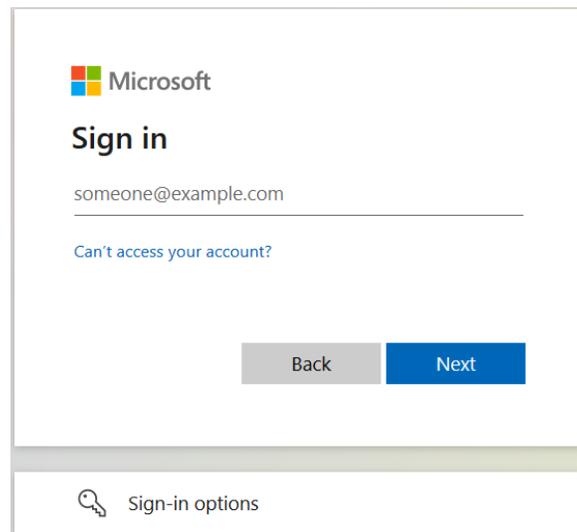


## Accessing Course Information

**Step 1 of 10:** Log into the SAS portal by visiting  
<https://sasclockwork.cc.umanitoba.ca/ClockWork/user/instructor/default.aspx>

Use your UofM staff email account to sign in through Microsoft. If you are already signed in to a UofM account on your browser it might skip the Microsoft sign in



A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "someone@example.com". Below the input field is a link that says "Can't access your account?". At the bottom of the sign-in area are two buttons: "Back" (grey) and "Next" (blue). Below the sign-in area is a section titled "Sign-in options" with a key icon.



Please sign in with your University e-mail address and password to access the application.

[Sign in](#)

**Step 2 of 10:** Review the "Notice Regarding Collection, Use, and Disclosure of Personal Information and Personal Health Information by the University"

## Instructor Information

### Notice Regarding Collection, Use, and Disclosure of Personal Information and Personal Health Information by the University

This personal information and personal health information is being provided to you under the authority of *The University of Manitoba Act*. The information provided may be used only for the purpose of notifying instructors of student accommodations and exam dates. The personal information and personal health information provided may not be used, shared or disclosed for other purposes, unless permitted by *The Personal Health Information Act* (PHIA) or *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions please contact the Access & Privacy Office (tel. [204-474-9462](tel:204-474-9462)), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

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 to the left in order to get started.

Student Accessibility Services 520 University Centre University of Manitoba <a href="tel:204-474-7423">204-474-7423</a> <a href="mailto:Student_accessibility@umanitoba.ca">Student_accessibility@umanitoba.ca</a>	Student Accessibility Services Exam Centre 155 University Centre University of Manitoba <a href="tel:204-474-6213">204-474-6213</a> <a href="mailto:sasexams@umanitoba.ca">sasexams@umanitoba.ca</a>
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Please Read

### Step 3 of 10: For Course information, select “Courses”

## Instructor Information

### Notice Regarding Collection, Use, and Disclosure of Personal Information and Personal Health Information by the University

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**Step 4 of 10:** Accessing Accommodation letters or Tests and Exams

Step 4a –Ensure the term you want is selected

Step 4b- Select either “Accommodation Letters” or “Tests and Exams”

University of Manitoba

Courses Accommodation letters Help

Courses Show term: Fall Session 2020 Refresh

Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
<b>FMLY 2600</b> SECTION: G01 (TERM: 202090)	<a href="#">Accommodation Letters</a> <a href="#">Tests and Exams</a>

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

Student Accessibility Services 520 University Centre University of Manitoba 204-474-7423 [Student\\_accessibility@umanitoba.ca](mailto:Student_accessibility@umanitoba.ca)

Student Accessibility Services Exam Centre 155 University Centre University of Manitoba 204-474-6213 [sasexams@umanitoba.ca](mailto:sasexams@umanitoba.ca)

Accommodation Letters: Select the student’s name you want to look up and then click “View Letter”

University of Manitoba

erika.skafffeld@umanitoba.ca . log out

Courses Accommodation letters Help

Accommodation Letters for FMLY 3330 G01

Please select the student below:

- Student 1
- Student 2

Select a student

[View letter](#) [Back to courses](#)

Student Accessibility Services 520 University Centre University of Manitoba 204-474-7423 [Student\\_accessibility@umanitoba.ca](mailto:Student_accessibility@umanitoba.ca)

Student Accessibility Services Exam Centre 155 University Centre University of Manitoba 204-474-6213 [sasexams@umanitoba.ca](mailto:sasexams@umanitoba.ca)

**Step 5 of 10:** Step 5a: Choose the review the letter in either PDF or HTML format

Step 5b: Once you have reviewed the letter, click on the box indicating “I acknowledge that I have received and reviewed this Accommodation Letter” and click “Submit”

Accommodations for **Student a 0000001**

FMLY 2600 section G01 (202090)

**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.

or

5a

**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

5b

**Tests and Exams:****Step 6 of 10:** Enter in the date of the test and click "Add this test"

## Scheduled tests and examinations for:

FMLY 3330 section G01 (202010): Skafffeld, Erika K. (2020 Jan 6 to Apr 7)

Use this page to:

- Schedule test and exam dates for this course

AND/OR

- Edit/confirm test and exam dates pre-booked by your student(s)

If no dates are listed in the table below, please use the "Tell us about an upcoming test" function.

If there are date listed in the "Tests and exams" table below, you must review/edit/complete the info for each date listed by clicking the "Confirm/Edit" button beside each test date.

**PLEASE DO NOT create duplicate bookings for those that already exist in the "Tests and exams" table.****CLICK "Confirm/Edit" TO EDIT EXISTING TEST/EXAM BOOKINGS.**

## Tell us about an upcoming test

Date of test:   

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
No records to display.					



1. Test details

2. Students

3. Test Information

4. Submit changes

### 3. Test Information for FMLY 3330 sect. G01 (202050)

Please provide contact information for questions during the test/exam.

If you are not available to answer questions please enter "NO" in the space below.

Contact Info



Location of the test/exam



All completed tests/exams will be delivered to the department office unless otherwise requested.

Do not deliver test/exam once complete (Instructor will pick it up)

Printing Information

Paper Size

8.5x11"  8.5x14" (Legal)



Sheet Setting

Single-sided  Double-sided



Bubble Sheet

Bubble sheet - red (5 answer)  Bubble sheet - blue (10 answer)

Bubble sheet - green (skinny)

Exam Booklet



Test/Exam Particulars

**\*\*if nothing is noted below the student will be required to write the test/exam closed book with nothing allowed and will be required to return all materials upon completion.\*\***

Open book

Closed book

Limited materials allowed (please specify)

Non-programmable calculator allowed

Programmable calculator allowed

Ruler allowed

Return ALL test/exam materials

Student may keep a portion of the test/exam (please specify)

- Dictionary allowed
- Computer allowed
- Respondus Lockdown Browser on student computer
- Exam Soft on student computer
- Other

Previous Next Cancel

<p>Student Accessibility Services 520 University Centre University of Manitoba <a href="tel:204-474-7423">204-474-7423</a> <a href="mailto:Student_accessibility@umanitoba.ca">Student_accessibility@umanitoba.ca</a></p>	<p>Student Accessibility Services Exam Centre 155 University Centre University of Manitoba <a href="tel:204-474-6213">204-474-6213</a> <a href="mailto:sasexams@umanitoba.ca">sasexams@umanitoba.ca</a></p>
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**Step 10 of 10:** Ensure “Test Details” are correct and then select “Browse” to upload your test file. Once you have uploaded the test select “Submit Changes”



erika.skaffeld@umanitoba.ca . log out

- 1. Test details
- 2. Students
- 3. Test Information
- 4. Submit changes

### 4. Confirm exam details for FMLY 3330 sect. G01 (202050)

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**

**FMLY 3330 sect. G01 (202050)**  
Tue May 26, 2020 . 8:00am - 8:15am

**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 SAS Exam Centre (155 University Centre) in advance of your scheduled test or exam, at least three business days in advance.**

Select test/exam file to submit:

Browse ...

**Please note** that you must click the [Submit changes](#) button in order to confirm your test to us.

[Please print a copy for your records.](#)

Previous Submit changes Cancel