

ClockWork Faculty Guide

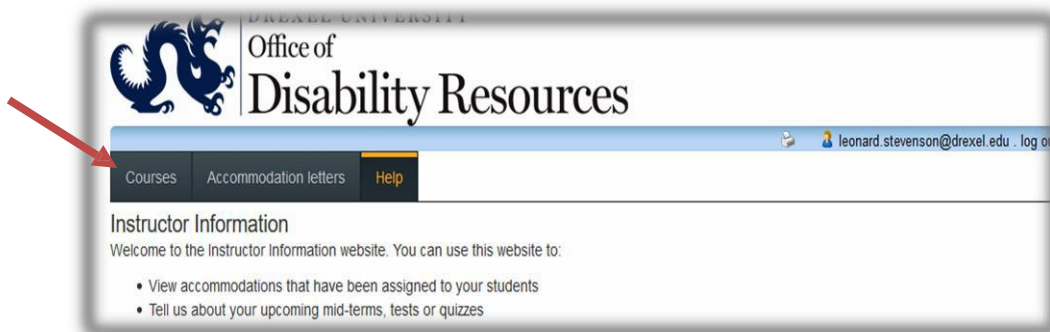
OVERVIEW: This document describes the steps needed for faculty to login to the Clockwork web application. The application is best access via the Internet Explorer or Microsoft Edge.

PROCESS:

1. Login via: <https://accommodate.drexel.edu/ClockWork/>
2. When you first login you will see the below screen, please note your **email address** on the upper right corner.



3. Click on the **Courses** to get started, it will list courses you have scheduled for the current term



- To schedule the exam click on the **“Tests and Exams”** link under the course you want to schedule

The screenshot shows the 'Office of Disability Resources' website. At the top, there is a navigation bar with 'Courses', 'Accommodation letters', and 'Help'. Below this, a 'Courses' section is displayed with a 'Show term: Winter Quarter 2017' dropdown and a 'Refresh' button. A table lists three 'MATH 102' courses. Each course entry has two links in the 'Options' column: 'Accommodation Letters' and 'Tests and Exams'. A red arrow points to the 'Tests and Exams' link for the first course.

Course	Options
MATH 102 SECTION: 022 CLAS (TERM: 201625) UC	Accommodation Letters Tests and Exams
MATH 102 SECTION: 033 CLAS (TERM: 201625) UC	Accommodation Letters Tests and Exams
MATH 102 SECTION: 035 CLAS (TERM: 201625) UC	Accommodation Letters Tests and Exams

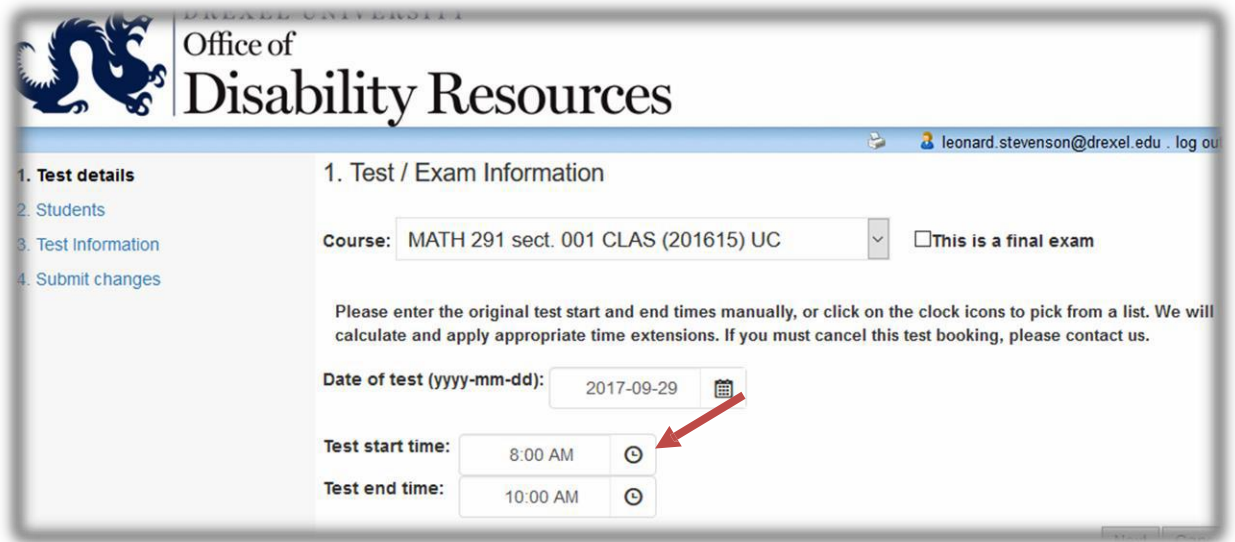
- On the next screen, click on **“calendar”** icon to select the date for the exam and then click **“Add this test”**

The screenshot shows the 'Office of Disability Resources' website. The navigation bar is the same. Below it, the text 'cheduled tests and examinations for:' is followed by 'MATH 291 section 001 CLAS (201615) UC : Stevenson, Leonard (2016 Sep 19 to Dec 10)'. A yellow banner says 'Please select a date first.' Below that, a message reads 'our scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.' There is a 'Date of test' field with a calendar icon and an 'Add this test' button. A red arrow points to the 'Add this test' button. Below this is a table with columns: 'Type', 'Date of test', 'Class test time', 'Previously confirmed', 'Submitted file', and 'Action'.

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
	1/29/2017				

- The next screen is where you enter the time for the exam you are selecting, please click the clock icon.

Note: When scheduling a final exam, please click the box “This is a final exam.”



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- Test details
- Students
- Test Information
- Submit changes


1. Test / Exam Information

Course: MATH 291 sect. 001 CLAS (201615) UC This is a final exam

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

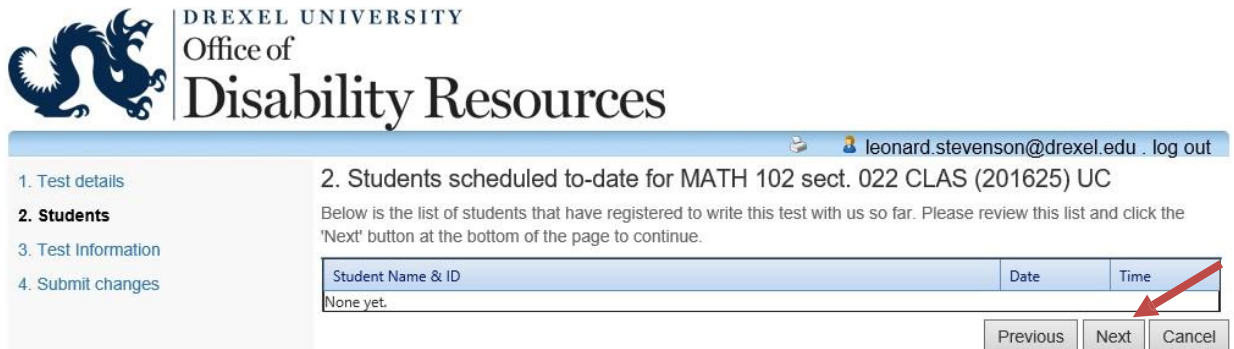
Date of test (yyyy-mm-dd): 2017-09-29

Test start time: 8:00 AM 

Test end time: 10:00 AM 

- Click **Next**; this will bring you to the Student area to identify the student(s) who are schedule to write for this exam.

Note: If this section is blank, it indicates that students have not scheduled for this exam.



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- Test details
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2. Students scheduled to-date for MATH 102 sect. 022 CLAS (201625) UC

Below is the list of students that have registered to write this test with us so far. Please review this list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
None yet.		

Previous Next Cancel

8. Click **Next**; this screen is where you enter information regarding the exam, such as materials student are allowed to use, your office location, exam retrieval options and additional comments.

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1. Test details
2. Students
3. Test Information
4. Submit changes

3. Test Information for MATH 102 sect. 022 CLAS (201625) UC

What materials are student allowed to use during the exam?
List materials

INSTRUCTOR INFORMATION
Office Location
Email
Phone Number

Drop off
Options

Main Campus Exam Retrieval Options:
(Select one)

(if neither option is selected, default is in person pick up)

Additional comments

Previous Next Cancel

9. This final page is where you confirm the exam information, upload exam copy and submit to the Disability Resources.

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1. Test details
2. Students
3. Test Information
4. Submit changes

4. Confirm exam details for MATH 102 sect. 022 CLAS (201625) UC

Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us.


MATH 102 sect. 022 CLAS (201625) UC
Fri September 29, 2017 . 8:00 AM - 10:00 AM

Note: If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the office of Disability Resources at 32525 Arch Street in advance of your scheduled test or exam, at least one business day in advance.

Note: If this is a computerized exam, you do not need to click the 'Select' button to upload a file.

Select test/exam file to submit:

Please note that you must click the [Submit changes](#) button in order to confirm your test to us.

 Please print a copy for your records.

Previous Submit changes Cancel