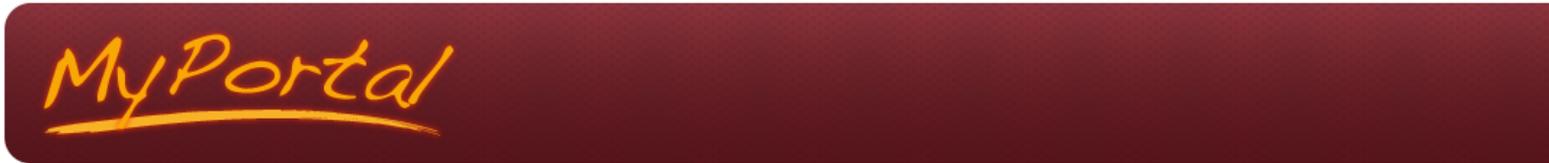


Clockworks

faculty/staff training



To access CW,
sign onto
MyPortal first



Secure Login

MyPortal is your secure gateway to a variety of online services provided to Foothill-De Anza Community College District students and employees. Get connected and explore!

Campuswide ID:
(No dashes or spaces)

Password:

Login

[What is my campuswide ID?](#)
[I don't know my password.](#)



Please Note! Beginning on **February 20th, 2014** we will be asking everyone to change passwords to help protect your personal information. Please watch our [new tutorial video](#) for more details.

What's Inside?

- Academic Records
- Account Balances
- Class Rosters
- Financial Aid Status
- Grades
- Personalized Announcements
- Placement Test Results
- Registration Tools
- Student Parking Permits
- Transcripts and more!

First Time Logging In?

See the [First-time Login Guide](#) for step-by-step instructions on setting up your account.

Having problems?
Go to the [MyPortal FAQ page](#)

Guest Parking
Guest parking is available for those without a MyPortal account at both [Foothill](#) and [De Anza](#) colleges.

Foothill College

Upgrade. Advance.



[My Account](#)
[Content Layout](#)

Welcome Teresa Sze Min Ong
You are currently logged in.

[Home](#) [Employees](#) [Students](#) [Registration](#) [Faculty](#) [Banner](#) [Reports](#)

My Messages



[Need to update your withholding Allowances?](#)
[Spring Registration Starts March 6](#)
[Your 2014 Electronic W2 has arrived at the portal!](#)
[More...](#)

Academic Dates & Deadlines

- ▶ [Foothill Calendar](#)
- ▶ [De Anza Calendar](#)

Faculty Alerts



There are no announcements.

Campus Events

- ▶ [Foothill Events Calendar](#)

Click on the faculty tab to look for the Clockworks Portlet

Faculty Portal Services

- My Contract**
Review and approve your District contract
- My Grades**
Submit grades for the quarter
- My Class List**
View classes, student rosters, send e-mail to students, and download Excel
- My Office Hours Display**
Post your office hours for the quarter for students to view
- Searchable Schedule of Classes**
Look up classes for a quarter

Faculty Schedule

Today is: Mar 18, 2015

Search (MM/DD/YYYY):

◀ ▶ **Aug 06, 2012**

Unassigned Meeting Times
ALTW-F402.

De Anza: Clockwork DSPS login

Foothill: Clockworks Foothill Disability Svcs

Faculty Support Resources

Need help? Click for [User Instructions](#), [Census Instructions](#), [Attendance Sheet Instructions](#), or contact the [ETS Call Center](#) at (408) 864-8324.

On-line Faculty Forms: [Part-time Faculty Paid Office Hours form](#), [Incomplete Contract form](#), [Foothill Grade-change form](#), and [De Anza Grade-change form](#), all in PDF format. **NOTE: The Part-time Faculty Paid Office Hours program applies to the Fall, Winter and Spring terms only.**

Open Classes Finder

Quickly locate open and newly :

Term & College:

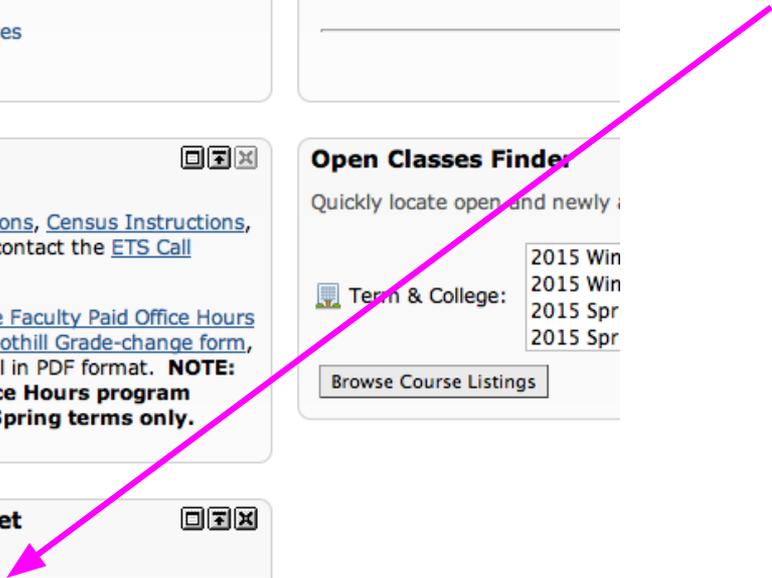
- 2015 Win
- 2015 Win
- 2015 Spr
- 2015 Spr

Clockwork Instructor Portlet

Instructor Login

- ClockWork DSPS Login
- Clockworks Foothill Disability Svcs

Click here!



Shows all the courses you teach and scheduled tests/quizzes

Accommodation letters from all students organized by class

Foothill College
Upgrade. Advance.



Instructor Information

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 in order to get started.

Courses

Accommodation letters

Help

You can view all submitted accommodation notifications in one spot

Accommodation Letters

Show term:

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

Course	Student	Date letter available	Your confirmation	Letter
MATH F001D section 01 LEC (201531) FH	Fhtest06 Student	Mar 17, 2015		View letter

Review the accommodation letter and confirm receipt of the letter.

Accommodations for Student, Fhtest06 . 20227001

MATH F001D section 0

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.

Review PDF Letter

Click here to download the letter

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

Submit

Acknowledge the letter, then hit submit.

Shows all the courses you teach and scheduled tests/quizzes

Accommodation letters from all students organized by class

Foothill College
Upgrade. Advance.



Courses

Accommodation letters

Help

Instructor Information

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 in order to get started.



Courses

Accommodation letters

Help

ALL CLASSES IN ONE SPOT!

HURRAY!

Courses

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

Shows you test/ exam scheduling requests for this class



Course	Options
MATH F001D SECTION: 01 LEC (TERM: 201531) FH	Accommodation Letters Tests and Exams
MATH F001A SECTION: 06 LEC (TERM: 201531) FH	Accommodation Letters Tests and Exams
MATH F001D SECTION: 02 LEC (TERM: 201531) FH	Accommodation Letters Tests and Exams
MATH F001B SECTION: 04 LEC (TERM: 201541) FH	Accommodation Letters Tests and Exams
MATH F048C SECTION: 03 LEC (TERM: 201541) FH	Accommodation Letters Tests and Exams

Scheduled tests and examinations for:

MATH F001D section 01 LEC (201531) FH : Debbie Lee (2015 Jan 5 to Mar 27)

Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.

Tell us about an upcoming test

Date of test:



Add this test

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	
Test	March 24 Tuesday (2015)	8:00 AM (120 minutes) <small>Last modified: 2015-03-17</small>	No		 Confirm

Click here to:

- 1) confirm the time and date of test
- 2) upload your test
- 3) provide information about the test



Confirm date and time of test on this page

log out

1. Test details

[2. Students](#)

[3. Test Information](#)

[4. Submit changes](#)

1. Test / Exam Information

Course: **MATH F001D sect. 01 LEC (201531) FH**

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

Date of test (yyyy-mm-dd): 

Test start time: 

Test end time: 

Next

Cancel

FAQ 1:

What if the time or date is incorrect? OR What if this is not the time I agreed upon with the student?

ANSWER:

Change the test start and end time to reflect the correct time.

FAQ2:

Is this the class test time or the accommodated time for the student?

ANSWER:

This is the class test time

Shows you which students have made a request to take a test at the testing center

- [1. Test details](#)
- 2. Students**
- [3. Test Information](#)
- [4. Submit changes](#)

2. Students scheduled to-date for

Below is the list of students that have registered to take this test with us so far. Please review this list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
Fhtest06 Student (20227001)	March 25 Wednesday (2015)	9:00 AM to 11:30 AM
Fhtest16 Student (20231434)	March 25 Wednesday (2015)	9:00 AM to 10:00 AM

accommodated time

Previous Next Cancel

FAQ3:

What if it's the day before the test and one of my students hasn't signed up?

Answer:

Students may schedule their tests up to 3 business days in advance. If they do not do so, they may not receive their accommodations. It is then subject to space capacity at the testing center. They will need to contact the testing center in person.

BEST PRACTICE:

Put it in your syllabus

"Students with disabilities are reminded that they must schedule their exams/quizzes/tests via Clockworks up to 3 business in advance."

OR

Remind your students the week before the exam/quiz/test

[1. Test details](#)

[2. Students](#)

3. Test Information

[4. Submit changes](#)

3. Test Information for

My test is online or in a Learning Management System (LMS)

Please select one Y N

Materials permitted for the test:

Open notes

Open book

Blue book

Scantron

E-book device

Laptop

Paper Dictionary

Translation Dictionary

Select a calculator Simple calculator Scientific calculator

TI 83-84 calculator

Select notes allowed Note card (3 X 5, front only) Note card (3 X 5, front & back)

Note sheet (8.5 X 11, front only) Note sheet (8.5 X 11, front & back)

Other materials?

Method of test delivery to Testing Center: (minimum 24 hours prior to a test)

I will attach the test in Clockworks.

I will email the test to the Testing Center (fhtesting@fhda.edu).

I will deliver the test to Room 8213A (Mon & Tue, 8-7; Wed & Thurs 8-5; Friday 8-3)

Method of test return to Instructor

I will pick up the test in person.

I want just the completed test emailed to me. (Foothill email address only)

I want the completed test, all the scratch paper and notes sent to me as well. (Foothill email address only)

Any other special
instructions or notes
for the Testing
Center?

Provide information about your test here

[1. Test details](#)

[2. Students](#)

[3. Test Information](#)

4. Submit changes

Best Practice:
Send your test to us **at least 24 hours** in advance.

1) Confirm test details

4. Confirm exam details for

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

ALCA F201. sect. 01 LAB (201531) FH
Wed March 25, 2015 . 9:00 AM - 10:00 AM

Test information

Please select one **N**

Open notes **yes**

I will email the test to the Testing Center (fhtesting@fhda.edu). **yes**

I want just the completed test emailed to me. (Foothill email address only) **yes**

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 Exams Office in advance of your scheduled test or exam, at least one business day in advance.

Select test/exam file to submit:

Previously uploaded tests:

No records to display.

2) Upload your test into Clockworks

3) Hit "Submit changes" and you're done!

[1. Test details](#)[2. Students](#)[3. Test Information](#)[4. Submit changes](#)

4. Confirm exam details for

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

ALCA F201. sect. 01 LAB (201531) FH
Wed March 25, 2015 . 9:00 AM - 10:00 AM

Test information

Please select one **N**

Open notes **yes**

I will email the test to the
Testing Center **yes**
(fhtesting@fhda.edu).

I want just the completed
test emailed to me. (Foothill
email address only) **yes**

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 Exams Office in advance of your scheduled test or exam, at least one business day in advance.

Select test/exam file to submit:

Previously uploaded tests:

No records to display.

FAQ4:

What if I don't want to upload my test?

Answer:

This is optional, but **PLEASE** bring your test to the testing center at least 24 hours in advance.

FAQ5:

How many times do I have to do this?

Answer:

Just once for all your students...
UNLESS you have agreed to let a student/s take it on a different day and/or time

FAQ6:

Then what do I do?

Answer:

You will have to confirm that as a separate test (see the next slide).

Scheduled tests and examinations for:

ALCA F201. section 01 LAB (201531) FH : Brenda Davis (2015 Jan 5 to Mar 27)

Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.

Tell us about an upcoming test

Date of test:



Add this test

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	
Test	March 30 Monday (2015)	2:15 PM (60 minutes) <i>Last modified: 2015-03-13</i>	No		Confirm
Test	March 25 Wednesday (2015)	9:30 AM (60 minutes) <i>Last modified: 2015-03-17</i>			Confirm
Test	March 25 Wednesday (2015)	9:00 AM (60 minutes) <i>Last modified: 2015-03-17</i>			Confirm

Clockworks recognizes the test on the same date with different times as two different tests. You will need to confirm them individually.

FAQ7:

What if I have a question about the accommodations? As in, I disagree or need clarification?

Answer:

Please contact San Lu, Accommodations Coordinator at lusan@fhda.edu or 650-949-7673 and he will be able to help you out or direct you to one of our disability specialists.

FAQ8:

What if I can't find the Clockworks Portlet? As in, it's not showing up in MyPortal?

Answer:

Please put in an ETS helpdesk ticket. You may do so at <https://ets.fhda.edu>

FAQ9:

What if I teach an online class and don't have proctored exams?

Answer:

Then your student will not need to schedule an exam and you will not need to do anything except confirm/ acknowledge the accommodation notification and provide the necessary accommodations. For example: extending the timed tests

FAQ10:

What if I teach an online class and have proctored in-person exams?

Answer:

Your student will need to schedule an exam and you will need to follow the same steps shown earlier.

FAQ11:

What if I teach at Middlefield and have my tests proctored there?

Answer:

You will still need to follow the same steps shown earlier. This information goes to the Middlefield staff as well

FAQ12:

What if I want to proctor exams myself?

Answer:

Then your student will not need to schedule an exam via Clockworks and you will not need to do anything except confirm/ acknowledge the accommodation notification and provide the necessary accommodations. **DRC strongly recommends you document any and all communication with the student in writing if you wish to do this.**

FAQ13:

How does my student do all of this? OR How can I help my student request accommodation letters and schedule tests?

Answer:

Your student also has a Clockworks Portlet located in the student tab of MyPortal. They have a similar step-by-step wizard to help them request letters and schedule tests.

FAQ14:

I noticed that there is a link for De Anza's DSPS in the Clockworks Portlet. I teach at both schools. Is it the same thing? Are the processes the same?

Answer:

The processes are similar although there may be slight differences (since we are 2 different schools after all!). The launch dates for both schools are different so while some things may be up and running at one school, it may not be at another. Check in with De Anza DSPS!