Clockworks

faculty/staff training
To access CW, sign onto MyPortal first.
Click on the faculty tab to look for the Clockworks Portlet
De Anza: Clockwork DSPS login
Foothill: Clockworks Foothill Disability Svcs
Instructor Information

Welcome to the Instructor Information website. You can use this website to:

- View accommodations that have been assigned to your students
- Tell us about your upcoming mid-terms, tests or quizzes

Please click the courses link in the menu in order to get started.
Accommodation Letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

<table>
<thead>
<tr>
<th>Course</th>
<th>Student</th>
<th>Date letter available</th>
<th>Your confirmation</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH F001D section 01 LEC (201531) FH</td>
<td>Fhtest06 Student</td>
<td>Mar 17, 2015</td>
<td></td>
<td>View letter</td>
</tr>
</tbody>
</table>
Review the accommodation letter and confirm receipt of the letter.

Click here to download the letter

Acknowledging the letter, then hit submit.
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<table>
<thead>
<tr>
<th>Course</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH F001D SECTION: 01 LEC (TERM: 201531) FH</td>
<td>Shows you test/ exam scheduling requests for this class</td>
</tr>
<tr>
<td>MATH F001A SECTION: 06 LEC (TERM: 201531) FH</td>
<td>Accommodation Letters Tests and Exams</td>
</tr>
<tr>
<td>MATH F001D SECTION: 02 LEC (TERM: 201531) FH</td>
<td>Accommodation Letters Tests and Exams</td>
</tr>
<tr>
<td>MATH F001B SECTION: 04 LEC (TERM: 201541) FH</td>
<td>Accommodation Letters Tests and Exams</td>
</tr>
<tr>
<td>MATH F048C SECTION: 03 LEC (TERM: 201541) FH</td>
<td>Accommodation Letters Tests and Exams</td>
</tr>
</tbody>
</table>
Click here to:
1) confirm the time and date of test
2) upload your test
3) provide information about the test

Scheduled tests and examinations for:

MATH F001D section 01 LEC (201531) FH : Debbie Lee (2015 Jan 5 to Mar 27)

Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.

Tell us about an upcoming test
Date of test: [ ] [ ] Add this test

Tests and exams:

<table>
<thead>
<tr>
<th>Type</th>
<th>Date of test</th>
<th>Class test time</th>
<th>Previously confirmed</th>
<th>Submitted file</th>
<th>Confirm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>March 24</td>
<td>8:00 AM (120 minutes)</td>
<td>No</td>
<td></td>
<td>Confirm</td>
</tr>
</tbody>
</table>
1. Test / Exam Information

Course: MATH F001D sect. 01 LEC (201531) FH

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

Date of test (yyyy-mm-dd): 2015-03-24

Test start time: 8:00 AM
Test end time: 10:00 AM

FAQ 1:
What if the time or date is incorrect? OR What if this is not the time I agreed upon with the student?
ANSWER: Change the test start and end time to reflect the correct time.

FAQ 2:
Is this the class test time or the accommodated time for the student?
ANSWER: This is the class test time.
**FAQ3:**
What if it's the day before the test and one of my students hasn't signed up?

**Answer:**
Students may schedule their tests up to 3 business days in advance. If they do not do so, they may not receive their accommodations. It is then subject to space capacity at the testing center. They will need to contact the testing center in person.

**BEST PRACTICE:**
Put it in your syllabus

“Students with disabilities are reminded that they must schedule their exams/quizzes/tests via Clockworks up to 3 business in advance.”

OR

Remind your students the week before the exam/quiz/test
3. Test Information for

My test is online or in a Learning Management System (LMS)

Please select one:  Y  N

Materials permitted for the test:
- Open notes
- Open book
- Blue book
- Scantron
- E-book device
- Laptop
- Paper Dictionary
- Translation Dictionary

Select a calculator:  Simple calculator  Scientific calculator  TI 83-84 calculator

Select notes allowed:  Note card (3 x 5, front only)  Note card (3 x 5, front & back)
- Note sheet (8.5 x 11, front only)  Note sheet (8.5 x 11, front & back)

Other materials?

Method of test delivery to Testing Center: (minimum 24 hours prior to a test)
- I will attach the test in Clockworks.
- I will email the test to the Testing Center (fhtesting@fhda.edu).
- I will deliver the test to Room 8213A (Mon & Tue, 8-7; Wed & Thurs 8-5; Friday 8-3)

Method of test return to Instructor
- I will pick up the test in person.
- I want just the completed test emailed to me. (Foothill email address only)
- I want the completed test, all the scratch paper and notes sent to me as well. (Foothill email address only)

Any other special instructions or notes for the Testing Center?

Provide information about your test here
1) Confirm test details

Best Practice: Send your test to us at least 24 hours in advance.

2) Upload your test into Clockworks

3) Hit “Submit changes” and you’re done!
FAQ4: What if I don’t want to upload my test?
Answer: This is optional, but PLEASE bring your test to the testing center at least 24 hours in advance.

FAQ5: How many times do I have to do this?
Answer: Just once for all your students… UNLESS you have agreed to let a student/s take it on a different day and/or time.

FAQ6: Then what do I do?
Answer: You will have to confirm that as a separate test (see the next slide).
Clockworks recognizes the test on the same date with different times as two different tests. You will need to confirm them individually.
FAQ7:
What if I have a question about the accommodations? As in, I disagree or need clarification?
Answer:
Please contact San Lu, Accommodations Coordinator at lusan@fhda.edu or 650-949-7673 and he will be able to help you out or direct you to one of our disability specialists.

FAQ8:
What if I can’t find the Clockworks Portlet? As in, it’s not showing up in MyPortal?
Answer:
Please put in an ETS helpdesk ticket. You may do so at https://ets.fhda.edu

FAQ9:
What if I teach an online class and don’t have proctored exams?
Answer:
Then your student will not need to schedule an exam and you will not need to do anything except confirm/ acknowledge the accommodation notification and provide the necessary accommodations. For example: extending the timed tests
FAQ10:
What if I teach an online class and have proctored in-person exams?
Answer:
Your student will need to schedule an exam and you will need to follow the same steps shown earlier.

FAQ11:
What if I teach at Middlefield and have my tests proctored there?
Answer:
You will still need to follow the same steps shown earlier. This information goes to the Middlefield staff as well.

FAQ12:
What if I want to proctor exams myself?
Answer:
Then your student will not need to schedule an exam via Clockworks and you will not need to do anything except confirm/ acknowledge the accommodation notification and provide the necessary accommodations. **DRC strongly recommends you document any and all communication with the student in writing if you wish to do this.**
FAQ13: How does my student do all of this? OR How can I help my student request accommodation letters and schedule tests?
Answer: Your student also has a Clockworks Portlet located in the student tab of MyPortal. They have a similar step-by-step wizard to help them request letters and schedule tests.

FAQ14: I noticed that there is a link for De Anza’s DSPS in the Clockworks Portlet. I teach at both schools. Is it the same thing? Are the processes the same?
Answer: The processes are similar although there may be slight differences (since we are 2 different schools after all!). The launch dates for both schools are different so while some things may be up and running at one school, it may not be at another. Check in with De Anza DSPS!