It will show the students name, course, and the date/time requested. The email will include a link to the Faculty Eagle Accommodate login page.

*Please note that the email will show that it came from dssaccommodationreq@waketech.edu and it will still populate the [CAUTION] message stating that the email originated from outside of Wake Tech. Please do not report this email to IT as a possible phishing scam. We are using an approved 3rd party system that is connected to our single sign on.

Testing Request Received



[CAUTION]: This email originated from outside of Wake Technical Community College. Do not click links or open attachments unless you verify that the attachment and content are safe.

June 01, 2022

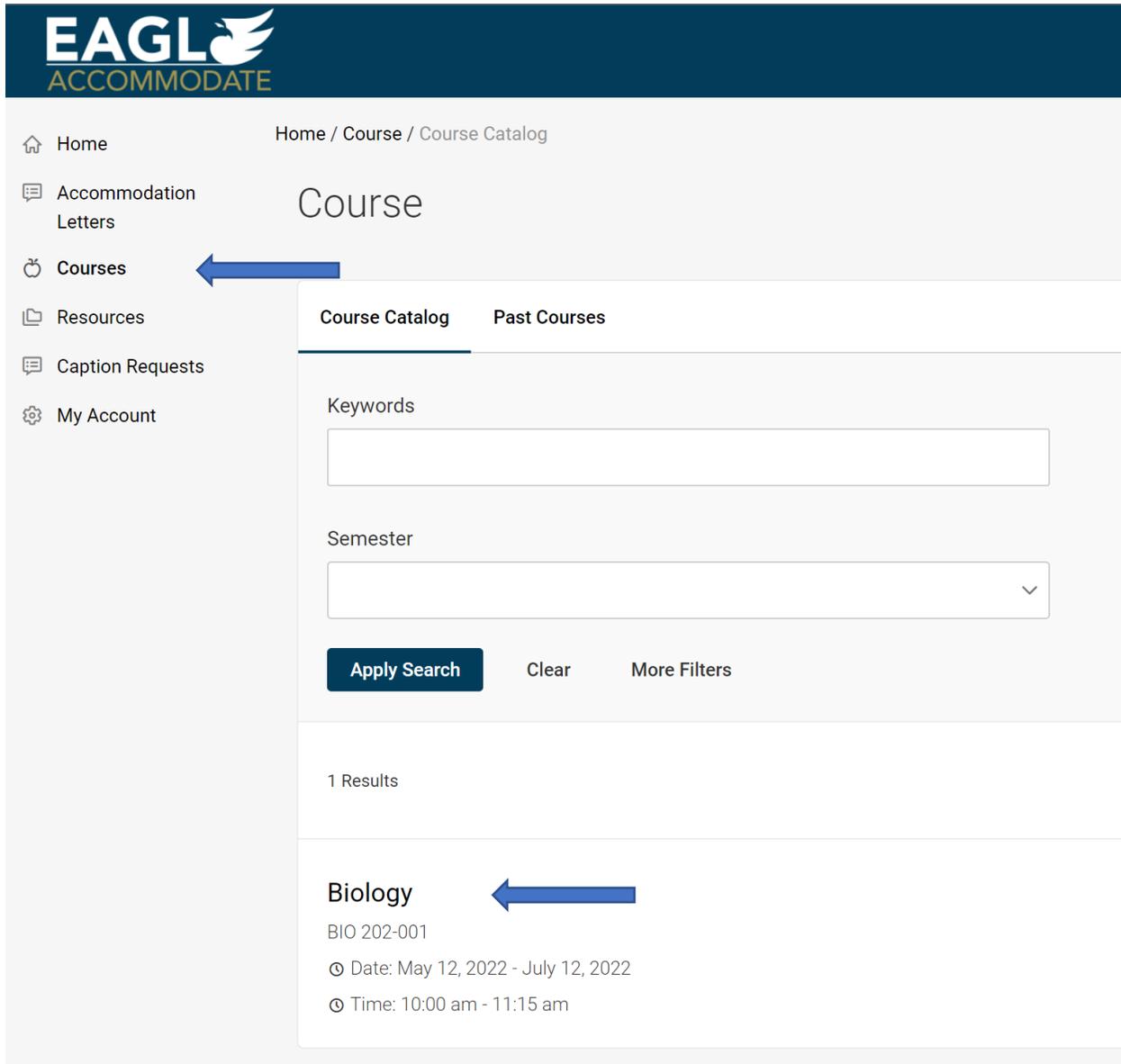
Cora Barragan has submitted a request for a testing appointment for Biology.

Requested Date & Time: 8:30 am on June 08, 2022

Please provide exam information by logging into Eagle Accommodate:

<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwaketech-accommodate.symplicity.com%2F%2Ffaculty&data=05%7C01%7Camragland%40waketech.edu%7C32b9d6f7681f499b55b608da43d7d395%7C16cc8ad984fe481db9b048e7758c41aa%7C0%7C0%7C637896891499357892%7CUnknown%7CTWFpbGZsb3d8eyJWljoimC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&data=ZhajhoJFuPb%2Fvti5R3Jn5QXMIORdGK6HM4bivHtEaos%3D&reserved=0>

2. **Courses** – Once you are in the system, you will navigate to the Courses tab and select the appropriate course.



EAGL
ACCOMMODATE

Home / Course / Course Catalog

Home

Accommodation Letters

Courses

Resources

Caption Requests

My Account

Course

Course Catalog Past Courses

Keywords

Semester

Apply Search Clear More Filters

1 Results

Biology

BIO 202-001

🕒 Date: May 12, 2022 - July 12, 2022

🕒 Time: 10:00 am - 11:15 am

- Courses Dashboard** – The system will navigate you to the dashboard for the selected course. You will find the Requested Tests section and view the Pending request tab. Test requests in the pending tab mean that DSS has not yet approved the room availability.

The screenshot displays the EAGL ACCOMMODATE interface. At the top left is the logo for EAGL ACCOMMODATE. Below it is a navigation menu with items: Home, Accommodation Letters, Courses, Resources, Caption Requests, and My Account. The main content area shows the breadcrumb path: Home / Course / Course Details / Room Bookings. The course title is 'Biology (BIO 202-001)'. There are three tabs: 'Course Details', 'Enrolled Students', and 'Requested Tests'. The 'Requested Tests' tab is selected and highlighted with a blue arrow. Underneath, there are two sub-tabs: 'Pending' and 'Approved'. The 'Pending' sub-tab is selected and highlighted with a blue arrow. Below the sub-tabs is a search section with a 'Keywords' input field, an 'Apply Search' button, and a 'Batch Options' checkbox. Below the search section, there is a list of results. One result is shown: Cora Barragan, Southern Wake Campus, June 08, 2022 - 8:30 am. A blue arrow points to the 'Pending' sub-tab, and another blue arrow points to the 'Requested Tests' tab.

EAGL ACCOMMODATE

Home / Course / Course Details / Room Bookings

Biology (BIO 202-001)

Course Details Enrolled Students Requested Tests

Pending Approved

Keywords

Apply Search

Batch Options 1 Results

Cora Barragan
Southern Wake Campus
June 08, 2022 - 8:30 am

4. **Pending Tab** – If you select the student's name under pending, you will see all of the information entered in the test request.

EAGL ACCOMMODATE
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- [Home](#)
- [Accommodation Letters](#)
- [Courses](#)
- [Resources](#)
- [Caption Requests](#)
- [My Account](#)

< Course Details
Enrolled Students
Requested Tests
>

Submit
Save
Cancel

* indicates a required field

Alternative Testing Room Booking

Student *
Completing this field will cause the page to reload. All fields will retain their values.
Cora Barragan

Testing Room *
Southern Wake Campus

Testing Date *
June 8, 2022

Testing Time
8:30 am

Is this request during the normal class meeting time?
Yes

Length
In Minutes
150

Course
Completing this field will cause the page to reload. All fields will retain their values.
Biology (BIO 202-001)

Exam
Exam 3

Notes

Can I please have a seat near the door.

Alternative Testing Room Booking Info

Created: June 01, 2022, 10:05 am
By: Cora Barragan
Modified: June 01, 2022, 10:05 am
By: Cora Barragan

Course Information

Title	Biology
Code	BIO 202-001
Semester	Summer 2022
Course	May 12, 2022
Start Date	
Course	July 12, 2022
End Date	
Enrolled	Yes
Date Not Enrolled	-

- 5. Approved Tab & Upload New Exam** – Once DSS has confirmed the room availability, the test request will populate under the Approved tab. You will select the student's name and be redirected to Alternative Testing Room section. When you get there, scroll down until you see the section to Upload New Exam.

Biology (BIO 202-001)

Course Details Enrolled Students Requested Tests Upload Future Exams

Pending **Approved** ←

Keywords

Apply Search

Batch Options 2 Results

Cora Barragan ←
Southern Wake Campus
June 08, 2022 - 8:30 am

Length
In Minutes
150

Course
Completing this field will cause the page to reload. All fields will retain their values.
Biology (BIO 202-001)

Exam

or ←

Exam

Exam 3

Notes

- 6. Upload Exam Information** – Please create a title for the exam, mark whether it is a final and state how much time you are allowing the class to take the exam. DSS will handle adding any additional time needed due to a testing accommodation.

Upload New Exam

* indicates a required field

Exam

Course *
Biology (BIO 202-001)

Title *
Exam 3

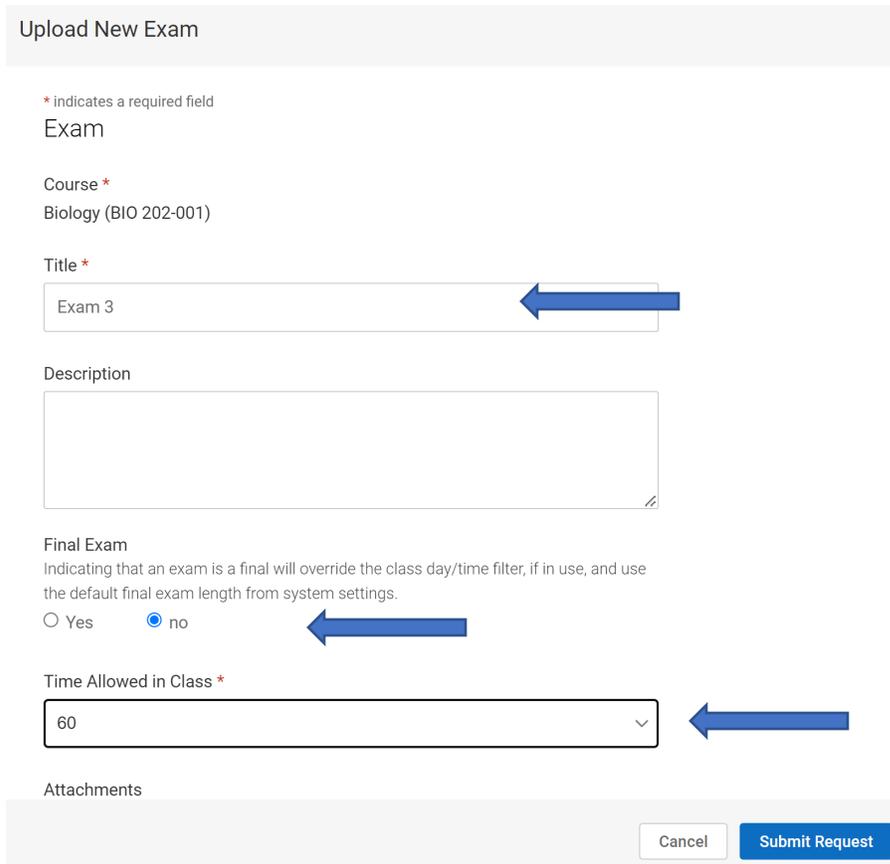
Description

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

Time Allowed in Class *
60

Attachments

Cancel Submit Request

The image shows a web form titled "Upload New Exam". At the top, it says "* indicates a required field". The form has several sections: "Exam" (text input), "Course *" (text input with "Biology (BIO 202-001)" entered), "Title *" (text input with "Exam 3" entered), "Description" (text area), "Final Exam" (radio buttons for "Yes" and "no", with "no" selected), and "Time Allowed in Class *" (dropdown menu with "60" selected). At the bottom, there are "Attachments" and two buttons: "Cancel" and "Submit Request". Three blue arrows point to the "Title" input, the "no" radio button, and the "Time Allowed in Class" dropdown.

7. **Upload New Exam** – If you are ready to upload the exam, please attach it under the Time Allowed in Class section. Please note that this form can be submitted without the test, but you will need to come back and upload it as soon as possible.

Time Allowed in Class *

Attachments



Drop files here to upload
Each file should be less than 1GB

Testing Start Date *

8. **Exam Information Continued** – Please enter in the first date that the student can test and the last date. You will also need to provide us with a way to contact you during the test and let us know if any additional materials are allowed during testing.

Upload New Exam

Testing Start Date *

2022-06-08

Testing End Date *

2022-06-08

Urgent Contact Information *

How can you be reached if the student has questions during the test?

919-555-5555

Allowed Test Materials

Calculator

Notes

Computer

Textbook

Other

If Other, please describe

9. **Proctoring Software Solution Information & Return exam** – If a proctoring solution is being used for the exam, please indicate which solution software you have selected for the class and if a lockdown browser is being used. Please note that if the student is scheduling to test in-person with DSS, you will need to turn off the proctoring solution for this student, since we will be proctoring live. For remote testing, please be aware that certain solutions may not work well with some assistive technology, and as an accommodation, we may need to switch to a different proctoring solution. You will also enter in your preferred test return method and whether this is the same test that all students will take in this class. If so, if you have other DSS students taking the exam in this class, this test can be applied to their request.

Is a proctoring software solution required? *

- Yes no

How will the test be shared with DSS? *

- Test will be emailed or delivered to DSS
 Test will be uploaded in Eagle Accommodate
 Test is online

Preferred Test Return Method

- Instructor will pick up the test from DSS between the hours of 8am-5pm
 DSS will upload completed exam to Eagle Accommodate
 DSS will deliver in person to mailbox within 24 hours of testing

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

Cancel

Submit Request

- Completed Exams** – To access completed exams, return to the Approved Tab under the Requested Tests section, and locate the student's name. The completed exam will show next to "Original Exam" (this name will change to Completed Exam soon). You will select the name of the file and it will automatically open the exam.

EAGL ACCOMMODATE

Home / Course / Course Details / Room Bookings

Biology (BIO 202-001)

Home | Accommodation Letters | Courses | Resources | Caption Requests | My Account

Course Details | Enrolled Students | **Requested Tests** | Upload Future Exams

Pending | **Approved**

Keywords

Apply Search

Batch Options 2 Results

Cora Barragan
Southern Wake Campus
June 08, 2022 - 8:30 am
Exam Details: Exam 3, Exam 3
Original Exams: Blank Test Document_FacultyTestingGuide.docx