

# ADA Services Clockwork app for Faculty

Contact:

850-484-1637

[ADA-Services@pensacolastate.edu](mailto:ADA-Services@pensacolastate.edu)

[ADA-Testing@pensacolastate.edu](mailto:ADA-Testing@pensacolastate.edu)

## Accommodation letters

Faculty may request accommodation letters in the manner they prefer.

However, once accommodations have been set up, faculty must provide the accommodations regardless of the manner in which the student provides them – email, Canvas, app, printed, spoken.

Please feel check the app or contact ADA Services if you need accommodations verified.

## Testing

We remind and encourage students to schedule tests at least 3 days in advance.

We also explain that sometimes we cannot get tests if requested less than 3 days in advance.

We will still make the test request, but we understand if you are not available or able to provide the test on short notice.

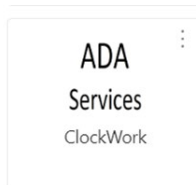
Test information can be sent to ADA Services via email, app, or in person.

## Email reminders

Email reminders sent directly from Clockwork will be flagged as not originating in the PSC system, but will have [ADA-services@pensacolastate.edu](mailto:ADA-services@pensacolastate.edu) or [ADA-Testing@pensacolastate.edu](mailto:ADA-Testing@pensacolastate.edu) as the sender. You can go directly to the Clockwork app to verify the information without clicking the links in the email.

## ADA Services Faculty APP

The ADA Services app is found on the page of MyPSC apps.

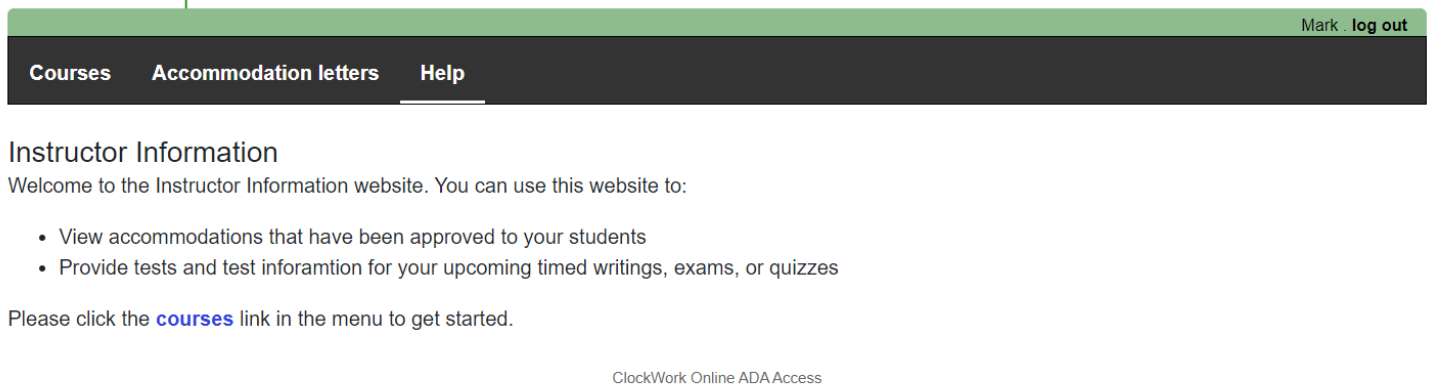


The default page is the following.

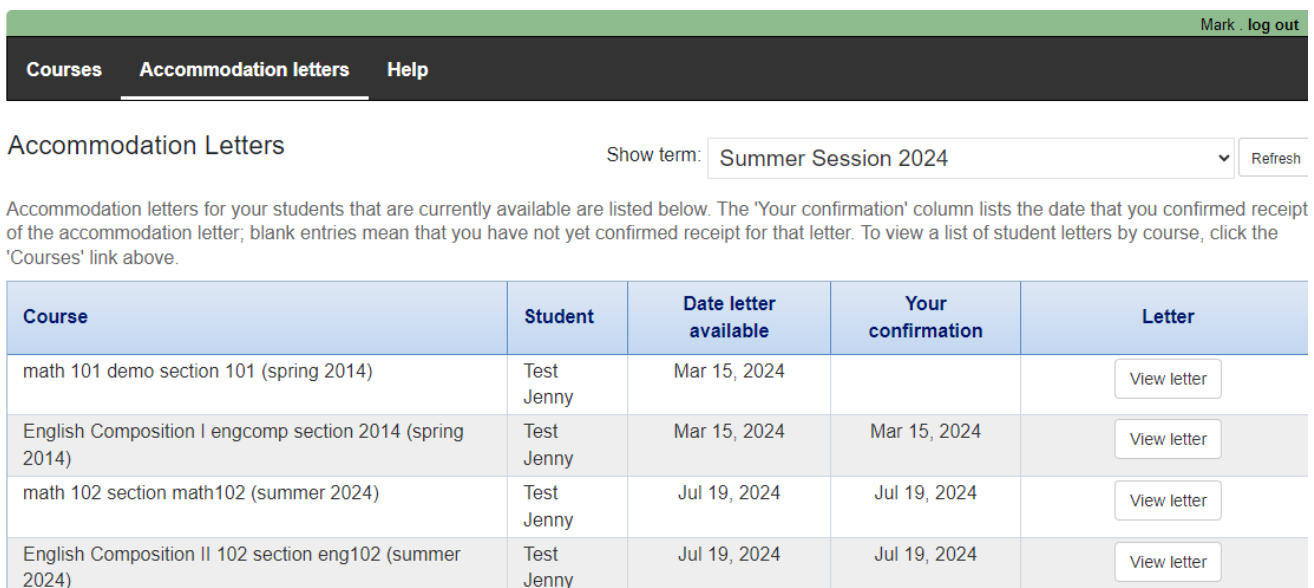
If no students have shared an accommodation letter with you, then you will see this page. There is nothing for you to do.



Once any student has sent their accommodation letter to you, you will see this page.



For a quick list of students who have sent their accommodations, click **Accommodation letters**. View letter will list the accommodations.



You will receive an email when a student shares their accommodations or schedules a test.

Clicking on the **Courses** tab will let you see both accommodation letters and test requests.

The screenshot shows a navigation bar with 'Courses', 'Accommodation letters', and 'Help' tabs. The 'Courses' tab is circled in black. Below the navigation bar, there is a 'Show term:' dropdown menu set to 'Fall Session 2023' and a 'Refresh' button. The main content area displays a table of courses with the following data:

Course	Options
<b>Advanced Pottery AP110</b> SECTION: 213123 (TERM: Summer) Toronto	Accommodation Letters Tests and Exams
<b>Basic Pottery BP101</b> SECTION: 119 (TERM: Summer) Mississauga	Accommodation Letters ★ Tests and Exams
<b>Test Test</b> SECTION: Test (TERM: Test)	Accommodation Letters Tests and Exams
<b>Advanced Pottery AP102</b> SECTION: 2A (TERM: Fall) Mississauga	Accommodation Letters ★ Tests and Exams
<b>Basic Pottery BP101</b> SECTION: 1A (TERM: Fall) Mississauga	Accommodation Letters ★ Tests and Exams
<b>math 101 math101</b> SECTION: A (TERM: fall) Davis	Accommodation Letters ★ Tests and Exams

Click on **Accommodation Letters** for each class to see students who have shared their letter with you.

The screenshot shows the 'Accommodation letters' tab selected in the navigation bar. The table of courses is identical to the previous screenshot. In the 'Options' column for the first row, 'Advanced Pottery AP110', the 'Accommodation Letters' link is circled in black.

If no student has shared an accommodation letter, it will state that. Otherwise, there will be a list of the students who shared their letter. Select the student and click View Letter.

The screenshot shows the 'Student Accommodation Letters' page. The text reads: 'There are no students for this course with available accommodation letters.' At the bottom, there are two buttons: 'View letter' and 'Back to courses'.

The screenshot shows the 'Accommodation Letters for Basic Pottery BP101 119' page. The text reads: 'Please select the student below:'. Below this, there is a radio button next to the name 'Jenny, Test'. At the bottom, there are two buttons: 'View letter' and 'Back to courses'.

The next screen allows you to open a PDF of the letter and to confirm receipt of the letter.

Courses Accommodation letters Help

Accommodations for Jenny, Test . 1T Test Test section

**Step 1: Review the accommodations letter**

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Review PDF Letter

**Step 2: Confirm receipt of the accommodations letter**

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

I acknowledge that I have received and reviewed this Accommodation Letter

Submit

Once you have confirmed receipt, you can return to read the letter at any time. The screen will show when you opened it initially. Students can also see when you confirm receipt of the letter.

Courses Accommodation letters Help mark log out

Accommodations for Jenny, Test . 1T Advanced Pottery AP102 section 2A (Fall) Mississauga

**Step 1: Review the accommodations letter**

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Review PDF Letter

**Step 2: Confirm receipt of the accommodations letter**

No action is required - you confirmed receipt of this Accommodations Letter on:  
October 17, 2023 . 11:23 AM

**On the Courses page, you can also access test requests. You will receive test requests via email.**

Classes with a scheduled student have a star next to the Tests and Exams link.

You can send test information in the app or via email.

You can submit test information at any time in the semester whether or not a student has scheduled that test.

Courses Accommodation letters Help Mark log out

Courses Show term: Fall Session 2023 Refresh

Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
<b>Advanced Pottery AP110</b> SECTION: 213123 (TERM: Summer) Toronto	Accommodation Letters Tests and Exams
<b>Basic Pottery BP101</b> SECTION: 119 (TERM: Summer) Mississauga	★ Tests and Exams Accommodation Letters
<b>Test Test</b> SECTION: Test (TERM: Test)	Accommodation Letters Tests and Exams
<b>Advanced Pottery AP102</b> SECTION: 2A (TERM: Fall) Mississauga	★ Tests and Exams Accommodation Letters
<b>Basic Pottery BP101</b> SECTION: 1A (TERM: Fall) Mississauga	★ Tests and Exams Accommodation Letters
<b>math 101 math101</b> SECTION: A (TERM: fall) Davis	★ Tests and Exams Accommodation Letters

Enter test information. Enter the date the CLASS is taking the test and click Add this test.

If your test can be taken outside of class, please list when the class is taking the test in class.

ClockWork Online ADA Access

Enter the start and end times of the test for the class.

If it is unlimited time, please enter the expected amount of time it should take. The app will add extended time. If you list 8:00 – 4:00, the app cannot register the student for 8:00 – midnight.

1. Test / Exam Information

Any scheduled students will be listed.

2. Students scheduled to-date for Advanced Pottery AP102 sect. 2A (Fall) Mississauga

Please add notes and information about the test.

3. Test Information for Test Test sect. Test (Test)

You will be asked to confirm the information, and you can upload the test. You can zip multiple files to upload.

test:

Type	N/A
Student notes?	no
Formulas, graphs, charts, etc.?	no
Return with test?	N/A__

**File upload**

**Note:** If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the Exams Office in advance of your scheduled test or exam, at least one business day in advance.

Select test/exam file to submit:

Select file ...

**Please note** that you must click the [Submit changes](#) button in order to confirm your test to us.

If you change the date or need to upload the test at a later date, you can edit the test information. Go to the Courses link and click on the Tests & Exams for the course needing changes. Click on the Confirm/Edit button and proceed through the information making changes as needed.

**Courses** **Accommodation letters** **Help**

Scheduled tests and examinations for:

**Test Test section Test (Test): Mark** (2023 Aug 9 to Dec 31)

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:

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	<b>December 8</b> Friday (2023)	<b>8:00 AM (75 minutes)</b> <small>Last modified: 2023-11-26</small>	<input checked="" type="checkbox"/> Yes	<a href="#">Submit file</a>	<input type="button" value="Confirm/Edit"/>