

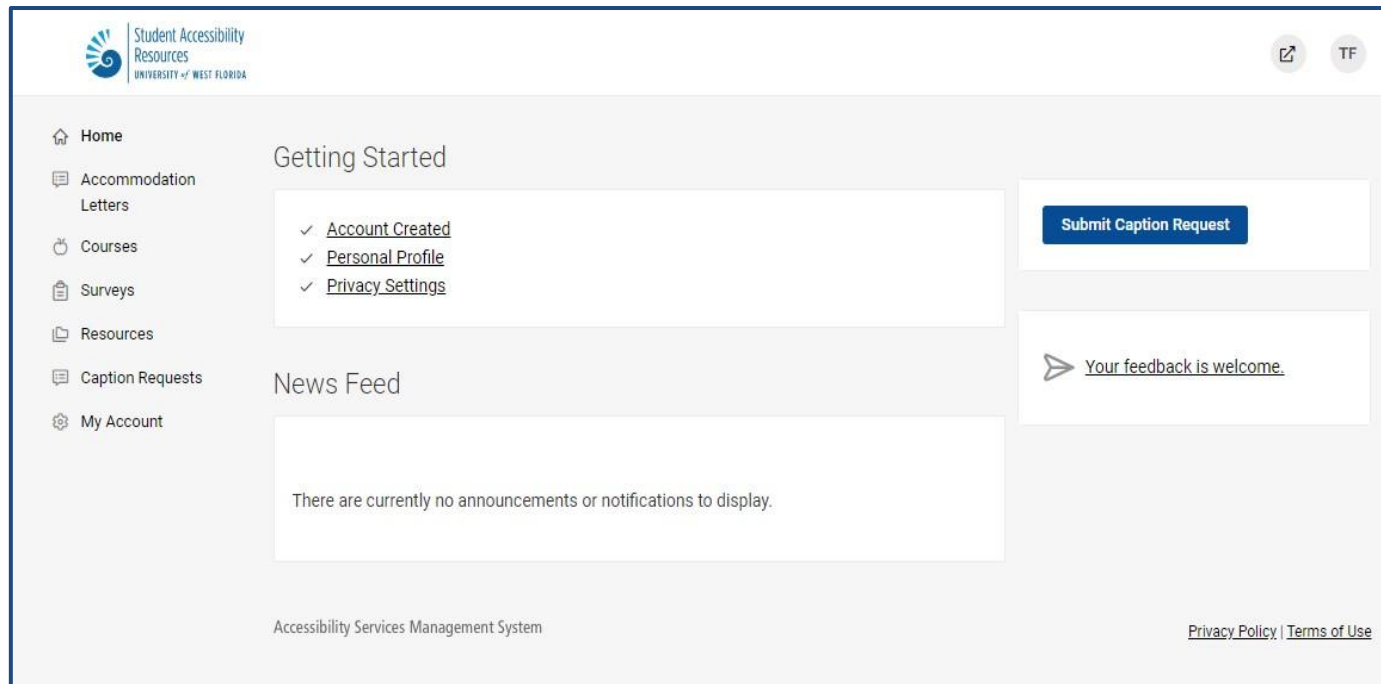


UNIVERSITY *of* WEST FLORIDA

# Accommodate Faculty Portal

*Student Accessibility Resources  
(SAR)*

# About Accommodate Portal



The Accommodate Faculty Portal allows faculty members to:

- View information regarding the approved accommodations for students in their class in one convenient location
- View approved test requests for students registered with SAR
- Securely upload exams and testing instruction for exams to be proctored by SAR

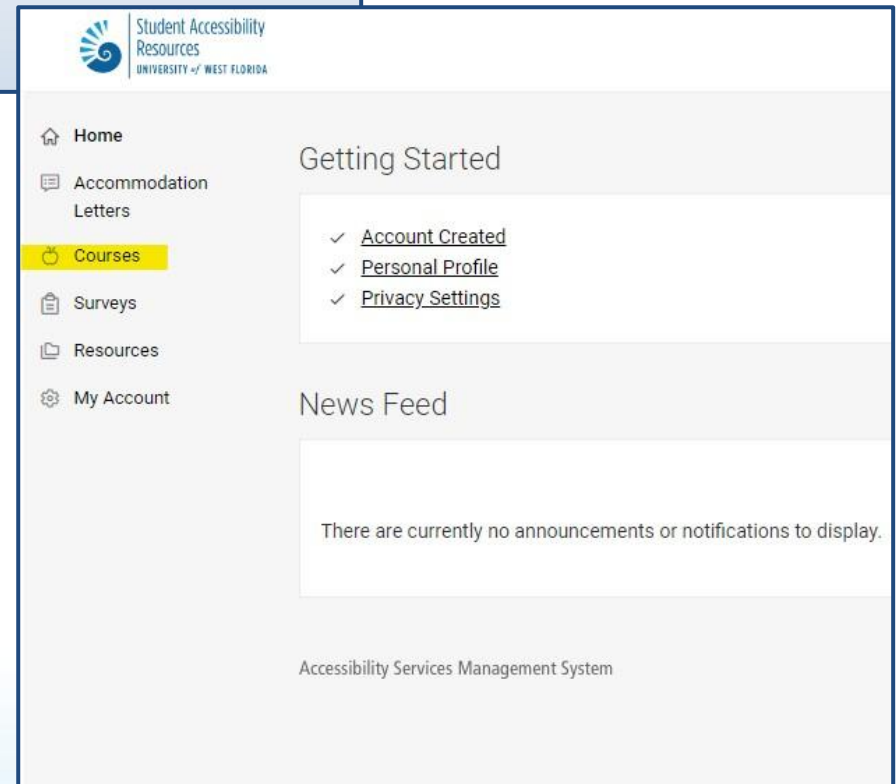
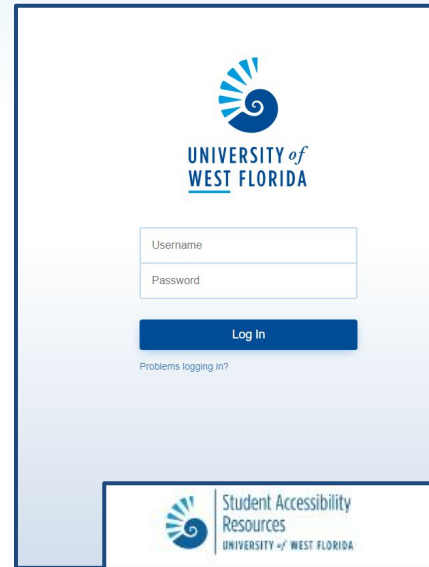
# Steps 1 and 2

## Step 1:

Click on the link on the email from SAR or sign in through myUWF and search for **“SAR Accommodate - Faculty Portal”**.

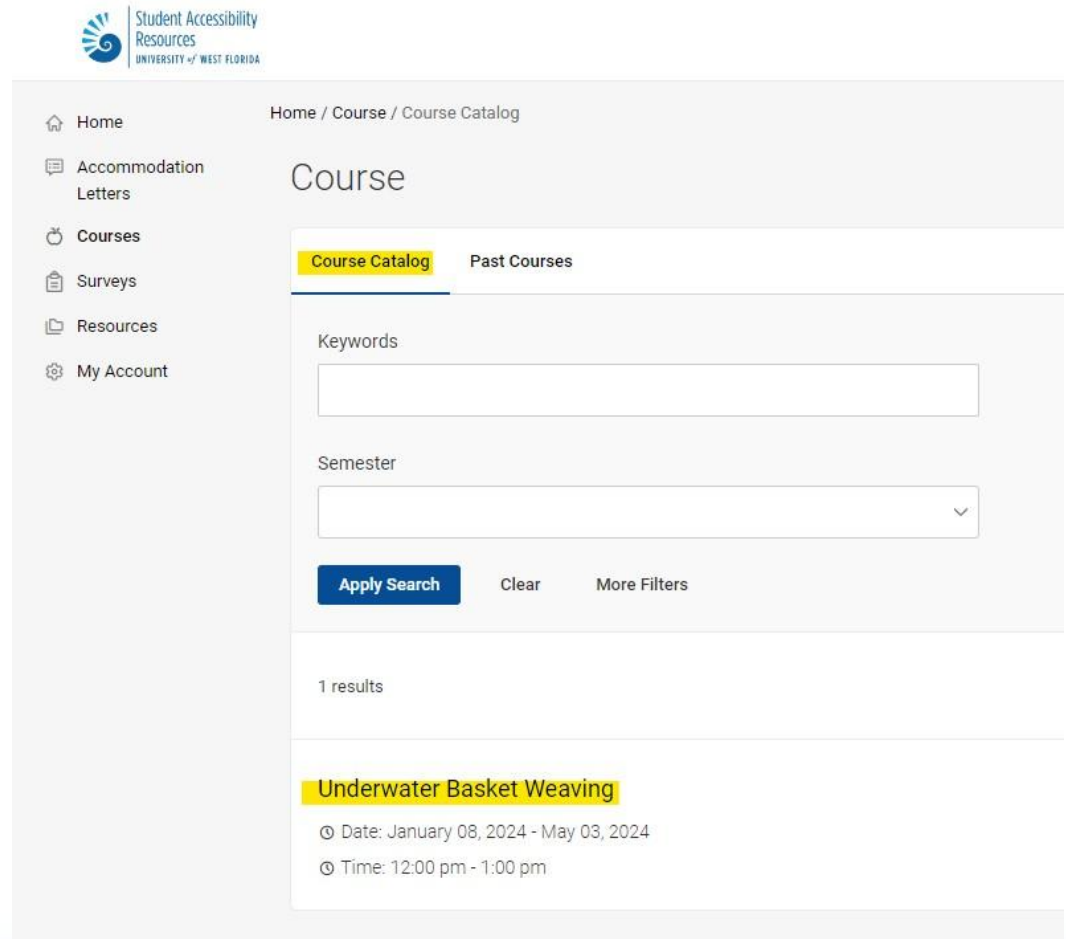
## Step 2:

On the SAR Accommodate Portal Welcome Screen, you will see the news feed with updates and tabs on the left side of the screen. Click on the **“Courses”** tab.



# Step 3

On the Course screen, you will see the current courses you are teaching. Click on the course you wish to upload an exam for.



The screenshot shows the 'Student Accessibility Resources' page for the University of West Florida. The main content area is titled 'Course' and features a search interface. The search results show one course: 'Underwater Basket Weaving'. The course details include the date 'January 08, 2024 - May 03, 2024' and the time '12:00 pm - 1:00 pm'.

Student Accessibility Resources  
UNIVERSITY of WEST FLORIDA

Home / Course / Course Catalog

Home

- Accommodation Letters
- Courses
- Surveys
- Resources
- My Account

Course

Course Catalog Past Courses

Keywords

Semester

Apply Search

Clear

More Filters

1 results

**Underwater Basket Weaving**

🕒 Date: January 08, 2024 - May 03, 2024

🕒 Time: 12:00 pm - 1:00 pm

# Step 4

Under the “**Room Bookings**” tab, you will see the student(s) enrolled in the course who have registered to complete the exam.

**Pending Tab:** Students who have submitted their test request yet have not been approved for.

**Approved Tab:** Students who have had their test request approved by SAR.

Click on the student’s name to access the testing form.

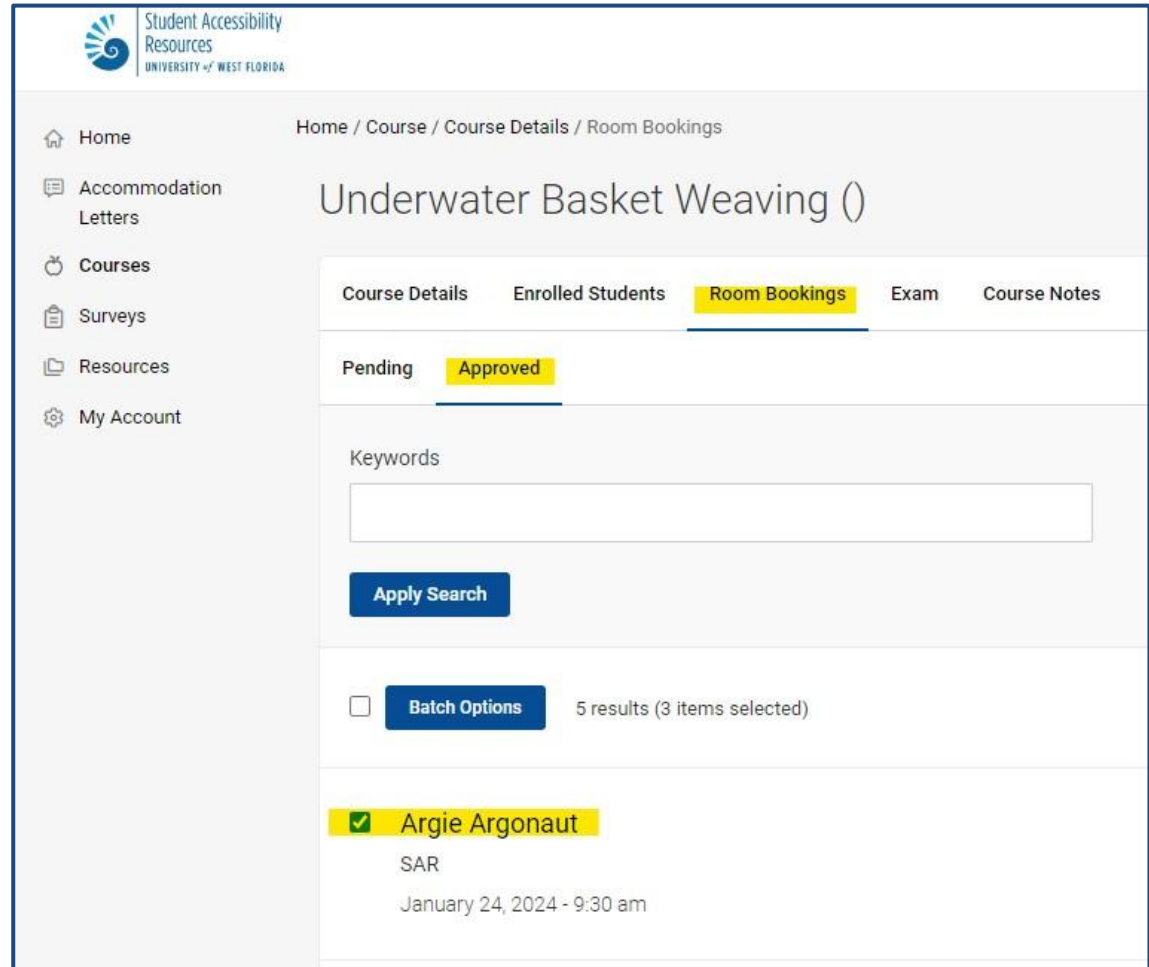
## Other Tabs

**Enrolled Students:** Use this tab as a reference to see what accommodations your students have.

**Room Bookings:** This is your most frequently used tab. You will fill out all test instructions and upload exams for each student using this tab.

**Exam:** N/A

**Course Notes:** N/A



The screenshot shows the SAR interface for the course "Underwater Basket Weaving ()". The "Room Bookings" tab is selected, and the "Approved" sub-tab is active. A search bar with the placeholder "Keywords" and an "Apply Search" button is present. Below the search bar, there is a "Batch Options" button with a checkbox and the text "5 results (3 items selected)". The first result is "Argie Argonaut" with a green checkmark, "SAR", and the date "January 24, 2024 - 9:30 am".

Student Accessibility Resources  
UNIVERSITY of WEST FLORIDA

Home / Course / Course Details / Room Bookings

## Underwater Basket Weaving ()

Course Details Enrolled Students **Room Bookings** Exam Course Notes

Pending **Approved**

Keywords

**Apply Search**

**Batch Options** 5 results (3 items selected)

**Argie Argonaut**  
SAR  
January 24, 2024 - 9:30 am

# Step 5

Fill out the student's test request form.

Our test return options are:

- In-person pick up
- Scan and Email
- Campus Mail  
(may take 2-3 business days)

On Step 6, you will learn how to upload an exam and additional resources.

\*If it is an online exam, you may continue to fill out the form without uploading any documents.

Course Details   Enrolled Students   **Room Bookings**   Exam   Course Notes

\* indicates a required field

### SAR Testing Accommodations (Faculty)

If instructors do not have the resources to provide exam accommodations for registered SAR students, we are available to administer exams at our testing center.

So that we can properly administer the exams for you, please complete the form below. If you have any questions regarding this form, please contact us at (850) 474-2387 or [sartesting@uwf.edu](mailto:sartesting@uwf.edu).

**\*Online Exams/Quizzes:** Please make sure to add the accommodated extended time for each student's exam through Canvas (or other testing site). SAR Testing can only administer online exams with Lockdown Browser or Honorlock (no web camera).

Student's Name \*

Completing this field will cause the page to reload. All fields will retain their values.

Argie Argonaut   [keyword]  

Instructor's Phone Number  
(Access during exam) \*  
**(###)-###-####**

# Step 6

## PAPER EXAMS

Below the testing room information, locate the “Upload New Exam” button.

A new screen will appear where you will be able to give specific instructions geared towards your test. You may upload multiple files\*\*

(If you wish to share these exams with multiple students in the same course, click “yes” to apply to all records)

\*Make sure to select an appropriate date range so your exams can be sorted to your students who submit requests during this allotted time.

\*\*You may need to fill out an individual form for each student as instructions may vary



Scheduled Exam Date \*  
January 24, 2024

Scheduled Exam Time \*  
9:30 am

Testing Room \*  
SAR

Exam Upload \*

[select] Clear

or Upload New Exam

Is this an online exam/quiz? \*  
(If yes, please remember to [add Extended Time](#) on Testing Sites)

Yes  No

Online/eLearning Exam Password  
(if applicable)

Upload New Exam

Attachments \*

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

Upload File

Start Date  
January 18 2024

End Date  
January 18 2024

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

# Step 7

## ONLINE EXAMS

Please fill out the form and select “Yes” for the online exam option. Include the online passcode, if applicable.

### IMPORTANT:

Make sure to adjust the student’s extended time to the student’s exam. SAR cannot adjust the online exam times.

Fill out the rest of the form and include any information needed.

Click “Submit” when finished

How will instructor receive completed or incomplete exam? \*

Building/Room \*  
(For Campus Mail Delivery)

Materials Required \*

Select materials required for exam (hold ctrl multiple selections)

Other Materials Required/Additional Instructions  
Please specify materials if "Other" was selected

Faculty Notes

If you experience any difficulties, please contact our office at 850.474.2387 or [sartesting@uwf.edu](mailto:sartesting@uwf.edu).