

Navigating Accommodate

Accommodate has replaced Clockwork as the OAE accommodations/test booking management platform.



Accommodate for
Faculty

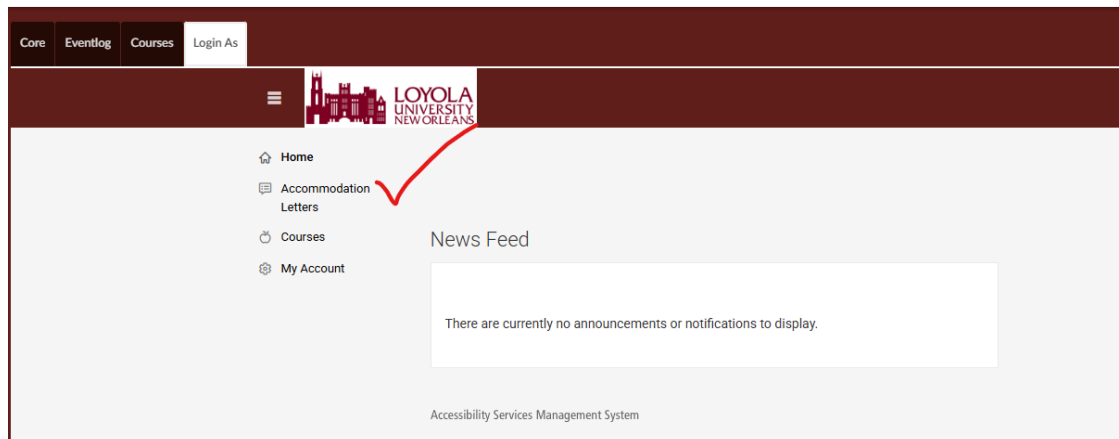
Accommodation Letters

OAE Accommodation Letters are not delivered to you in hardcopy by OAE staff members or students. Instead, students request their letters using Accommodate, we review their requests, and upon approval, we make the letters available in your Accommodate account. Accommodate will alert you by email when a student requests accommodations in your class, but you can only access their Accommodation Letters via your Accommodate account where the letters can be viewed or printed.

You can find your students' current accommodation letters on your Accommodate Home Screen. View them from that screen. Once viewed, they can be found from the left side menu under Accommodation Letters. You can review, sort, and print the letters from there.

How to View Students' Accommodation Letters

Once you're logged in to Accommodate, select Accommodation Letters from the menu on the left.



On the Accommodation Letters page, you'll see a list of the students who have requested that accommodations be implemented in your class. You can sort the list by semester and/or course. Type the semester and course into the appropriate fields (on top of the list) and click the blue Apply Search button.

Select any student's letter to view it. Letters can be labeled OAE Accommodation Letter, OAE Semester Request Letter, Supplemental Request Decision-Approved. Regardless of the label, these letters and the procedures around them are the same. Read "Accessing a Student's Accommodation Letter" below for more details.

The letters are stored in Accommodate, but if you wish, you can use the buttons on this page (Accommodation Letters) to Save it directly to your device, Generate a PDF of the letter, or Print a hardcopy of it.

NOTE: From time to time, you may see a letter titled Supplemental Request Decision-Approved. In this case, a student with accommodations in your class has requested and been approved for a new accommodation. The new accommodation is listed in the letter and should be implemented along with the student's other accommodations (for which you've already received a letter).

A field for your electronic signature appears at the end of each of a student's Accommodation Letter.

We urge you to sign this document not when you receive or read the letter, but instead after you've discussed with the student how their accommodations will be implemented in your class. OAE does not monitor whether or not you sign the letter, but it is a useful tool to help you to track the students with whom you've made arrangements, and those who have not yet communicated with you.

Follow the instructions on the letter to contact OAE if you have any questions or concerns about the student's accommodations and how they should be implemented in your class.

OAE recommends electronically signing the letter when you and the student have finalized arrangements to implement his/her accommodations in your class.

Signing the Accommodation Letter

A field for your electronic signature appears at the end of each of your students' Accommodation Letters. We urge you to sign this document not when you receive or read the letter, but instead after you've discussed with the student how their accommodations will be implemented in your class. OAE does not monitor whether or not you sign the letter, but it is a useful tool to help you to track the students with whom you've made arrangements, and those who have not yet communicated with you.

Keeping Track of Courses and Students with Accommodations

Courses

Selecting Courses brings you to a list of the courses you are teaching this term. Clicking on a course opens a new page where you can access Course Details, Enrolled Students, and Test Room Bookings.

Home / Course / Course Catalog

Course

Course Catalog Past Courses

Keywords

Semester

Fall 2025

Apply Search Clear More Filters

5 results

Sort By: Title

To sort student accommodation letters by Course, select Courses from the menu on the left of your screen, in the Semester Box, use the pull down menu to select the term, for example "Fall 2025," or "Spring 2026."

Core Eventlog **Courses** Login As

Course Catalog Past Courses

Keywords Semester



Apply Search Clear Save Defaults More Filters

+ Add New Course Batch Options Items 1-5 of 5

Actions	Title	Code	Faculty	Additional Instructors	Days	Start Time	End Time	Start Date	End Date	Enrollment	Fac Stat
<input type="checkbox"/>	Adv Methods of Sec Sch Teach	TEAC-A740-051	Julia Miller (rmiller@loyno.edu)		Wednesday	4:55 pm	7:35 pm	August 18, 2025	December 12, 2025	4	
<input type="checkbox"/>	Censored: Banned Bks & Policy	TEAC-T121-F01	Julia Miller (rmiller@loyno.edu)		Tuesday, Thursday	9:30 am	10:45 am	August 18, 2025	December 12, 2025	24	
<input type="checkbox"/>	Censored: Banned Bks & Policy	TEAC-T121-F02	Julia Miller (rmiller@loyno.edu)		Tuesday, Thursday	11:00 am	12:15 pm	August 18, 2025	December 12, 2025	24	
<input type="checkbox"/>	Foundations of Multicult Edu	TEAC-A100-001	Julia Miller (rmiller@loyno.edu)		Tuesday, Thursday	2:00 pm	3:15 pm	August 18, 2025	December 12, 2025	11	
<input type="checkbox"/>	Secondary Methods I	TEAC-A300-051	Julia Miller (rmiller@loyno.edu)		Wednesday	4:55 pm	7:35 pm	August 18, 2025	December 12, 2025	5	

+ Add New Course Items 1-5 of 5

Select the course then you can view students with accommodations by selecting the tab Accommodates Students



Home

Accommodation Letters

Courses

My Account

Home / Course / Course Details

Adv Methods of Sec Sch Teach (TEAC-A740-051)

Course Details

Accommodated Students

Student Exam Requests

Upload Exam(s)

Cancel

Course

Title

Adv Methods of Sec Sch Teach

Instructors

Julia Miller (jrmiller@loyno.edu)

Code

TEAC-A740-051

Course Type

LEC

Days

Course Info

Modified: July 27, 2025, 10:4