Clockwork for Faculty
Accommodation Letters & Exam Scheduling

Office of Disability Services
DisabilityServices@creighton.edu
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
ADVOCAT
E
Ensure
COLLABORATE
Practice
for all students
ACCESS
across campus
COMPASSION

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
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
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>MAGIS MGS101 section W (Summer) MAIN</td>
<td>Billy Bluejay</td>
<td>Jun 30, 2021</td>
<td></td>
<td>View letter</td>
</tr>
</tbody>
</table>
DATE: June 30, 2021  

Student: Billy Bluejay  
Student ID: 97  
Semester: 5U  

Course: MGIS MG5101 W  

TO: Dr. Betty Bluejay  

FROM: Jacque Knudler, 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 for academic adjustments. Documentation of her disability is on file with Disability Services. The following accommodations have been granted due to Billy's disability:

**Classroom Accommodations:**
- Preferential seating
- Modification of course materials-CICR
- Modification of course materials-enlarged text
- Audio Notes
- Access to phone
- Access to food or drink in classroom
- Ability to take small breaks to manage symptoms
- Modified attendance
- Breaks as needed
- Not penalized for spelling mistakes
- Extended due dates

**Text 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 Jacque.Knudler@creighton.edu. Thank you for your cooperation in implementing these accommodations to help Billy complete their academic program.
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

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

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Disability Services, 4th Floor, Old Gym, 402-280-2195, disabilityservices@creighton.edu
Your courses are listed below. For instructions, click the 'Help' link.

<table>
<thead>
<tr>
<th>Course</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAGIS MGS101</td>
<td>🌟Accommodation Letters</td>
</tr>
</tbody>
</table>

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

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

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<td>MAGIS MGS101</td>
<td>Accommodation Letters</td>
</tr>
<tr>
<td>SECTION: W (TERM: Summer) MAIN</td>
<td>Tests and Exams</td>
</tr>
</tbody>
</table>

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

Disability Services, 4th Floor, Old Gym, 402-285-2195, disabilityservices@creighton.edu
Scheduled tests and examinations for:

**MAGIS MG101 section W (Summer) MAIN : Dr. Betty Bluejay** (2021 May 9 to Aug 15)

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

<table>
<thead>
<tr>
<th>Date of test: M/d/yyyy</th>
<th>Add this test</th>
</tr>
</thead>
</table>

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>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records to display.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Disability Services, 4th Floor, Old Gym, 402-280-2195, disabilitieservices@creighton.edu
1. Test / Exam Information

Course: MAGIS MGS101 sect. W (Summer) MAIN

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: 7/1/2021
- Test start time: 8:00am
- Test end time: 9:30am

Disability Services, 4th Floor, Old Gym, 402-280-2105, disabilityservices@creighton.edu
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.

<table>
<thead>
<tr>
<th>Student Name &amp; ID</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>None yet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

MGS101 Exa

Please note: You must click the 'Submit changes' button in order to confirm your test to us.

Submit a copy for your records.
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: [M/d/yyyy]

**Tests and exams:**

<table>
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<tr>
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<th>Class test time</th>
<th>Previously confirmed</th>
<th>Submitted file</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>July 28 Wednesday (2021)</td>
<td>8:00 AM (75 minutes)</td>
<td>Yes</td>
<td>Review file</td>
<td>Confirm/Edit</td>
</tr>
</tbody>
</table>

Back to course list

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