



LEARNING SUPPORT SERVICES

ACCESSING STUDENT ACCOMMODATION LETTERS

ClockWork is a secure, web-based tool through which professors can access and review accommodation letters for students enrolled in their courses.

All professors, including adjunct faculty, use **ClockWork** to:

- View and print student accommodation letters
- Confirm and edit test details
- Upload tests

ACCESSING ACCOMMODATION LETTERS

1. Students will send their accommodation letters to each professor via ClockWork. You will receive an email notification when one of your students submits an accommodation letter. To review the letter, go to the ClockWork section of the LSS website to log into **ClockWork for Professor**.
2. Select the **Accommodation letters** tab and log in using your Villanova username and password.
3. Select the **View letter** link in the row corresponding to the student letter you want to view and confirm receipt.
4. Select the **Review PDF letter** button to view the student's accommodation letter. You may save or print a copy of this letter for your records. You may also return to ClockWork to review the letter in the future.
5. Once you have carefully read the information detailed in the letter, select the check box to acknowledge that you received and reviewed the accommodation letter. Select the **Submit** button.
6. A screen will appear indicating that you have confirmed receipt of the accommodation letter. Please feel free to reach out to the student or LSS with any questions you may have about how the accommodations need to be implemented in your course.
7. You may return to the **Accommodation letters** tab at any time to access the letters that have been shared with you. The **Your confirmation** column lists the date that you confirmed receipt of the accommodation letter. A blank entry indicates that you have not yet confirmed receipt for that letter.

IMPORTANT THINGS TO REMEMBER:

- Professors and students are expected to discuss accommodations to ensure all parties are clear on what is needed.
- You must confirm this letter for a student to create a test request for your class.

For more information visit

learningsupportservices.villanova.edu/clockwork