1

00:00:06,233 --> 00:00:09,366

This video will describe the different

ways to accommodate for students

2

00:00:09,366 --> 00:00:11,432

when creating assessments.

3

00:00:12,266 --> 00:00:14,366

There are 3 cases we will break down.

4

00:00:14,500 --> 00:00:19,833

First is assessments that require support for either online scheduling or paper delivery

5

00:00:19,833 --> 00:00:21,799

from the exams office.

6

00:00:22,466 --> 00:00:26,266

Second is final assessment applications,

because they are separate from other

7

00:00:26,266 --> 00:00:27,632

assessments.

8

00:00:28,033 --> 00:00:33,933

And third is weekly or recurring assessments. For example, weekly quizzes.

9

00:00:33,933 --> 00:00:38,199

We will start with assessments that require online scheduling or paper deliver support

10

00:00:38,200 --> 00:00:40,700

from the exams office.

11

00:00:41,433 --> 00:00:45,766

Once you are logged in to Ventus,

navigate to the necessary course.

12

00:00:59,200 --> 00:01:04,433

Then, scroll down to the bottom of the page and click either “add assessment DELIVERED

13

00:01:04,433 --> 00:01:08,433

by exams office” or the other

option for SCHEDULED.

14

00:01:12,333 --> 00:01:17,366

Once you select, this window will appear.

The copy function allows you to copy an

15

00:01:17,366 --> 00:01:22,066

assessment you have previously entered

in Ventus. To make one from scratch,

16

00:01:22,066 --> 00:01:24,266

just complete the sections below.

17

00:01:24,800 --> 00:01:27,266

Use the drop downs to enter the type,

18

00:01:31,166 --> 00:01:35,166

the time that all students get for the assessment

19

00:01:37,000 --> 00:01:41,000

and whether you need proctoring.

20

00:01:43,166 --> 00:01:46,632

Next, you enter the window of access in this section.

21

00:01:46,633 --> 00:01:50,633

If it applies to this assessment.

22

00:02:00,400 --> 00:02:04,733

Lastly, select the section of the course

and the date of the assessment.

23

00:02:25,400 --> 00:02:29,400

Now click submit.

24

00:02:36,000 --> 00:02:40,533

If you need to apply for a Final assessment, like an exam, please fill out the form

25

00:02:40,533 --> 00:02:43,266

that is linked here on the course page.

26

00:02:43,366 --> 00:02:47,366

Please note that there is a deadline for

when you can apply for Final exams,

27

00:02:47,366 --> 00:02:51,366

so please check for that

sooner rather than later.

28

00:02:52,800 --> 00:02:56,633

The last case is that you want to accommodate for a student for a reoccurring

29

00:02:56,633 --> 00:03:00,633

or casual assessment, like

a weekly quiz on onQ.

30

00:03:00,633 --> 00:03:05,133

In this situation, we advise that you manually input the specific accommodations for

31

00:03:05,133 --> 00:03:12,733

students in onQ for these assessments. So, you do not need to enter them into Ventus at all,

32

00:03:13,500 --> 00:03:18,666

but you can use the list of students with accommodations on Ventus to assist you.

33

00:03:19,000 --> 00:03:23,533

In your course on Ventus, navigate to the “assessment accommodations” drop down

34

00:03:23,533 --> 00:03:27,499

and view the students who have applicable accommodations.

35

00:03:29,033 --> 00:03:34,433

Then manually enter this information into

onQ when creating the assessment.

36

00:03:36,566 --> 00:03:40,566

These 3 cases should encompass

all your course assessments.