

Clockwork for Faculty

Accommodation Letters & Exam Scheduling

Office of Disability Services
DisabilityServices@creighton.edu

Creighton
UNIVERSITY

Accommodation Letters

How to review accommodation letters and confirm students with accommodations enrolled in your courses



Office of Disability Services

The Office of Disability Services focuses on providing equal access and opportunity that leads to student success.

Mission Statement

The Office of Disability Services cultivates an accessible and inclusive community where students with permanent and temporary disabilities have an equal opportunity to participate in all aspects of campus life. We facilitate student advocacy, learning, and access through partnerships with students, faculty, and staff.

Core Values

ADVOCATE
for all students

Ensure
ACCESS

COLLABORATE
across campus

Practice
COMPASSION

- Disability Services Menu
 - About Disability Documentation
 - Contact Information
 - Disability Services Portal
 - Campus Disability Resources
- Additional Resources
 - Counseling Center
 - Academic Coaching
 - ADA Committee
 - Campus Map



Resources

Student

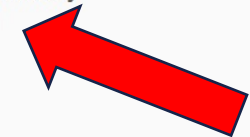
- [Disability Services Portal](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Disability Accommodation and Awareness Committee](#)
- [Academic Coaching](#)
- [Resources for Job Seekers with Disabilities](#)

Family

- [Resources on students transitioning to campus](#)

Staff and Faculty

- [Disability Services Portal](#)





rolljays2021 . log out

[Courses](#)[Accommodation letters](#)[Help](#)

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. You will be asked to login using your school login account.

Disability Services, 4th Floor, Old Gym, 402-280-2195, disabilityservices@creighton.edu



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- Courses
- Accommodation letters**
- Help

Accommodation Letters

Show term:

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.

Course	Student	Date letter available	Your confirmation	Letter
MAGIS MGS101 section W (Summer) MAIN	Billy Bluejay	Jun 30, 2021		<input type="button" value="View letter"/>

Disability Services, 4th Floor, Old Gym, 402-280-2195, disabilityservices@creighton.edu



CREIGHTON UNIVERSITY
DISABILITY SERVICES
MEMORANDUM

DATE: June 30, 2021
Student: Billy Bluejay
Student ID: 9T
Semester: SU

Course: MAGIS MGS101 W

TO: Dr. Betty Bluejay

FROM: Jacque Knedler, Associate Director
Disability Services

RE: Billy Bluejay

The information in this memo is confidential and shall not be released to another party without the student's consent. The student has signed a release of information form to allow communication of this information to you.

Billy Bluejay, in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, has a documented disability that allows her academic adjustments. Documentation of her disability is on file with Disability Services. The following accommodations have been granted due to Billy disability:

Classroom Accommodations:

- Preferential seating
- Modification of course materials-OCR
- Modification of course materials-enlarged text
- Audio Notes
- Access to phone
- Access to food or drink in classroom
- Ability to take small break to manage symptoms
- Modified attendance
- Breaks as needed
- Not Penalized for Spelling Mistakes
- Extended due dates

Test Accommodations:

- Extended time: 1.5X
- Quiet, separate space
- Access to paper exam, if given electronically

-
- Enlarged font for exam and class materials
 - Reader
 - Scribe
 - White noise machine

If you have any questions, please call me at 402-280-2195 or email JacqueKnedler@creighton.edu. Thank you for your cooperation in implementing these accommodations to help Billy complete their academic program.

[Courses](#)[Accommodation letters](#)[Help](#)

Accommodations for Bluejay, Billy . 9T

MAGIS MGS101 section W (Summer) MAIN

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](#)

Step 2: Confirm receipt of the accommodations letter

No action is required - you confirmed receipt of this Accommodations Letter on:

June 30, 2021 . 1:00 PM

Disability Services, 4th Floor, Old Gym, 402-280-2195, disabilityservices@creighton.edu



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Courses **Accommodation letters** Help

Accommodation Letters

Show term: Summer Session 2021

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.

Course	Student	Date letter available	Your confirmation	Letter
MAGIS MGS101 section W (Summer) MAIN	Billy Bluejay	Jun 30, 2021	Jun 30, 2021	<input type="button" value="View letter"/>

Disability Services, 4th Floor, Old Gym, 402-280-2195, disabilityservices@creighton.edu



rolljays2021 . log out

Courses

Accommodation letters

Help

Courses

Show term:

Summer Session 2021

Refresh

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

Course	Options
<p>MAGIS MGS101 SECTION: W (TERM: Summer) MAIN</p>	<p>Accommodation Letters Tests and Exams</p>

★ indicates that there is at least one future test/exam in the system for the course

[Courses](#)[Accommodation letters](#)[Help](#)

Accommodation Letters for MAGIS MGS101 W

Please select the student below:

Bluejay, Billy [receipt confirmed on June 30, 2021]

[View letter](#)[Back to courses](#)

Exam Scheduling

How to create a test definition, confirm details of an exam, choose delivery of the completed exam, and more





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[Courses](#)[Accommodation letters](#)[Help](#)

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Courses

Accommodation letters

Help

Courses

Show term:

Summer Session 2021



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

Course	Options
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rolljays2021 . log out

- Courses
- Accommodation letters
- Help

Scheduled tests and examinations for:

MAGIS MGS101 section W (Summer) MAIN : Dr. Betty Bluejay (2021 May 9 to Aug 16)

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:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
No records to display.					

Back to course list





- 1. Test details
- 2. Students
- 3. Test Information
- 4. Submit changes

1. Test / Exam Information

Course:  This is a final exam

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:  

Test start time: 

Test end time: 



- 1. Test details
- 2. Students**
- 3. Test Information
- 4. Submit changes



2. Students scheduled to-date for MAGIS MGS101 sect. W (Summer) MAIN

Below is the list of students that have registered to write this test with us so far. Please review this list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
None yet.		

- 1. Test details
- 2. Students
- 3. Test Information**
- 4. Submit changes

3. Test Information for MAGIS MGS101 sect. W (Summer) MAIN

What materials can be used during the exam?

Pen, paper, access to class notes



Test type? Essay. Multiple choice. Computer. Multiple. etc

Multiple Choice exam on Paper



Test delivery method?

Submit through email ⌵

Test return method?

Scan and deliver ⌵

1. Test details
2. Students
3. Test Information
- 4. Submit changes**

4. Confirm exam details for MAGIS MGS101 sect. W (Summer) MAIN

Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us.

Test details

MAGIS MGS101 sect. W (Summer) MAIN
Thu July 1, 2021 . 8:00am - 9:15am

Test information

What materials can be used during the exam? **Pen, paper, access to class notes**

Test type? Essay. Multiple choice. Computer. Multiple. etc **Multiple Choice exam on Paper**

Test delivery method? **Submit through email**

Test return method? **Scan and deliver**

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:

0%

<u>MGS101 Exa</u>	Remove	Cancel	Browse ...
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Please note that you must click the [Submit changes](#) button in order to confirm your test to us.

 Please print a copy for your records.

[Previous](#)[Submit changes](#)[Cancel](#)

Scheduled tests and examinations for:

MAGIS MGS101 section W (Summer) MAIN : Dr. Betty Bluejay (2021 May 9 to Aug 16)

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:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	July 28 Wednesday (2021)	8:00 AM (75 minutes) <i>Last modified: 2021-07-12</i>	Yes	 Review file	Confirm/Edit

[Back to course list](#)

At this time, instructors cannot delete a created test definition. If you need to delete an exam date email DStest@creighton.edu with the exam details and we will process that for you.

Any questions regarding navigating Clockwork can be emailed to DisabilityServices@creighton.edu, or call either 402-280-2195 or 402-280-2166



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