



UNIVERSITY OF
NOTRE DAME

STUDENT SUPPORT AND CARE
SARA BEA ACCESSIBILITY SERVICES

Center for Student Support and Care
Sara Bea Accessibility Services
248 Flanner Hall
Notre Dame, IN 46556
P 574-631-7157

Student AccessND Instructions

Exam Room Booking

1. In InsideND, search for and click on AccessND.



2. You will then see your Student Home Page.

Home

Accommodation

Appointment

Documents

Resources

Note-Taker Network

Surveys

Testing Room

Calendar

Profile

News Feed

There are currently no announcements or notifications to display.

shortcuts

[My Activity Summary](#)

Accessibility Services Management System

[Privacy Policy](#) | [Terms of Use](#)



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3. Click on Testing Room.

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News Feed

There are currently no announcements or notifications to display.

shortcuts

[My Activity Summary](#)

Accessibility Services Management System

[Privacy Policy](#) | [Terms of Use](#)

4. Click on New Booking Request at the bottom of the screen

Home

Accommodation

Appointment

Documents

Resources

Note-Taker Network

Surveys

Testing Room

Calendar

Profile

Alternative Testing Rooms

Pending Booking Requests

Approved Booking Requests

No records found.

No records found.

New Booking Request



5. From the drop down menu, click on the Course in which you have an exam.

Home / Test Room Booking

Alternative Testing Rooms

Course

BUS 100
PSYCH 100
Back To My Booked Rooms

Start by choosing an initial filter from the choices at left

Accessibility Services Management System

[Privacy Policy](#) | [Terms of Use](#)

6. Depending on whether your Instructor has already uploaded the exam to AccessND, the following steps will change.



7. **If your screen does not look exactly like this, then you will want to skip to step 15 because your Instructor has already uploaded a copy of the exam.** If your instructor has uploaded the exam, you will not see the question about a Final Exam.

These are instructions for if you Instructor has NOT YET uploaded the exam.

Choose the Date and Time of your exam. While the program allows for a range of dates/times, **you must take your exam at the same time as your class, unless you have permission from your instructor to take the exam at a different time.**

Click “Yes” or “No” on whether the exam is a final.

The screenshot shows the 'Alternative Testing Rooms' form. On the right side of the form, there are four red arrows pointing to the following sections:

- Course:** A dropdown menu showing 'BUS 100'.
- Date Range:** Two date pickers, both showing '2020-05-26', with 'Select' buttons and a 'to' label between them.
- Time Range:** Two time pickers. The first shows '07:00 am' and the second shows '10:00 pm', each with a 'Clear' button.
- Final Exam:** Radio buttons for 'Yes' and 'no'.

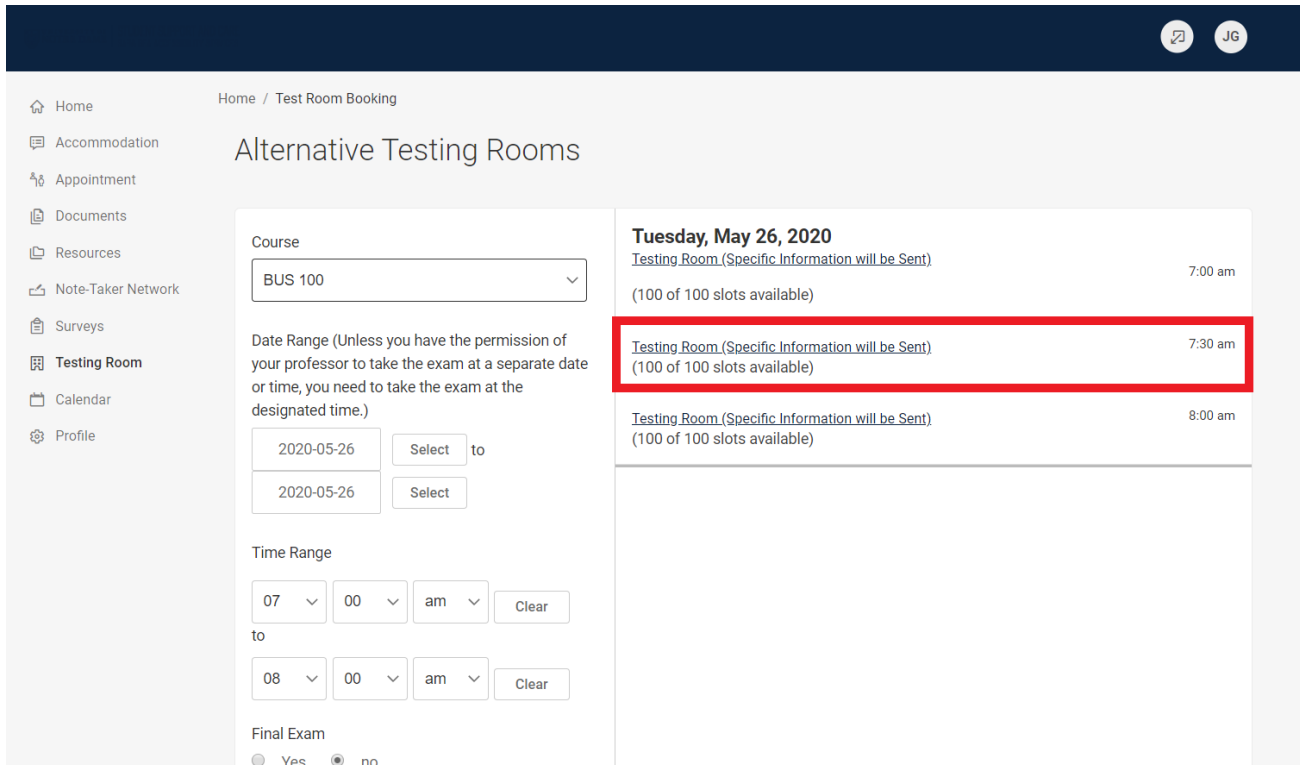
Text next to the arrows: "Start by choosing an initial filter from the choices at left"



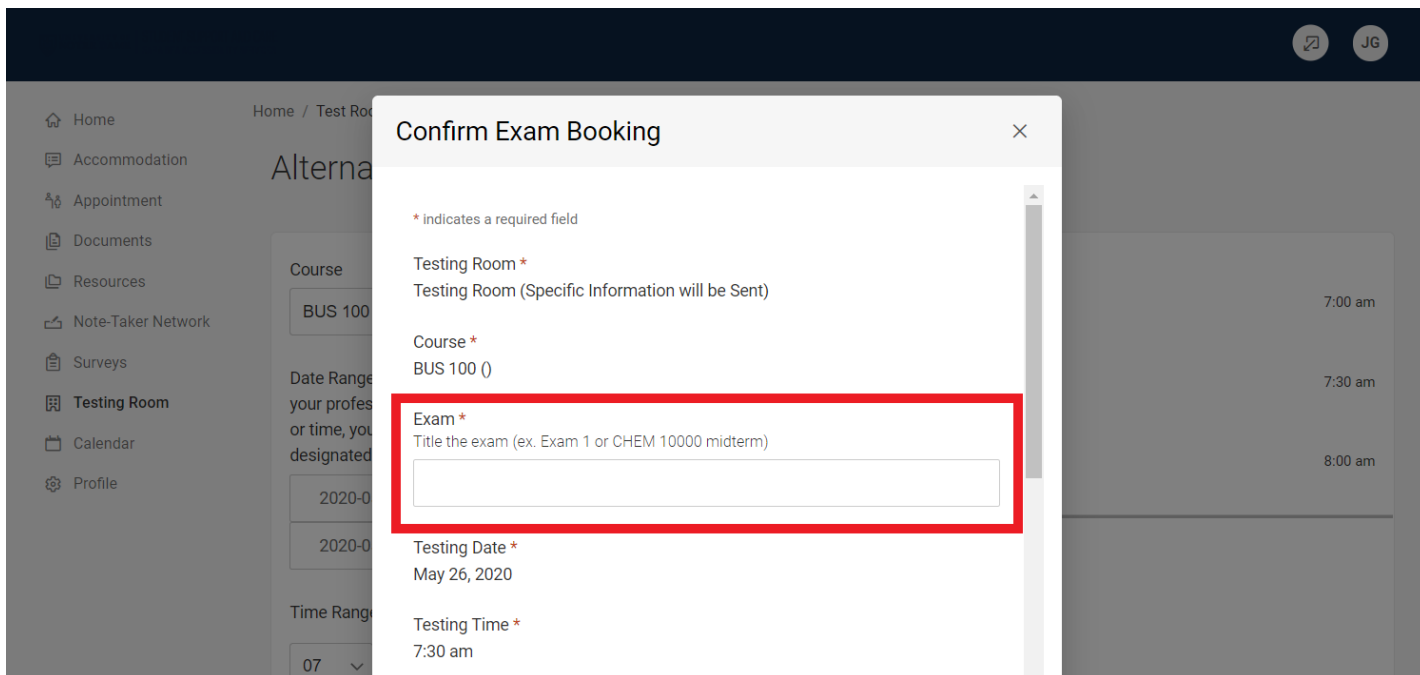
- From the drop down menu under “Building”, choose Flanner Hall. You will see available rooms pop up on the right hand side of the screen. If you want to change any of your search criteria, simply make edits to the date and time and click Refine Results. **Leave “Rooms” and “Days of the Week” blank.**

The screenshot shows the 'Testing Room' search interface. On the left is a navigation menu with options: Home, Accommodation, Appointment, Documents, Resources, Note-Taker Network, Surveys, Testing Room (selected), Calendar, and Profile. The main content area has a 'Building (Choose Flanner Hall)' dropdown menu with 'Flanner Hall' selected. Below this is a list of rooms, with 'Testing Room (Specific Information will be Sent)' visible. The 'Days of the Week' section has checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. At the bottom, the 'Refine Results' button is highlighted with a red box. A 'Back to my booked Rooms' link is also visible.

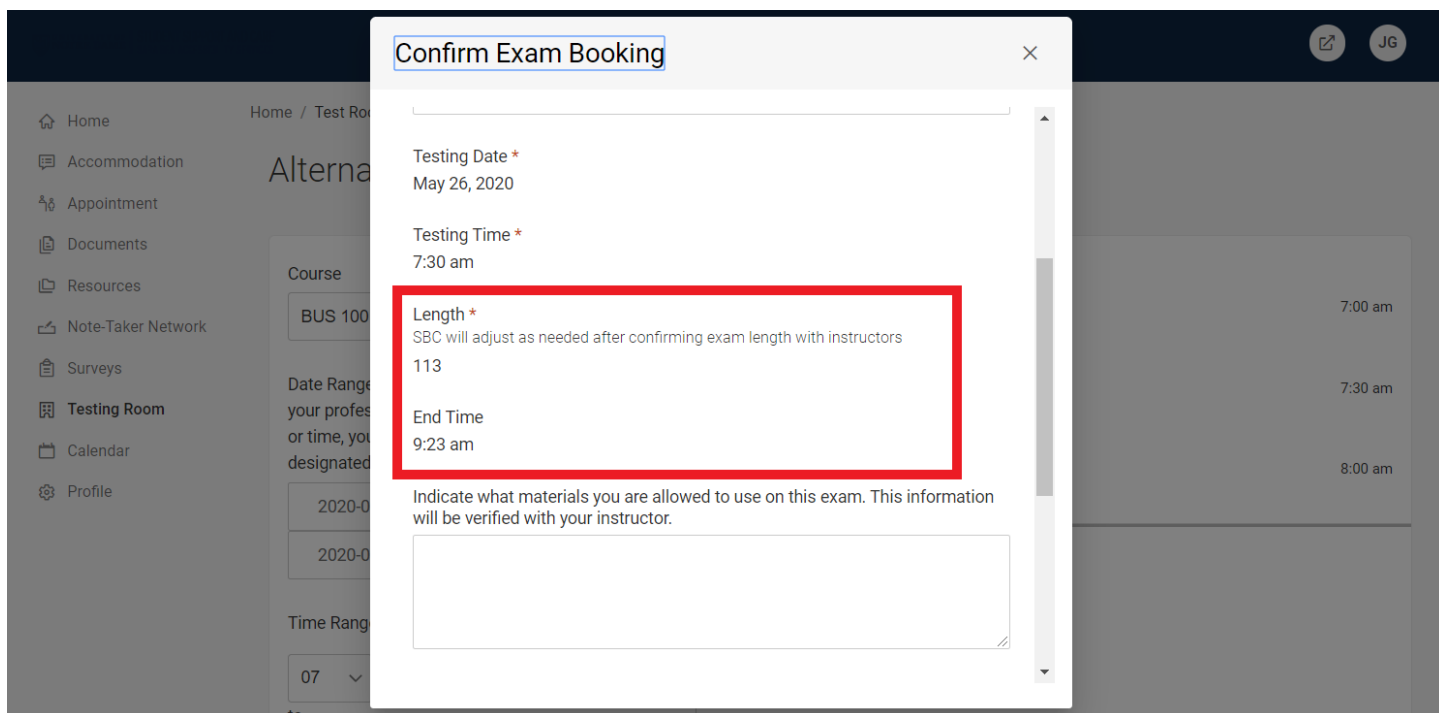
9. Click on the Time that you want to start your exam.



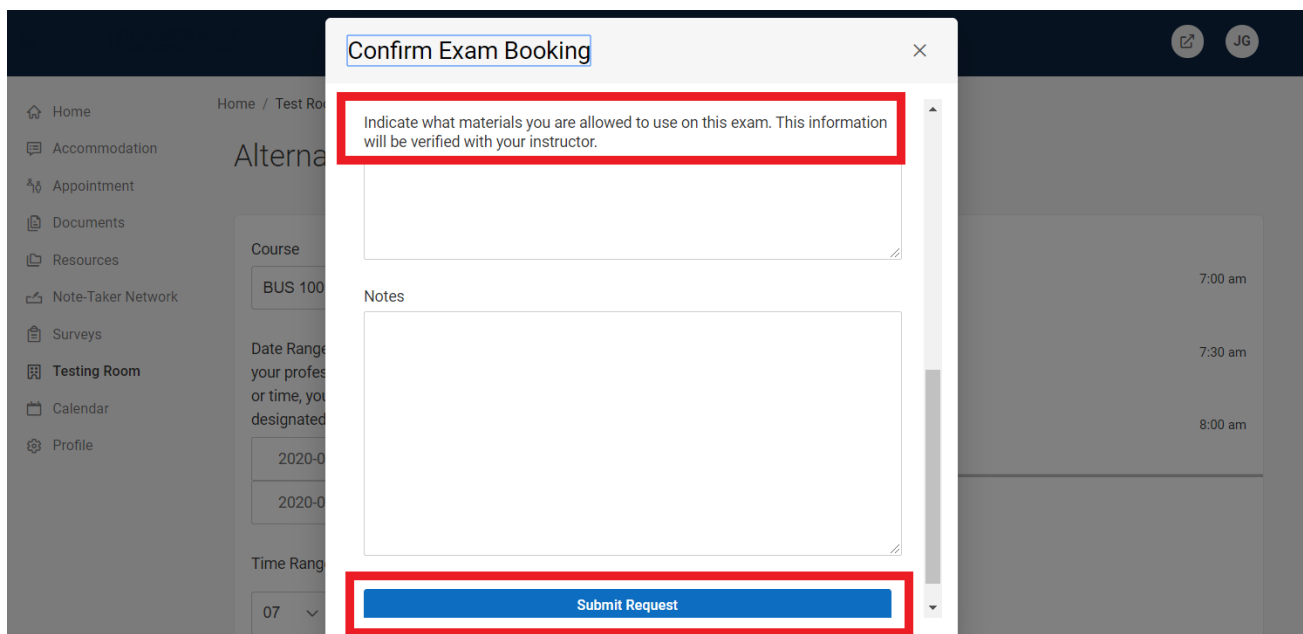
10. A pop-up box will appear. You need to enter a Title for the Exam. (Exam 1 or CHEM 10000 midterm, etc.)



11. Notice that the length of the exam (in minutes) will automatically populate based on any extended time you may receive. **Sara Bea staff will adjust that time as needed based on any new information from the instructor.**



12. Indicate what materials you are allowed to use on the exam. This information will be verified with the professor.
Click "Submit Request"





13. You will see the details of your exam in “Pending Booking Requests” until the exam is approved by our office.

The screenshot shows the 'Alternative Testing Rooms' page. On the left is a sidebar with navigation links: Home, Accommodation, Appointment, Documents, Resources, Note-Taker Network, Surveys, Testing Room (highlighted), Calendar, and Profile. The main content area has a breadcrumb 'Home / Test Room Booking' and the title 'Alternative Testing Rooms'. It is divided into two panels. The 'Pending Booking Requests' panel, outlined in red, shows '1 Results' with a card for 'TS Testing Room (Specific Information will be Sent)'. The card details are 'BUS 100', 'May 26, 2020 7:30 am', and 'Flanner Hall Notre Dame, IN 46556 US'. A 'New Booking Request' button is at the bottom. The 'Approved Booking Requests' panel shows 'No records found.' with a document icon.

14. After it has been approved, you will see it listed under Approved Booking Requests.

The screenshot shows the 'Alternative Testing Rooms' page after the request is approved. The sidebar is identical. The 'Pending Booking Requests' panel now shows 'No records found.' with a document icon. The 'Approved Booking Requests' panel, outlined in red, shows '1 Results' with a card for 'FD Flanner Hall - Room D'. The card details are 'BUS 100', 'May 26, 2020 7:30 am', and 'Flanner Hall Notre Dame, IN 46556 US'.



15. The following instructions are for an exam when the Instructor has already uploaded a test. These instructions follow step 7 above.

Choose the Date and Time of your exam. While the program allows for a range of dates/times, **you must take your exam at the same time as your class, unless you have permission from your instructor to take the exam at a different time.**

The screenshot shows a web interface for scheduling an exam. On the left is a dark blue sidebar with a list of navigation links: Home, Accommodation, Appointment, Documents, Resources, Note-Taker Network, Surveys, **Testing Room** (highlighted), Calendar, and Profile. The main content area is white and contains the following sections:

- Course:** A dropdown menu currently showing "PSYCH 100".
- Date Range:** A text instruction states: "Date Range (Unless you have the permission of your professor to take the exam at a separate date or time, you need to take the exam at the designated time.)". Below this are two date selection boxes, both showing "2020-06-18", each with a "Select" button. A "to" label is positioned between the two boxes.
- Time Range:** Two time selection boxes. The first shows "07" for the hour and "00" for the minutes, with a dropdown for "am". The second shows "10" for the hour and "00" for the minutes, with a dropdown for "am". Each time box has a "Clear" button.
- Exam:** A text instruction states: "Exam (If your professor has listed the exam, please choose it. If not, leave this field blank.)". Below this is a dropdown menu.
- Building:** A text instruction states: "Building (Choose Flanner Hall)". Below this is a dropdown menu.

Two red arrows are overlaid on the image. One arrow points from the right towards the left sidebar, and the other points from the right towards the Date Range section. To the right of these arrows, the text "Start by choosing an initial filter from the choices at left" is written.



16. Under the Exam drop down box, Choose the exam that your Instructor has uploaded. Your Instructor will have titled it.

designated time.)

2020-06-18 Select to

2020-06-18 Select

Time Range

07 00 am Clear

to

10 00 am Clear

Exam (If your professor has listed the exam, please choose it. If not, leave this field blank.)

Exam 2

Building (Choose Flanner Hall)

Check Availability

Back To My Booked Rooms



17. As soon as you choose the exam, you will see available rooms pop up on the right hand side of the screen. If you want to change any of your search criteria, simply make edits to the date and time and click Refine Results. **You do not need to choose anything under Building.**

Home

Accommodation

Appointment

Documents

Resources

Note-Taker Network

Surveys

Testing Room

Calendar

Profile

Course

PSYCH 100

Date Range (Unless you have the permission of your professor to take the exam at a separate date or time, you need to take the exam at the designated time.)

2020-06-18

Select

to

2020-06-18

Select

Time Range

07

00

am

Clear

to

10

00

am

Clear

Exam (If your professor has listed the exam, please choose it. If not, leave this field blank.)

Exam 2

Refine Results

Back To My Booked Rooms

Thursday, Jun 18, 2020

Testing Room (Specific Information will be Sent)

(100 of 100 slots available)

7:00 am

Testing Room (Specific Information will be Sent)

(100 of 100 slots available)

7:30 am

Testing Room (Specific Information will be Sent)

(100 of 100 slots available)

8:00 am

Testing Room (Specific Information will be Sent)

(100 of 100 slots available)

8:30 am

Testing Room (Specific Information will be Sent)

(100 of 100 slots available)

9:00 am

Testing Room (Specific Information will be Sent)

(100 of 100 slots available)

9:30 am

Testing Room (Specific Information will be Sent)

(100 of 100 slots available)

10:00 am



18. Click on the Time that you want to start your exam

Home

Accommodation

Appointment

Documents

Resources

Note-Taker Network

Surveys

Testing Room

Calendar

Profile

Course

PSYCH 100

Date Range (Unless you have the permission of your professor to take the exam at a separate date or time, you need to take the exam at the designated time.)

2020-06-18

Select

to

2020-06-18

Select

Time Range

07

00

am

Clear

to

10

00

am

Clear

Exam (If your professor has listed the exam, please choose it. If not, leave this field blank.)

Exam 2

Refine Results

Back To My Booked Rooms

Thursday, Jun 18, 2020

Testing Room (Specific Information will be Sent)

(100 of 100 slots available)

7:00 am

Testing Room (Specific Information will be Sent)

(100 of 100 slots available)

7:30 am

Testing Room (Specific Information will be Sent)

(100 of 100 slots available)

8:00 am

Testing Room (Specific Information will be Sent)

(100 of 100 slots available)

8:30 am

Testing Room (Specific Information will be Sent)

(100 of 100 slots available)

9:00 am

Testing Room (Specific Information will be Sent)

(100 of 100 slots available)

9:30 am

Testing Room (Specific Information will be Sent)

(100 of 100 slots available)

10:00 am



19. A pop-up box will appear. Notice that the length of the exam (in minutes) will automatically populate based on any extended time you may receive. **Sara Bea staff will adjust that time as needed based on any new information from the instructor.**

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Home, Accommodation, Appointment, Documents, Resources, Note-Taker Network, Surveys, Testing Room, Calendar, and Profile. The main content area displays a 'Confirm Exam Booking' pop-up box. The box has a title bar with a close button (X). The fields within the box are as follows:

- Testing Room *: Testing Room (Specific Information will be Sent)
- Course *: PSYCH 100 ()
- Exam *: Exam 2
- Testing Date *: June 18, 2020
- Testing Time *: 7:30 am
- Length *: SBC will adjust as needed after confirming exam length with instructors
113
- End Time: 9:23 am

The 'Length' field is highlighted with a red border. The background of the application shows a 'Course' filter set to 'PSYCH 100', a 'Date Range' filter set to '2020-01-01 to 2020-06-30', and a 'Time Range' filter set to '07:00 am to 10:00 am'. A 'Refine Results' button is visible at the bottom of the sidebar.



20. Indicate what materials you are allowed to use on the exam. This information will be verified with the professor.

Click "Submit Request"

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Home, Accommodation, Appointment, Documents, Resources, Note-Taker Network, Surveys, Testing Room, Calendar, and Profile. The main content area displays a 'Confirm Exam Booking' modal form. The modal has a title bar with a close button (X). Inside, it contains a text input field for 'Indicate what materials you are allowed to use on this exam. This information will be verified with your instructor.' and a 'Notes' section with a larger text area. At the bottom of the modal is a blue 'Submit Request' button. A red rectangle highlights the 'Submit Request' button, and a red arrow points to the text input field. The background shows a course selection interface with a dropdown menu for 'Course' (currently showing 'PSYCH 1'), a 'Date Range' selector (showing '2020-01' to '2020-01'), a 'Time Range' selector (showing '07' to '10'), and a list of exam times: 7:00 am, 7:30 am, 8:00 am, 8:30 am, 9:00 am, 9:30 am, and 10:00 am. A 'Refine Results' button is visible at the bottom left of the background interface.



21. You will see the details of your exam in “Pending Booking Requests” until the exam is approved by our office.

Home MS

Home
Accommodation
Appointment
Documents
Resources
Note-Taker Network
Surveys
Testing Room
Calendar
Profile

Pending Booking Requests

1 Results

TS

Testing Room (Specific Information will be Sent)
PSYCH 100
June 18, 2020 7:30 am
Flanner Hall Notre Dame, IN 46556 US

[New Booking Request](#)

Approved Booking Requests

No records found.

22. After it has been approved, you will see it listed under Approved Booking Requests.

Home MS

Alternative Testing Rooms

Home
Accommodation
Appointment
Documents
Resources
Note-Taker Network
Surveys
Testing Room
Calendar
Profile

Pending Booking Requests

No records found.

Approved Booking Requests

1 Results

TS

Testing Room (Specific Information will be Sent)
PSYCH 100
June 18, 2020 7:30 am
Flanner Hall Notre Dame, IN 46556 US