Accommodate Instructions

Review a Test Room Booking Request:

1. Once successfully logged in to Accommodate, click *Courses* on the left side menu.

2. Scroll down and select the course for which you have a pending request.

3. Then select *Room Bookings*. 
4. Click *Pending* to view any pending booking quests. Click the on the student’s name to open their booking request.

5. Review all *Student Information* by scrolling down. You will not be able to edit this information. *Pay special attention to Length Override, Length Override Explanation, and Student’s Notes.* Student responses will appear in **bold** in these sections and students will make special requests using the *Student’s Notes* section.
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6. Approve or decline the request based on Student Information by selecting Yes or No under Appointment Approval. Approving this booking will also approve any requests made in the Student’s Notes section. If selecting No, the Rescheduling Required field will pop up. Complete this field and click submit. If selecting Yes, continue to Step 7 on the next page.

7. Confirm that all information is entered correctly. Then click Submit to send your approval of the request to the Testing Center.

8. You will receive an email notification upon successful submission. Requests will remain pending until they are approved or declined by the Testing Center.
Upload an Exam:

1. Once successfully logged in to Accommodate, click Courses on the left side menu.

2. Scroll down and select the course for which you will upload an exam.

3. Then select Exam.
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4. Click *Add New Exam*.

5. Complete all required fields by scrolling down and click *Submit*.
   *Please note:* The *Monday* through *Sunday* fields are for selecting optional start times for this exam within the *Start Date* and *End Date*. Please be sure to set the *Start Date* to the class administration date and the *End Date* to two days after the *Start Date*. 
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6. Once you have completed the form, click *Submit*. All submitted exams will appear on the *Exam* tab within your course. The Testing Center now has access to this exam and will pair it with the approved testing appointments.