Using Accommodate

Information for SAS Students at UofG
From the SAS home page, click on “Exam Centre” then “Accommodate (Exam Bookings)”. 
You’ll be prompted to sign-in using your UofG central login, which is the same user name and password you use to access email, WebAdvisor, CourseLink, etc. If you have recently logged into another university system that also uses “Single Sing On” then the system might skip this step.
When you first login, you’ll be on the home tab where recent announcements are made.
The “accommodation” tab takes you to a series of pages with information relevant to the accommodations you have negotiated with your SAS Advisor. We’ll return to this in a minute.
The appointments tab lets you book an appointment with your SAS Advisor.
The profile tab is where you can edit some back information such as your preferred name, phone number, and address. Click on “edit” to have a look.
The “personal” tab is where you can enter the pronouns people use to refer to you, your phone number, and your address. All this information is only stored in the files maintained by SAS.
The “privacy” tab lets you specify whether you want to receive email notifications from the system like appointment reminders. The “synchronization options” will eventually let you connect SAS appointments and exam bookings with your UofG calendar in Outlook. For now, the only option is to synchronize with a Google calendar (if you have one). You can provide information for receiving text messages. We are not sending text message reminders about appointments yet, but we will be soon.
Activity summary tells you about things happening on your account like exam bookings, appointments, updates to your accommodations, etc. Initially, there won’t be much information here.
Returning to the top set of tabs, “Documents” is where you can upload new disability-related documentation as needed. This might include a functional assessment completed by your physician or a psycho-educational assessment for a learning disability.
The “Exam Centre” tab is only visible if you have approved exam accommodations. If you think you should see this tab and it does not appear, please email your SAS Advisor to ask them to renew your accommodations.
The “calendar” tab lets you see your class schedule, booked tests and exams and appointments.
You may find it more helpful to click on the “week view” option.
Let’s have a closer look at how to book an appointment with your advisor. Start by clicking on “request new appointment”.
The right side is where you specify the criteria for the appointment time you are seeking.
In the field called “type”, indicate the type of appointment you would like. If you have never met your SAS Advisor before, choose “Intake Appointment” or if you are returning, choose “Regular Advising”. Do not search for another appointment type unless you have received instructions from us to do so – you likely won’t find any available time slots.
Click on “select” to choose the range of dates you are seeking. You typically need to book appointments at least three days in advance, and during busy times it might be a week or two.
If you can only meet at certain times of the day, like the morning or afternoons, you can narrow the times you search for here. Slide the indicators up and down to narrow your search.
Please choose 30 minutes for a regular advising appointment, or 60 minutes if it is the first time you have met with your SAS Advisor.
If you only want to search for appointments on certain days of the week (e.g. Tuesdays and Thursdays) you can also check the appropriate boxes.
When you are done entering search parameters, click on “check availability”
Times when your advisor is available will be on the right. Click on their name for the start time you wish to choose. The item highlighted here with the arrow is 9am on Wednesday, January 16.
This pop-up box confirms the details, and asks you to choose topic(s) you wish to discuss from a list of options.
You can also choose to provide “additional notes” such as something that has recently happened to you and that you would like to discuss. When you are done, click on “submit request.”
You will now see the appointment in the “requested appointments” area. Click on “edit” to reschedule it for another time. When your appointment is approved, it will move over to the right hand side under “approved appointments.” Note that our offices are closed on weekends and holidays, so approvals typically happen on the next business day.
Now lets look at the “accommodation” tab.
The first page lists the accommodations you have negotiated with your SAS Advisor. Under, “accommodation type” accommodations are listed by category from more general (e.g. SAS Approved) to more specific (e.g. Time / x1.25). If you are not sure what an accommodation means, the description section can help.
In your first semester with SAS you won’t need this page. In subsequent semesters, if you are still eligible for accommodations, we’ll send you an email about what to do here.
If your SAS Advisor has told you that you are “Pre-Approved” and you use exam accommodations, you may need to use the “Renew Accommodations” tool.

On the “Renew Accommodations” tab, if you see a “no records found” option, click no “Request Items”
Choose the current semester
Click on “Submit for All Accommodations”
When your accommodations are approved, the red X’s will change to green checkmarks.
Letters is where you will find a formal letter outlining your accommodations. Your SAS Advisor may also have emailed it to you. Click on the icon with the magnifying glass under “actions” to view the letter.
Now let's have a look at the "Exam Centre" tab. Start by clicking on "New Booking Request"
Choose the course for your exam booking.
Final exams and some midterms that are booked outside of regular class time will be preset in the system. You can choose them by clicking on the “exam” field.
For a pre-set exam, you can then click on “refine results”. To see relevant times on the date of that exam.
<table>
<thead>
<tr>
<th>Time</th>
<th>Exam Centre: Group room 09-10</th>
<th>Exam Centre: Group room 09-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 am</td>
<td>(8 of 9 slots available)</td>
<td>(7 of 7 slots available)</td>
</tr>
<tr>
<td>10:00 am</td>
<td>(8 of 9 slots available)</td>
<td>(7 of 7 slots available)</td>
</tr>
<tr>
<td>10:30 am</td>
<td>(8 of 9 slots available)</td>
<td>(7 of 7 slots available)</td>
</tr>
<tr>
<td>11:00 am</td>
<td>(8 of 9 slots available)</td>
<td>(7 of 7 slots available)</td>
</tr>
</tbody>
</table>
If there are no preset exams or the exam you are looking for is not listed, you’ll need to specify the date you are seeking. Note: if the “date range” options do not appear and you need them to book a midterm, choose an item from the “exam” field, then choose the blank option in the same field.
For this demonstration, we chose to search for a date range starting on February 11.
We also entered an end date of February 11.
Change the “time range” to search for the start time of the test or exam. Move the sliders up and down to adjust the range.
Indicate if it is a final exam. If “yes” the length of the exam will be based on the 2-hour standard for final exams at the University of Guelph. If “no” then the length of the exam will be based on a regular class time for this course (which you can override if needed).
Under “override course length” if you choose “yes” then the “length” field appears and you can enter an appropriate amount of time in minutes.

The instructions say: by default, the system assumes midterms and tests will be the length of a full class. Choose yes below to indicate a different amount of time (e.g. less than a full class). Always specify the amount of time the class will be given – extra time for accommodations is calculated automatically.
As you are entering your search parameters, lots of options might appear on the right – you can ignore those until you are done entering search parameters and hit “refine results”.
The results appear on the right hand side. There might be more than one location presented to you. If you are not sure which location to choose, click on “Z-location to be determined” and we’ll assign you to an appropriate seat. The codes at the end of a location (e.g. LB-M) are for coordinating logistics in the background and can be ignored. Note that it in this demonstration, you can click on “see 2 more” to view additional options.

Always ensure you are choosing a location on the specific date and time when the class is supposed to start writing the exam, unless you have written permission from the instructor to make a booking at an alternate time.
When you click on the option you’ve chosen, this window opens up. It tells you the location, course, date and time. In the “exam field” indicate the name of the exam (e.g. midterm 1, final exam, or mini-quiz).

You’ll be asked to provide information about the format of the exam (e.g. multiple choice or written component). Choose “don’t know” if you’re not sure.
There is also a question that asks if you will require a computer for this exam, either as one of your accommodations or because the instructor has indicated you’ll need one.

If one of your accommodations is one-on-one assistance (e.g. a reader/scribe), please indicate “yes” to the appropriate question. Otherwise, choose “no”.

There is an option to provide additional notes, such as special instructions from your instructor, or if there is an accommodation you sometimes use but will not need for this exam.

Click on “Submit Request” when you’re done.
After you have hit “Submit Request” you will see the booking in the “Pending Requests” area. We will move things over to the “Approved Booking Requests” a couple of days before your exam.

You can use this page to cancel or reschedule a booking. The location of the exam is also indicated.
Final thoughts

• Learning a new system is easy for some, and trickier for others. Thanks for your patience as we work towards creating tools that give you more options and self-serve resources.
• Passwords are like underwear: you should never share and change them often!
• Please remember to logout or close the browser when you’re done.