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

5. On the next screen, click on “calendar” icon to select the date for the exam and then click “Add this test”
6. 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.”

7. 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.
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.

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