

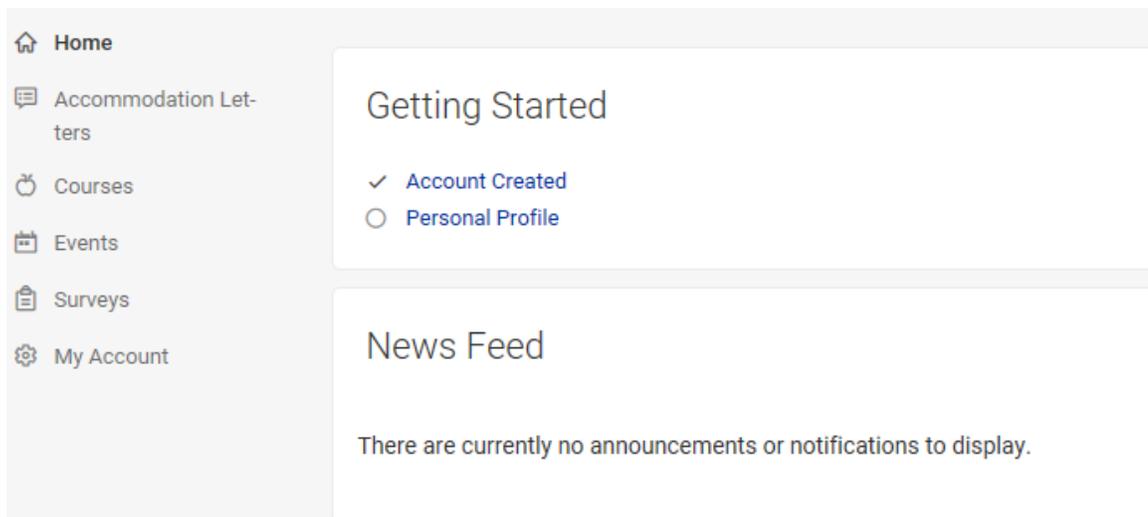


# Accommodate: Faculty Guide

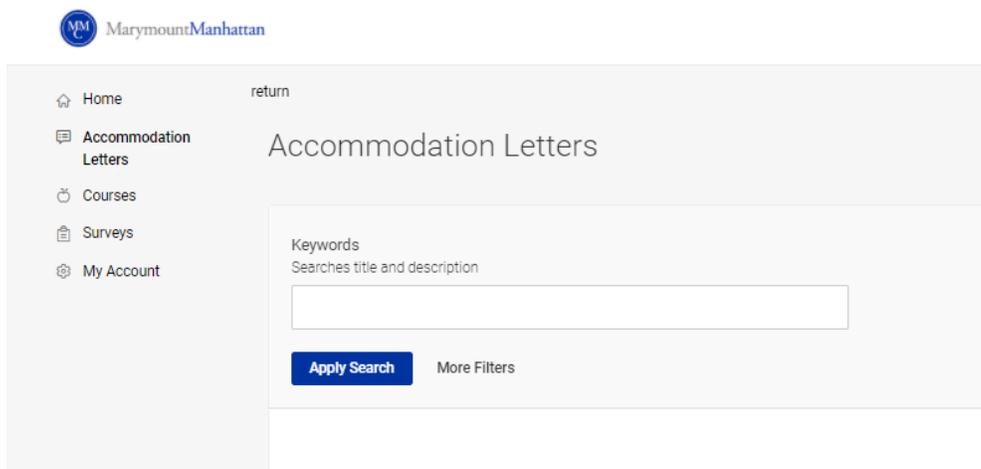
Using your MMC information, log into the faculty portal of Accommodate by visiting:  
<https://shibboleth-mmm-accommodate.symplicity.com/sso/faculty>.

Or, visit the **Resource** page of The Disability Services page on the MMC website. *Please note that this link cannot be made a bookmark.* We suggest you make the Resource page a bookmark on your browser.

**Home:** Once logged on you will see the below image. This is the home page. The side bar lets you navigate to other pages on the portal.



**Accommodation Letters:** This tab will allow you to view each student's accommodation letter and review each accommodation and details.





# Accommodate: Faculty Guide

**Courses:** The main tab you will use is the course tab. Once clicked on this tab you will see the below image. This will indicate which courses you are teaching this semester. If you click on a course, you will have more options.

The screenshot shows a web interface with a sidebar on the left containing navigation options: Home, Accommodation Letters, Courses, Events, Surveys, and My Account. The main content area is titled 'Course' and has a 'return' link. Below the title are two tabs: 'Course Catalog' (selected) and 'Past Courses'. A search section includes a 'Keywords' input field, a 'Semester' dropdown menu, and three buttons: 'Apply Search', 'Clear', and 'More Filters'.

## *How to upload an exam for Testing Accommodations to Accommodate:*

Once clicked into a course, the grey bar gives more navigations. You can see course details, enrolled students, testing accommodations once approved by the Office of Disability Services, Exams and Notes. This is where you will be able to upload an exam.

The screenshot shows a web interface with a navigation bar at the top containing five tabs: 'Course Details', 'Enrolled Students', 'Testing Accommodations', 'Exam' (selected), and 'Course Notes'. Below the navigation bar is a search section with a 'Keywords' input field, an 'Apply Search' button, and an 'Add New Exam' button.



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How to upload:

1. Click into the course you are submitting an exam for.
2. On the grey tab, click into “Exam”
3. Once you are at Exam, you will see past exams and have the chance to “add new”
4. On the next page, you will be able to upload the exam and add any notes about the exam.  
Please make sure you indicate how long you are giving the class to complete the exam.

Course Details   Enrolled Students   Testing Accommodations   **Exam**   Course Notes

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\* indicates a required field

Exam

Course \*

GEN PSYCH;SOC & CLIN PROCESSE (PSYCH\*101\*01)

Once the request is approved by the office, you will receive an email stating the information on when the student is scheduled and asking you to upload the exam to the portal. All exams should be uploaded before the requested time. Please note that only the Office of Disability Services can see this. No students will have access to the exam. Once the time comes that the exam is scheduled the student will be given a hard copy in the office for completion under your instructions.

Please feel free to contact me if you have any questions:

**Lindsay Green**

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**Office of Disability Services**

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