



HOW TO ACCESS ACCOMMODATE FOR TESTING

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Accommodations for exams allow students with disabilities to fairly represent their knowledge and skills while mitigating the impact of disability-related impairments.

There are several different types of accommodations that DSPS Academic Counselors suggest based on the academic environment, the course objectives, and the abilities of the student.





Examples of Testing Accommodations

- Extended test time
- Reduced distraction environment
- Scribe/reader services (Kurzweil, Read Out Loud.)
- Breaks

**Why use the
online testing
scheduling
system
Accommodate***

View	View all student accommodation (AAP) requests in one spot
Review	Review testing requests
Provide	Provide information regarding testing times, materials, instructions, etc.

My Portal to Access Accommodate

This is the online system we use here in DSPS. You access it through MyPortal.

If you have issues getting on MyPortal: Faculty & Staff.

Help Desk / Service-Now*:

Email: clpccd@service-now.com

Phone: (925) 424-1715

Online: <https://clpccd.service-now.com/>

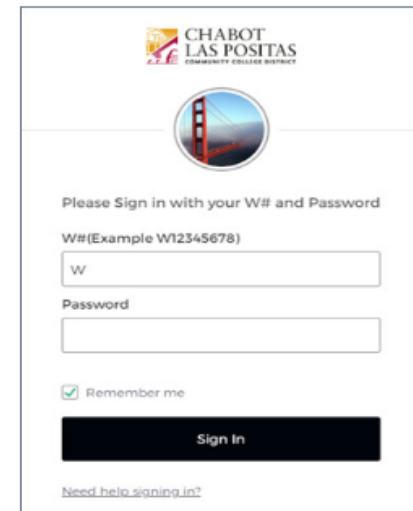
***Standard service hours are Monday-Friday
8:00 am - 5:00 pm**

MyPortal

If you have activated your MyPortal account.

If you have not activated your account. Check your email, with subject MyPortal Login - Activation

If you have not received a MyPortal activation email, reach out to the help desk or [click here for instructions](#).



CHABOT
LAS POSITAS
COMMUNITY COLLEGE DISTRICT

Please Sign in with your W# and Password

W#(Example W12345678)

W

Password

Remember me

Sign In

[Need help signing in?](#)

Test Request Instructions

When a student requests a time to take their Test using their approved accommodations the first thing as a professor/Instructor you will receive is an email letting you know that the testing room has been requested and we have approved that the date and time work on our end.

Example of Email:

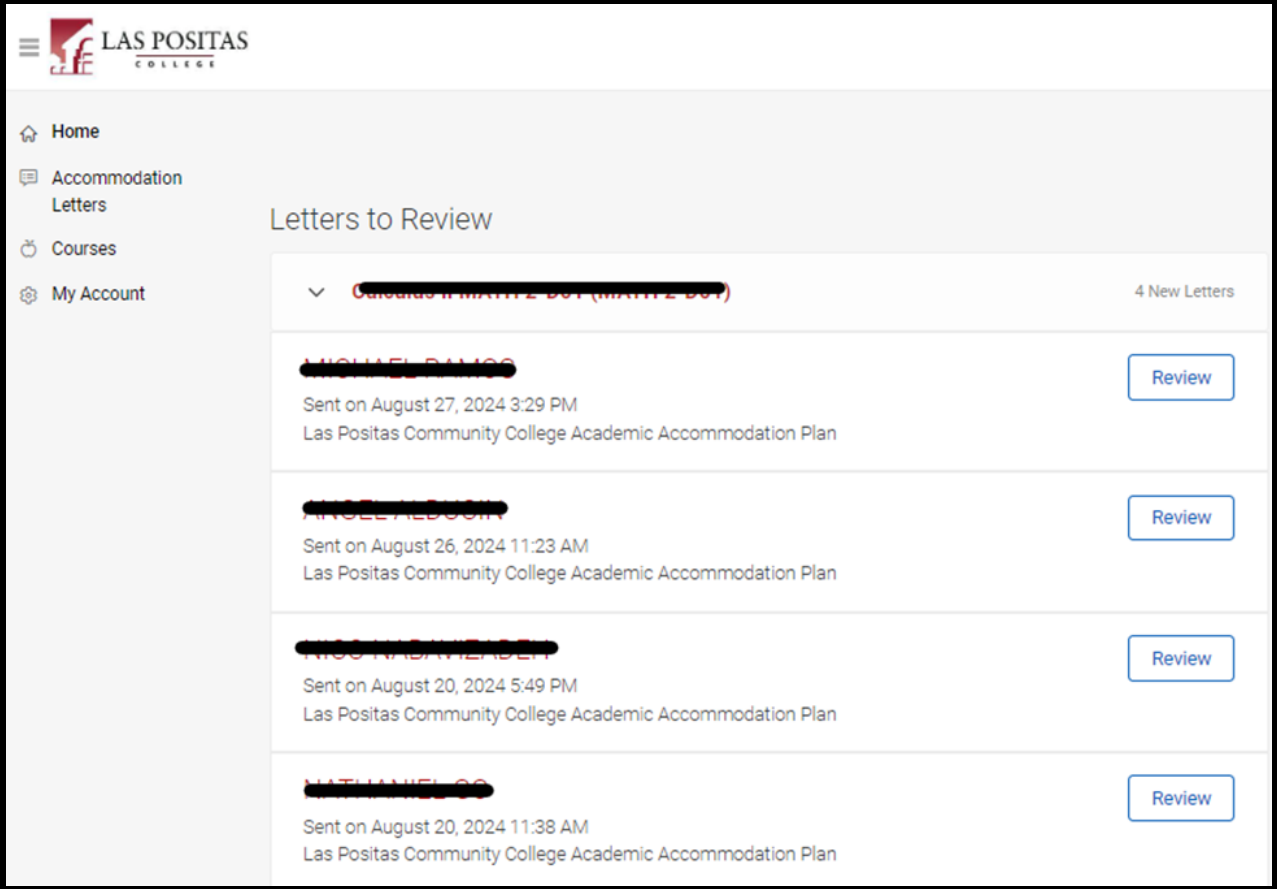
Testing Room: Available

This email is a notification from DSPS to you the Instructor that your student has requested and scheduled a time to take their test as a part of their academic accommodations here at DSPS.

However, the request needs your final approval. Please follow the link, <https://shibboleth-laspositacollege-accommodate.symplicity.com/sso/faculty> or log into Accommodate through MyPortal. Here you have the option to approve or deny the test.

Step 1

Access Accommodate* using my portal or follow the link that is attached to the email you receive when the students requests to take a test at DSPS



The screenshot shows the 'Accommodate' portal for Las Positas College. The left sidebar contains navigation options: Home, Accommodation Letters, Courses, and My Account. The main content area is titled 'Letters to Review' and displays a list of letters for review. The course is identified as 'Calculus II (MATH 2 001 (MATH 2 001))' with 4 new letters. Four individual letters are listed, each with a 'Review' button. The letters are from students: MICHAEL PALLOS, ANSELMO GONZALEZ, THOMAS WENZEL, and MATTHEW GO.

Student Name	Sent On	Subject	Action
MICHAEL PALLOS	Sent on August 27, 2024 3:29 PM	Las Positas Community College Academic Accommodation Plan	Review
ANSELMO GONZALEZ	Sent on August 26, 2024 11:23 AM	Las Positas Community College Academic Accommodation Plan	Review
THOMAS WENZEL	Sent on August 20, 2024 5:49 PM	Las Positas Community College Academic Accommodation Plan	Review
MATTHEW GO	Sent on August 20, 2024 11:38 AM	Las Positas Community College Academic Accommodation Plan	Review

Step 2

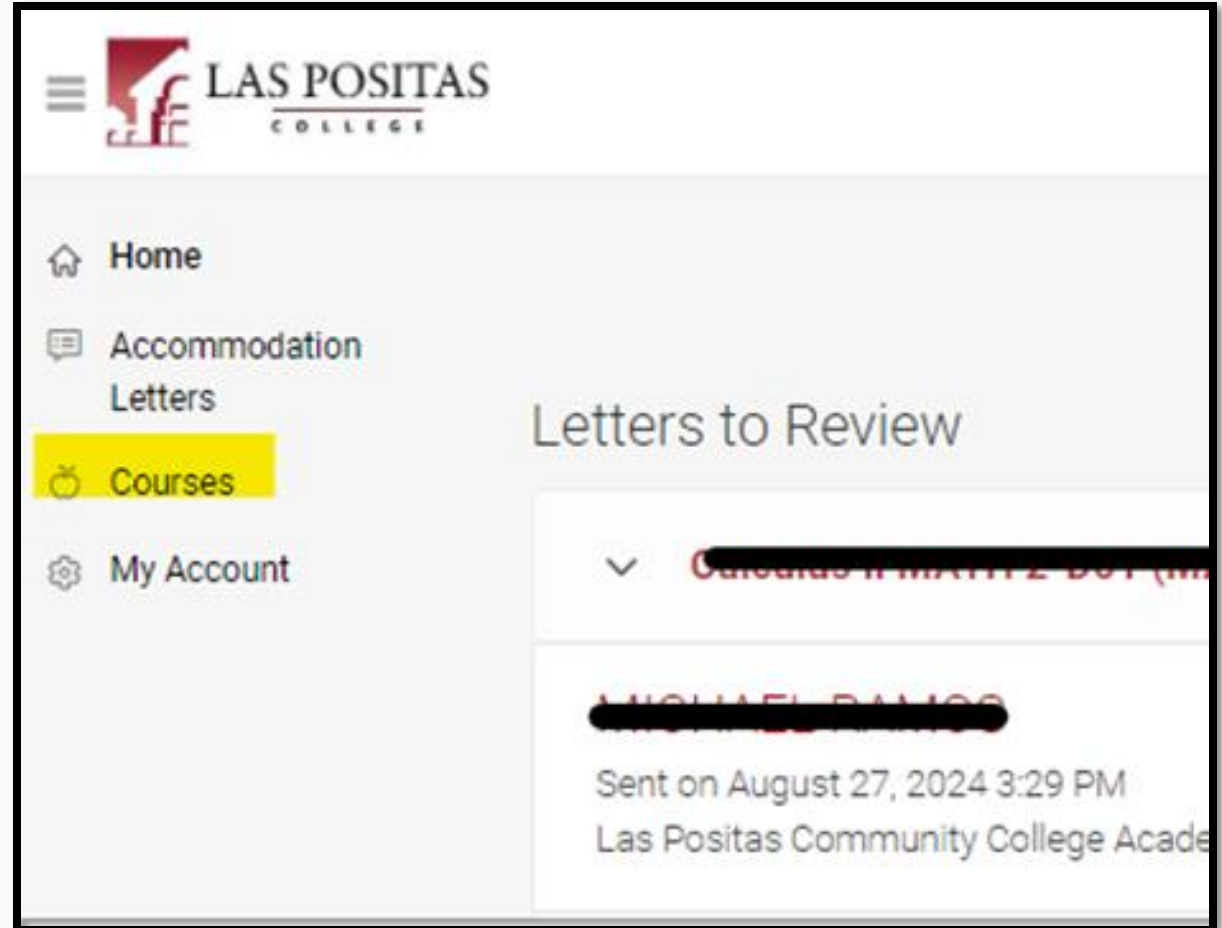
Access Accommodate using MyPortal or follow the link that is attached to the email. This is an example of what your home page will look like

The screenshot shows the 'Letters to Review' section of the Las Positas College MyPortal. The page header includes the college logo and name. A left-hand navigation menu contains links for Home, Accommodation Letters, Courses, and My Account. The main content area displays a list of letters to review, each with a student name (partially redacted), a 'Review' button, and the date and time the letter was sent. The letters are from the Las Positas Community College Academic Accommodation Plan.

Student Name	Date and Time	Action
Carolina MARTINEZ DOT (MARTINEZ DOT)	4 New Letters	
MICHAEL RAMOS	Sent on August 27, 2024 3:29 PM Las Positas Community College Academic Accommodation Plan	Review
ANGEL REBOCO	Sent on August 26, 2024 11:23 AM Las Positas Community College Academic Accommodation Plan	Review
NICO ANDERSEN	Sent on August 20, 2024 5:49 PM Las Positas Community College Academic Accommodation Plan	Review
MATHANIEL CO	Sent on August 20, 2024 11:38 AM Las Positas Community College Academic Accommodation Plan	Review

Step 3

Out of the choice list you will pick Courses.



The screenshot displays the Las Positas College website interface. At the top left is the college logo, which includes a stylized 'f' and the text 'LAS POSITAS COLLEGE'. Below the logo is a navigation menu with four items: 'Home', 'Accommodation Letters', 'Courses', and 'My Account'. The 'Courses' item is highlighted with a yellow background. To the right of the navigation menu is a section titled 'Letters to Review'. This section contains a list of letters, with the first one partially visible, showing a red subject line and a red name. The second letter is fully visible, showing a red name and a timestamp: 'Sent on August 27, 2024 3:29 PM' and 'Las Positas Community College Acade'.

Step 4

You will choose the course that the student requesting the test is in.

The screenshot shows the Las Positas College Course Catalog page. The page has a header with the college logo and name, and a navigation menu on the left. The main content area is titled 'Course' and has two tabs: 'Course Catalog' (selected) and 'Past Courses'. Below the tabs, there is a search section with a 'Keywords' input field, a 'Semester' dropdown menu, and an 'Apply Search' button. Below the search filters, there are three course listings, each with a title, date, and time. An arrow points to the first two listings with the text 'These are the different courses'.

Home / Course / Course Catalog

Home
Accommodation Letters
Courses
My Account

Course

Course Catalog Past Courses

Keywords
Semester

Apply Search Clear More Filters

5 results IF Sort By: Title Showing 20

Condominium Support Seminar
Date: August 19, 2024 - December 20, 2024
Time: 11:55 am - 1:10 pm

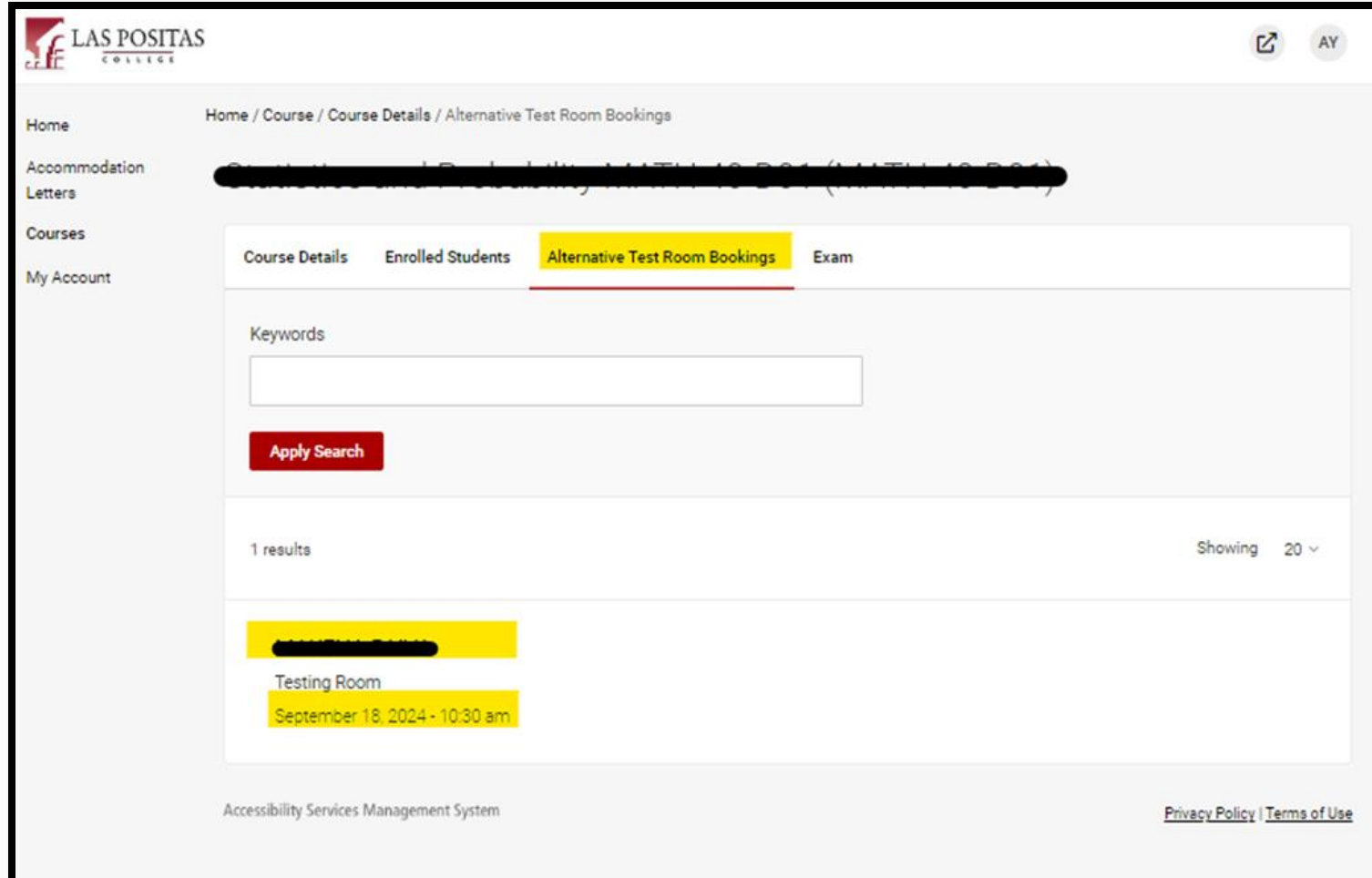
Condominium Support Seminar
Date: August 19, 2024 - December 20, 2024
Time: 11:55 am - 1:10 pm

Condominium Support Seminar
Date: August 19, 2024 - December 20, 2024
Time: 9:30 am - 11:45 am

manager/index.php...

Step 5

Students who have requested to take a test at DSPS will be located under the Alternative Test Room Bookings. You will click on the students' name that you are wanting to review.



The screenshot displays the Las Positas College website interface. At the top left is the college logo and name. The breadcrumb trail reads: Home / Course / Course Details / Alternative Test Room Bookings. The page title is partially obscured by a black redaction bar. Below the title is a navigation menu with four tabs: 'Course Details', 'Enrolled Students', 'Alternative Test Room Bookings' (which is highlighted in yellow), and 'Exam'. A search bar labeled 'Keywords' is present with an 'Apply Search' button. Below the search bar, it indicates '1 results' and 'Showing 20'. A single result is shown, with the student's name redacted by a yellow bar. The result details include 'Testing Room' and the date and time 'September 18, 2024 - 10:30 am'. At the bottom of the page, there are links for 'Accessibility Services Management System' and 'Privacy Policy | Terms of Use'.

Step 6

When you have opened up the student you will see the full request. From this point you can approve or deny the request. If you choose No there is a dialog box that will open up where you can list the reason then submit.

If you choose yes, scroll to the bottom of the page and select Complete Exam Form. This is the equivalent to the green sheet (if you remember those from past years).

Alternative Testing Room Booking

Student *
Completing this field will cause the page to reload. All fields will retain their values.
[REDACTED]

Testing Room *
Testing Room

Requested Date *
September 18, 2024

Requested Time
1:00 pm

Do you approve of the requested day/time? *
 Yes No

Length
In Minutes
203

Course
Completing this field will cause the page to reload. All fields will retain their values.
[REDACTED]

Exam
[select] [Clear]

or Complete Exam Form

Submit **Save** Cancel

Step 7

When you choose to “complete exam form” this is your opportunity to have clear directions. You can update the time of the test if it less time than the full class. Choose what materials they are allowed to have for the test. Add additional instructions in a text box. This is also where you are approving the test which we need in order to administer the exam.

Complete Exam Form ✕

* indicates a required field

Exam

Course *
Statistics and Probability MATH 40-D04 (MATH 40-D04)

Title *

Amount of regular class time allotted for exam *

Open Book *
 Yes No

Open Notes *
 Yes No

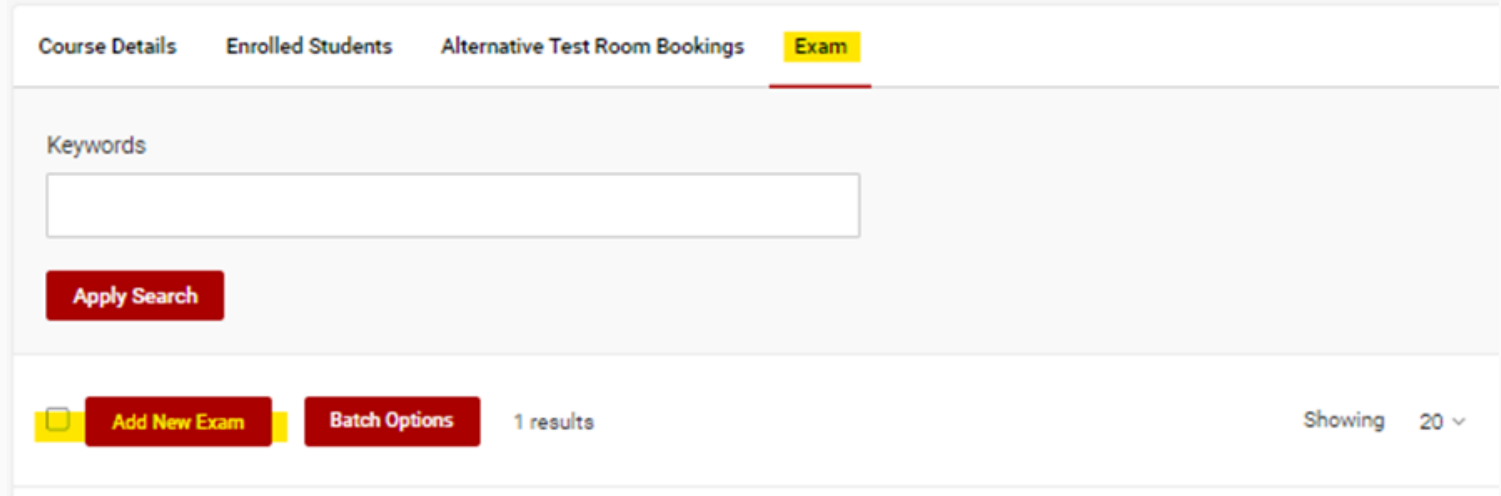
Other materials: *
Select ALL that apply

Calculator (please specify type below if needed)
 Dictionary/Thesaurus
 Internet Access
 Periodic Table of Elements

Step 8

Finally if you want to upload your exam you will click on Exam.


you can use this on a test by test basis or like a bank to keep your tests with the instructions for the semester.



Course Details Enrolled Students Alternative Test Room Bookings **Exam**

Keywords

Apply Search

 **Add New Exam** **Batch Options** 1 results Showing 20 ▾



THANK YOU
FOR
ATTENDING