

Booking a Test Online Through Accommodate: Guide for Students

Access Link: <https://bellarmine-accommodate.symplicity.com/>

Your page after logging in will look like this:

The screenshot shows the student dashboard with the following sections:

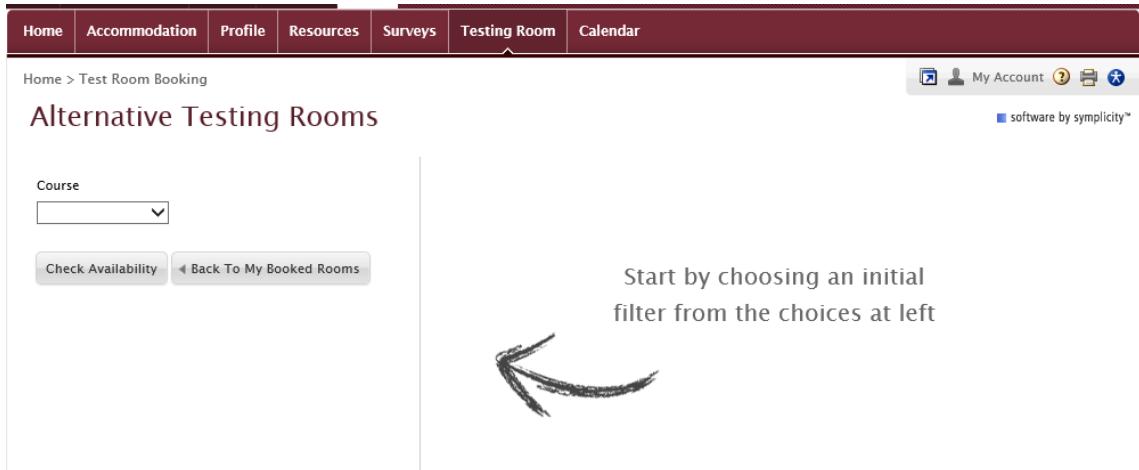
- Top Navigation:** Home, Accommodation, Profile, Resources, Surveys, Testing Room, Calendar.
- Welcome Message:** Welcome, Ima Sample.
- NEWS FEED:** Shows a megaphone icon and the message: "There are currently no announcements or notifications to display."
- Show Me ▾** and **RSS** icons.
- SHORTCUTS:** My Activity Summary (with a green gear icon).
- GETTING STARTED:** A list of checked items: Account Created, Personal Profile, Academic Profile, Privacy Settings.

Click on the Testing Room tab and click the “New Booking Request” button.

The screenshot shows the Testing Room booking interface with the following sections:

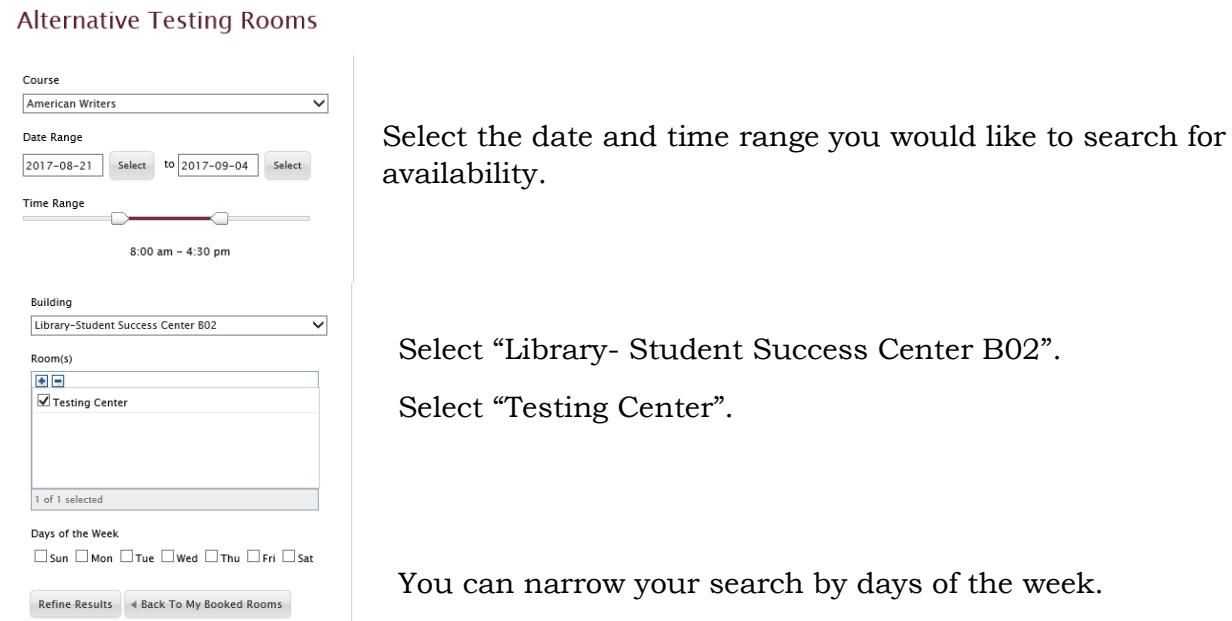
- Top Navigation:** Home, Accommodation, Profile, Resources, Surveys, Testing Room, Calendar.
- Breadcrumbs:** Home > Test Room Booking.
- User Icons:** My Account, Help, Print, Logout.
- Software Logo:** software by symplicity™.
- Section Headers:** Alternative Testing Rooms, PENDING BOOKING REQUESTS, APPROVED BOOKING REQUESTS.
- PENDING BOOKING REQUESTS:** You have no pending room requests at this time. Includes a "New Booking Request" button.
- APPROVED BOOKING REQUESTS:** You have no approved room requests at this time.

You will need to select the course you are booking the test for from the drop down menu and then click “Check Availability”.



The screenshot shows a top navigation bar with links: Home, Accommodation, Profile, Resources, Surveys, Testing Room, and Calendar. Below the navigation is a breadcrumb trail: Home > Test Room Booking. On the right side of the header are icons for My Account, Help, and Logout, along with the text "software by symplcity™". The main content area is titled "Alternative Testing Rooms". It features a "Course" dropdown menu with "American Writers" selected. Below the dropdown are two buttons: "Check Availability" and "Back To My Booked Rooms". A large, hand-drawn style arrow points from the text "Start by choosing an initial filter from the choices at left" to the "Course" dropdown menu.

Next, you will be able to use filters to determine what available bookings exist.



The screenshot shows the same "Alternative Testing Rooms" page with more detailed filtering options. The "Course" dropdown is now set to "American Writers". The "Date Range" is set from "2017-08-21" to "2017-09-04". The "Time Range" is set from "8:00 am ~ 4:30 pm". The "Building" dropdown is set to "Library-Student Success Center B02". The "Room(s)" section shows a list with "Testing Center" checked. Below this, under "Days of the Week", there are checkboxes for Sun through Sat, all of which are unchecked. At the bottom are "Refine Results" and "Back To My Booked Rooms" buttons. To the right of the "Building" and "Room(s)" sections, text says "Select ‘Library- Student Success Center B02’." and "Select ‘Testing Center’.". Further down, text says "You can narrow your search by days of the week."

When you make adjustments to your preferences, you will need to click the “Refine Results” button in order for them to be reflected in the time slots listed.

Monday, Aug 28, 2017

8:30 am [Testing Center](#)

8:45 am [Testing Center](#)

9:00 am [Testing Center](#)

9:15 am [Testing Center](#)

9:30 am [Testing Center](#)

9:45 am [Testing Center](#)

10:00 am [Testing Center](#)

10:15 am [Testing Center](#)

On the right side of the search parameters, date and time options will populate. Because we require 5 days of notice to book an exam, it will only begin showing you dates and times 5 days out. If you need to take your exam sooner than the date options provided, consult with your instructor to see if alternate arrangements can be made within their department.

Confirm Exam Booking

Once you select your desired testing date and time from the availability list, a “Confirm Exam Booking” box will appear. After reviewing this information, click the “Submit Request” button.

Testing Room* Testing Center

Course* American Writers ()

Exam*

Testing Date* August 28, 2017

Testing Time* 8:30 am

Length* 270

Notes

Submit Request ►

What happens next?

- Your professor will receive notification of your booking request and will need to approve the request no less than 24 hours prior to the testing date/time.
- Once the Testing Center is notified of your approved booking request, they will ensure you have a seat reserved in the Testing Center. Your test will not officially be scheduled in the Testing Center until your professor has reviewed and approved your booking request.
- Arrive for your test in the Testing Center (B-Level of Library) on the approved date at the approved time.

How do I view/cancel/reschedule a booking request that I have submitted?

You can review the status of your booking requests at any time by logging in and clicking on your “Testing Room” tab. This tab will show you your pending requests and your approved requests. You can also cancel or reschedule a booking request here.

Alternative Testing Rooms

software by symplicity™

PENDING BOOKING REQUESTS	APPROVED BOOKING REQUESTS
 Testing Center American Writers Test August 28, 2017 8:45 am @ Library-Student Success Center B02 , 2001 Newburg Rd Louisville, KY 40205 US X Cancel Reschedule	You have no approved room requests at this time.
New Booking Request	