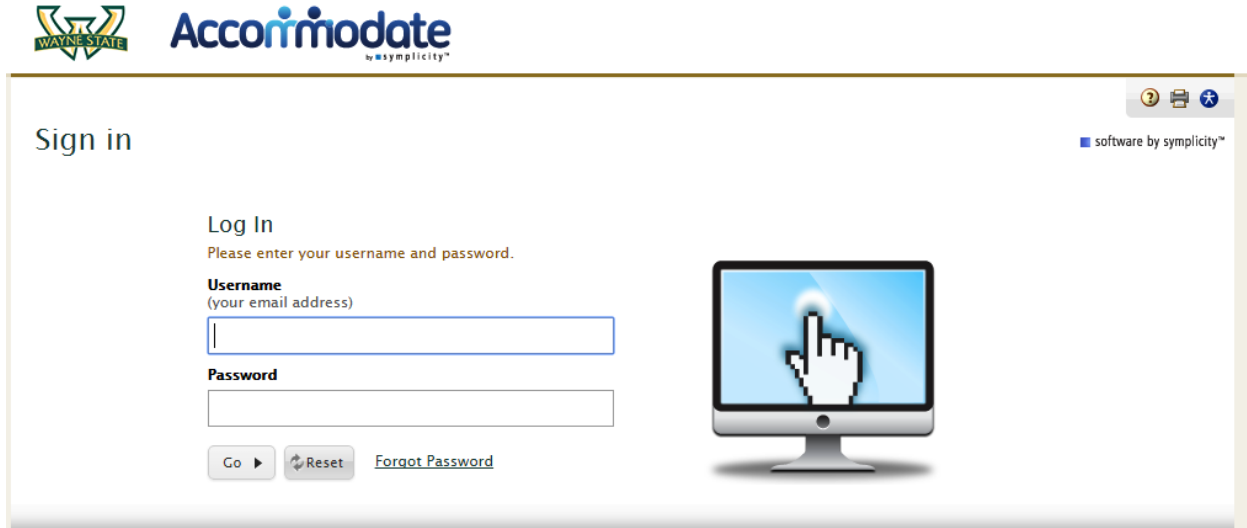




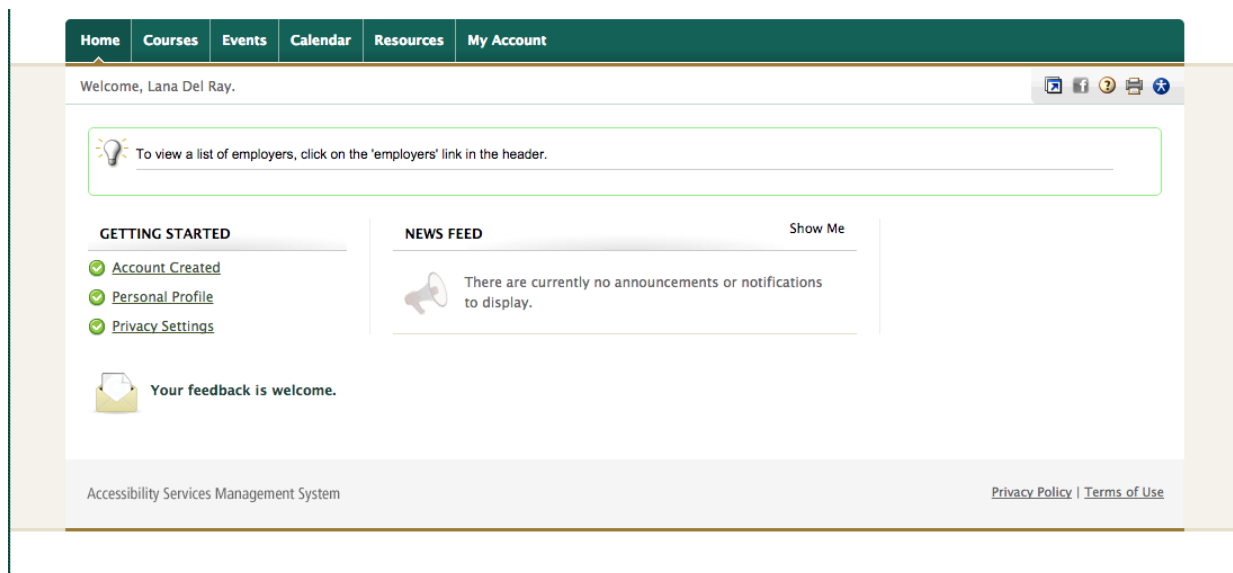
## How to Upload an Exam Using Wayne Accommodate

### Step 1: Log into Wayne Accommodate



The screenshot shows the login page for Accommodate. At the top left is the Wayne State logo, and at the top right is the Accommodate logo with the tagline "by simplicity". Below the logos is a "Sign in" heading. On the right side, there are utility icons (help, print, refresh) and the text "software by simplicity". The main content area is titled "Log In" and includes the instruction "Please enter your username and password." There are two input fields: "Username (your email address)" and "Password". Below the fields are three buttons: "Go", "Reset", and "Forgot Password". To the right of the login form is an illustration of a computer monitor with a hand cursor pointing at the screen.

### Step 2: Select the "Courses" Tab



The screenshot shows the dashboard after logging in. At the top is a navigation menu with tabs: Home, Courses, Events, Calendar, Resources, and My Account. Below the menu, it says "Welcome, Lana Del Ray." There are utility icons on the right. A lightbulb icon with a message box says "To view a list of employers, click on the 'employers' link in the header." Below this are two columns. The left column is titled "GETTING STARTED" and lists three items with green checkmarks: "Account Created", "Personal Profile", and "Privacy Settings". Below these is a folder icon and the text "Your feedback is welcome." The right column is titled "NEWS FEED" and has a "Show Me" link. It contains a megaphone icon and the text "There are currently no announcements or notifications to display." At the bottom of the page, it says "Accessibility Services Management System" on the left and "Privacy Policy | Terms of Use" on the right.

Step 3: If you are teaching multiple sections or courses, select the course for which you will be giving the exam.

The screenshot shows the 'Course Catalog' search interface. At the top, there is a navigation bar with 'Home', 'Courses', 'Events', 'Calendar', 'Resources', and 'My Account'. Below the navigation bar, the user is greeted with 'Welcome, Lana Del Ray.' and there are social media icons and a 'software by simplicity' logo. The main heading is 'Course'. Below this, there are two tabs: 'Course Catalog' (selected) and 'Past Courses'. The search area includes a 'Keywords' field with 'psych' entered, a 'Semester' dropdown menu, and two date ranges for 'Start Date' and 'End Date', each with 'Select' and 'Clear' buttons. There are 'Apply Search' and 'Clear' buttons at the bottom of the search area. Below the search area, it says 'Items 1-1 of 1'. A table with the following columns is displayed: 'Actions', 'Title', 'Code', 'Start Date', 'End Date', 'Start Time', and 'End Time'. The table contains one row with the following data: 'Psych 1010', an empty code field, 'June 01, 2015', 'August 14, 2015', '4:15 pm', and '6:15 pm'. Below the table, it says 'Items 1-1 of 1'. At the bottom, there is a footer with 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

Step 4: Select the “Exam” tab and then select “Add New”

The screenshot shows the 'Exam' management interface for 'Psych 1010 ()'. At the top, there is a navigation bar with 'Home', 'Courses', 'Events', 'Calendar', 'Resources', and 'My Account'. Below the navigation bar, the user is greeted with 'Welcome, Lana Del Ray.' and there are social media icons and a 'software by simplicity' logo. The main heading is 'Psych 1010 ()'. Below this, there are four tabs: 'Course Details', 'Enrolled Students', 'Room Bookings', and 'Exam' (selected). The search area includes a 'Keywords' field and an 'Apply Search' button. Below the search area, there is a 'Batch Options' dropdown menu. Below the dropdown menu, it says 'Items 1-2 of 2'. A table with the following columns is displayed: 'Actions', 'Title', 'Test Length', 'Testing Room(s)', 'Start Date', 'End Date', and 'Attachment'. The table contains two rows with the following data: 'Psych 1010', '75', an empty testing room field, 'July 15, 2015', 'July 15, 2015', and '<file>'; and '001', '60', an empty testing room field, 'July 18, 2015', 'July 22, 2015', and 'Equations--Exam\_2--PSY\_3010\_2015.doc'. Below the table, there is a '+ Add New Exam' button and it says 'Items 1-2 of 2'. At the bottom, there is a footer with 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

## Step 5: Complete the exam form by filling in the required fields

Home Courses Events Calendar Resources My Account

Welcome, Lana Del Ray. [new record] software by simplicity™

Course Details Enrolled Students Room Bookings Exam

Submit Save Cancel Delete \* indicates a required field

**Exam**

**Course\*:** Psych 1010 0

**Section\*:**

**Exam Instructions, including test aids and delivery instructions (pick up or scanned):**

**Class time limit\*:**

**Attachment:** File  
For files over 10 Mb, please use the Large Upload button. It requires latest version of Flash plugin to be installed on your system, and your browser needs to allow popups from this site.  
 No file chosen

## Step 6: Submit the exam

**Section\*:**

**Exam Instructions, including test aids and delivery instructions (pick up or scanned):**

**Class time limit\*:**

**Attachment:** File  
For files over 10 Mb, please use the Large Upload button. It requires latest version of Flash plugin to be installed on your system, and your browser needs to allow popups from this site.  
 Exam 1.docx

**Test date\*:**

**Last date student allowed to take exam\*:**

Submit Save Cancel Delete

Accessibility Services Management System [Privacy Policy](#) | [Terms of Use](#)