Welcome to the Disability Resource Centre Clockwork tutorial for students.

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1. Logging into the Accommodation Portal
To begin, navigate to the DRC website homepage:

Halfway down the page, you will see a title “Accommodations Portal”. Click on “Student login” and log in with your Campus Wide Login (CWL).
2. Review and renew your accommodations and send your accommodation letter

After logging in, you will arrive at the Main menu: Welcome to the Online Student Services. Select “Review and Renew Accommodations”:

![Image of the Main menu showing the Review and Renew Accommodations option]

After you have read the “Request for Accommodations” information on this screen, select the “Accommodations” button to continue.

![Image of the Request for Accommodations section]

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Email: drc/questions@ubc.ca
Phone: 250-807-8053
Fax: 855-949-3705

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Select the term for which you want to send your letters of approved accommodations and click “Refresh”. Find your course and click the “Request” button to begin the process of sending the accommodation letters.

In the screen displayed below, the letter for HIKE 101 has been requested and the message “Get Letter” is for the instructor.

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Request</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIKE 101</td>
<td>Sent</td>
<td></td>
<td>Get letter</td>
</tr>
<tr>
<td>222</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 33</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAMP 101</td>
<td>Waiting for student to request</td>
<td>Request</td>
<td></td>
</tr>
<tr>
<td>Section 001</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please review your accommodations. You can choose individual classes to send your letters, or “Check None” or “Check All”. If you select All Classes, the same letter with your accommodations will go to all of your instructors. If you choose classes individually, the accommodation letter you created will go to the selected class instructor.

If there are no changes, after you confirm your accommodations your instructor will get a notification sent to their UBC email with instructions on how to access your letter.

If you indicate you need to change your accommodation(s), a request for accommodation review will be sent to your advisor. Your advisor will review the request and contact you if/as needed. The letter will not be sent to your instructor until your advisor contacts you.

Select the check box signifying you agree to these terms outlined above and select “Submit” to continue.

See the screenshot on the next page.
UBC Okanagan - Disability Resource Centre
Clockwork Student Tutorial

Request Accommodations

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.

Your accommodations
- Computer with reading software
- Computer with Spellchecking
- Distraction-reduced environment
- Extended time (1.5x) for all exams

Courses to request
- CAMP 101 section 001

Please indicate if your accommodations require any changes
- My accommodation(s) are correct the way they are
- I need additional accommodations
- I need to change or remove an accommodation

Optional note:

Terms

Website Privacy & Security Policy We are committed to ensuring the privacy and accuracy of your confidential information. We have the utmost respect for your privacy and will not share your personal information with anyone without your explicit permission. Information we collect about you = === We will only collect and process your personal data for the purposes of providing the services delivered by this Website. In addition some information is automatically collected and stored in the server logs, such as your IP address. Providing personal data is voluntary. There will be a minimum data that we need to collect from you for the services that you sign up to. We will let you know what data we require, if you wish to use our services, by indicating in the relevant fields of the webforms. Statistics = We will regularly monitor in order to supply you with the best service and to meet your expectations. For this purpose, we consult the statistics relating to use of our Website and develop the Website on the basis of this data. Your information may be shared with third parties only in the following cases:

- I agree to the terms outlined above

Submit

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You have now sent your Accommodation letters.

If you have questions or concerns please email your advisor directly or email drc.questions@ubc.ca. The DRC staff are here to help you.
3. Schedule your test or exam

Log into the Accommodations Portal as described on page 2.

Select “Schedule a test or exam”.

Read the “Student Test-Booking and Accommodations” information on the next page, then select the menu option that you would like to use. For midterms, select “Schedule a test, midterm or quiz”. For final exams, select “Schedule a final exam”.

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This is the “Online Test Booking” welcome page. Please read the test booking information carefully and then select the “Next” button to get started.

1. Select course

Select your course in the drop-down box, which will display all of the courses you are registered in. Select the “Next” button to proceed.
2. Class test date and time.

Enter date and time of the in-class exam. Enter the regular duration of the exam. Select the “Next” button to proceed.
3. Confirm instructor information

If you need to make a correction select the “Previous” button. If everything looks correct, select the “Next” button to proceed.
4. Choose accommodations

Select available accommodations you would like to use for your exam or test. You can choose individual accommodations for each exam or test, or “Check None” or “Check All”.

Select “Next” to continue.
5. Additional Requirements

If you need adjusted start time for this test due to a class conflict or a two-part test select “Yes” and give reason for adjusted start time.

If you do not need an adjusted time or date, select “No”.

If you have other pertinent information related to the exam please note in the text box.

Select “Next” to continue.
6. Select your test time

Confirm the date and time of your exam. If it is correct, select “Next” to continue. If it is not correct, you can select “Previous” until you are back to the “Class test date and time” page to make the correction.

Note: Unless you have an approved adjusted time request or out-of-time request, you will write at the same scheduled start time as the rest of your class. Contact your DRC advisor or the DRC Exam Coordinator at drc.exams@ubc.ca if you have questions about this.
7. Confirm and Complete

Confirm all information on this page. If you need to make a correction, select the “Previous” button to go back. If everything looks correct, check the box to acknowledge the information and select “Finish” to submit.
Thank you for submitting your exam details.

Important note: You will receive an email that your booking request was received. If you have made an error in your booking request, you must contact the Exam Coordinator in writing to drc.exams@ubc.ca.

Please review the “My upcoming events” tab to view the status of your test(s) and exams (s).
4. Request a peer note taker for your class(es)

Log into the Accommodations Portal as described on page 2. Select “Course Notes”.

After reading the Note Taking Program information on this page, select the menu option for “Courses/Notes”.

Note Taking Program

If a peer notetaker is part of your accommodations, you are able to request a peer notetaker through this online service.

Agreement for Notetaking Services

- The Disability Resource Centre (DRC) coordinates the Peer Notetaker Program and keeps all parties’ identities anonymous.
- Attend all of your courses to determine if notes and/or PowerPoint slides will be available to the class, mitigating your need for supplemental notes.
- Receiving peer class notes as an accommodation does not replace your responsibility to attend or participate in class.
- If you are able to do so, you are encouraged to still take your own class notes and use peer class notes as a supplement.
- Notes received are not to be shared in any way.

Please click on ‘Courses / Notes’ on the left menu to view your note taking requests.

If you have any questions or need assistance, please contact us by phone or email.

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Select the term for which you want to request peer notetakers for and click “Refresh”. Find your course and under the column titled “I require a notetaker” click on “change this”. It will ask you to confirm and the “No” will change to “Yes”.

The DRC has been notified of your request.

If and when a note-taker is available for a course the note taker coordinator will notify you by email.

Once you have a notetaker, you are able to access the notes on “Course Notes”. Click on the “Notes” button beside the course to download the notes onto your computer.

If you have questions or concerns please email your advisor directly or email drc.questions@ubc.ca. The DRC staff are here to help you.