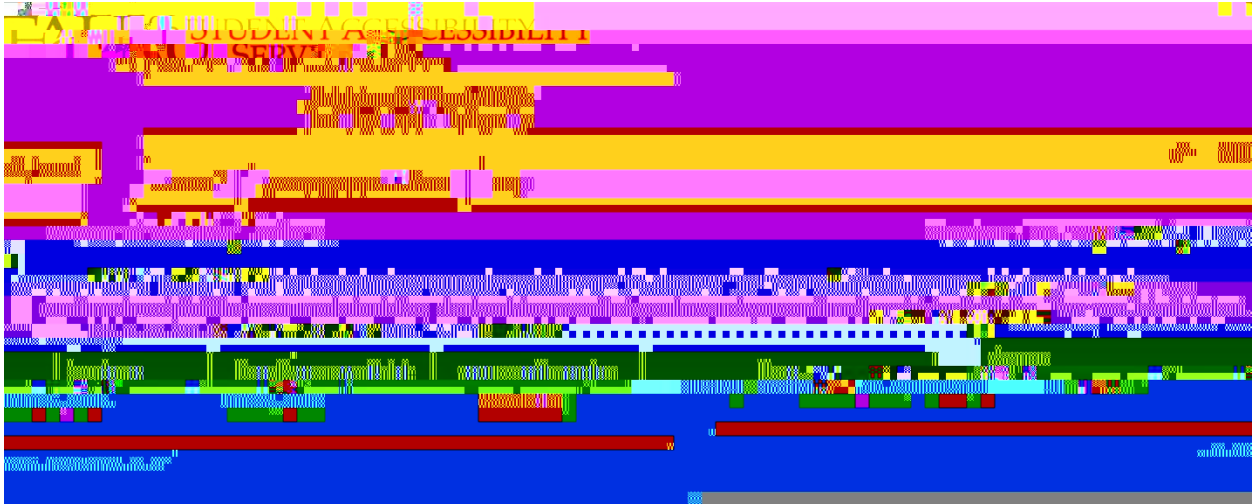


Clockwork Portal Faculty/Staff Tutorial

1. Log in to the faculty/staff link with your FAUNet ID and password.

- 2.

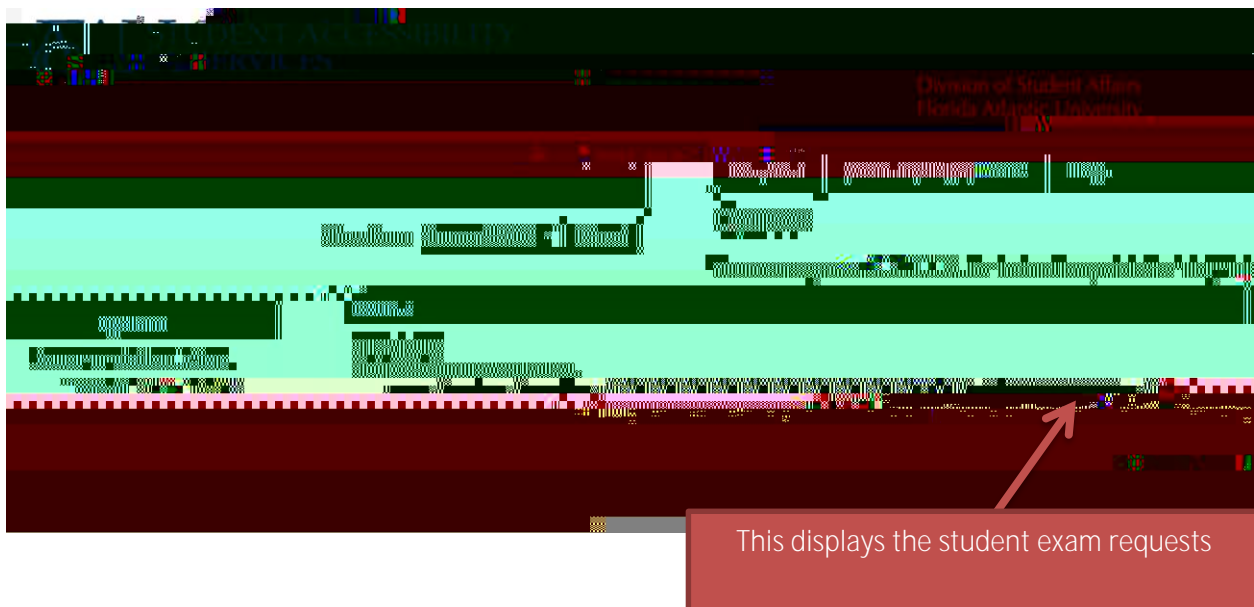
3. In the "Accommodation letters" area, you can sort and review student accommodation letters.



- The "Courses" area tab located on the left, will take you to an area where you can see Accommodation letters by course and also view exams.

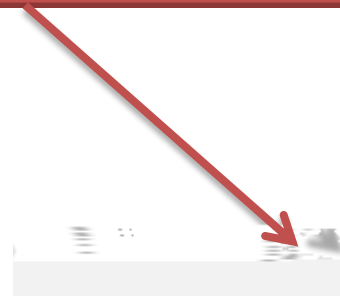


- Click on the "Tests and Exams" link on the right side to see exams for a specific course.



6. You can confirm exams by clicking on "Confirm" in the column on the far right side. If this column indicates that you have passed the cutoff, you should contact the SAS Testing Coordinator by phone or email. After confirming an exam, you can upload an exam file by clicking on "Submit file" in the column to the left of the "Confirm" column.

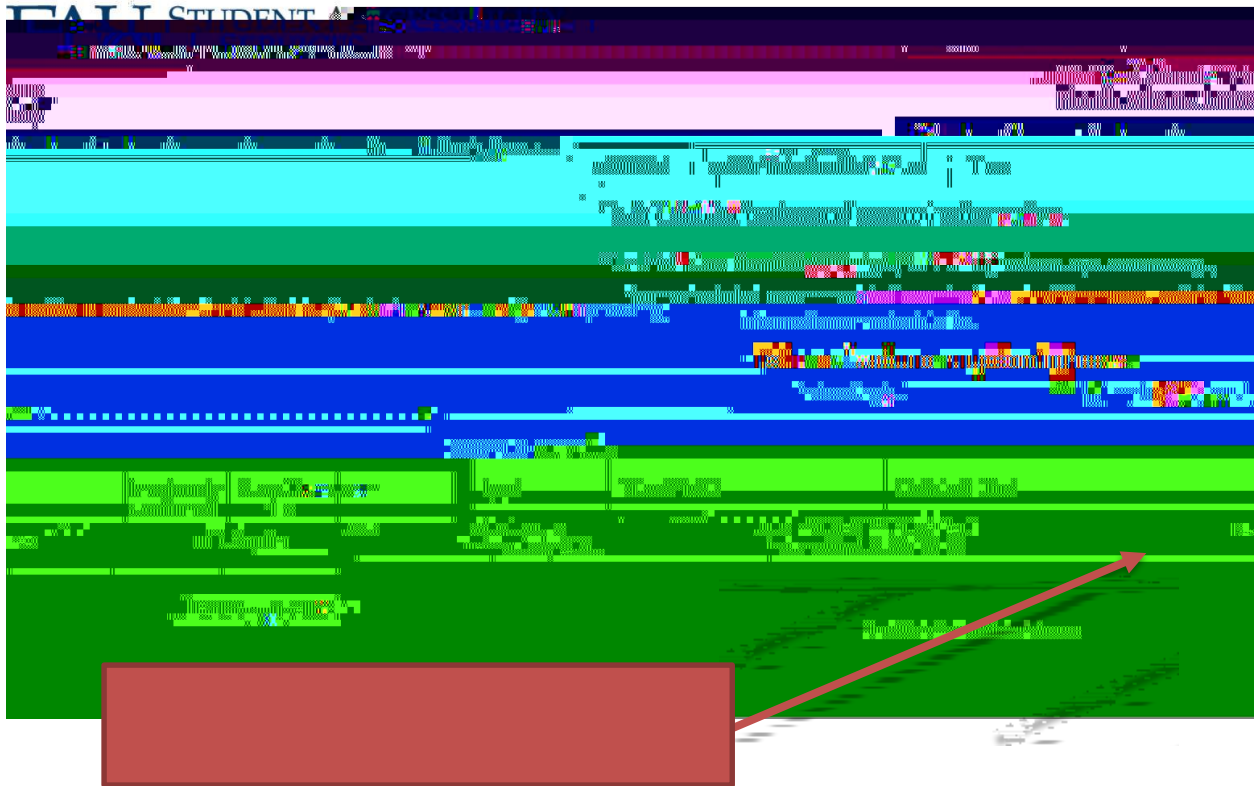
Click here to confirm a exam or provide additional information about the exam



Click here to securely submit an exam to the SAS Test Coordinator. Note: You will need to confirm an exam before you can submit an exam file



7. To edit and/or confirm an exam date and time, please click on "Confirm"



8. Verify the exam date and time allowed to take the exam in class (edit if needed), then click on "next"

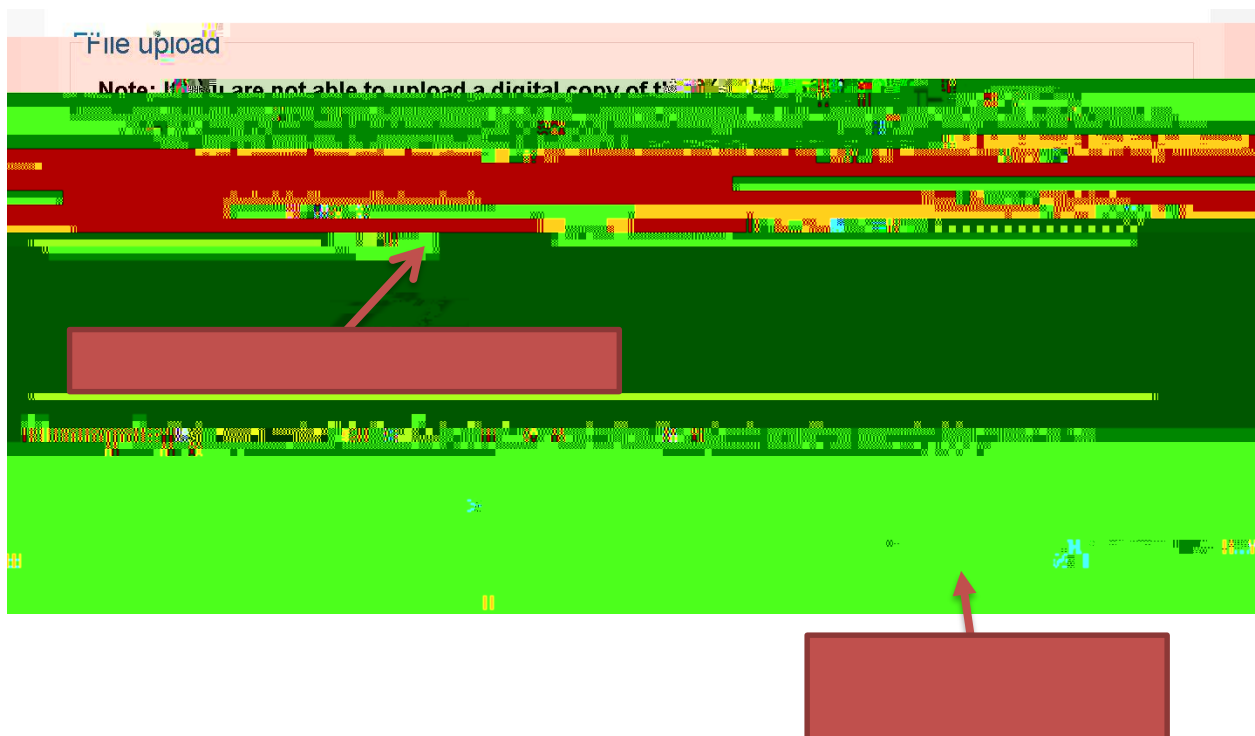


10.

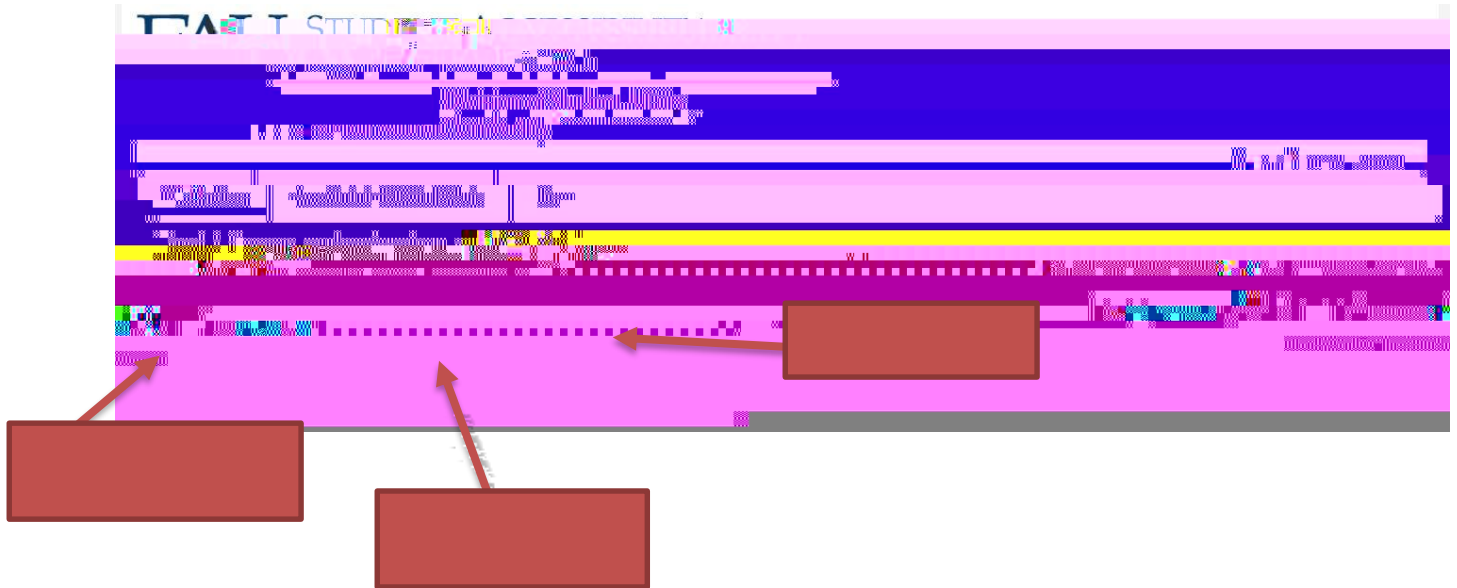
11. Confirm exam details and up load exam into secured portal.



12. The submit dialog box is shown below.



13. Confirmation of Test/Exam submission completed. You can review course list, go back to test listing or logout of portal.



14. Please contact Student Accessibility Services (SAS) if you have any questions or concerns regarding the portal. 561-297-3880 Boca Campus, 954-236-1218 Broward Campuses, & 561-799-8585 Northern Campuses.