

How to Access the Faculty Portal

Navigating to and Logging into the Clockwork Portal

As a Nipissing University Instructor, if you have a student in your class who is registered with Student Accessibility Services, you will need to access the Clockwork portal. This portal is used by Nipissing University to share Letters of Accommodation (LOA) and communicate test and exam bookings. Here's how to log in and navigate the portal.

Your Clockwork Portal Login information is the same as your Nipissing University Web Advisor information.

The portal is available on our website www.nipissingu.ca/sas under Faculty Resources, or by the direct link below:
<https://dsobooking.nipissingu.ca/user/instructor/default.aspx>

Main Faculty Landing Page

The Instructor Information is displayed on the landing page once you've logged in.

This overview explains briefly how to view information in the portal, and Student Accessibility Services Information which we encourage you to include in your course syllabus. When you have reviewed this content, you have two options to select from either the Courses or the Accommodation letters tab. The Help tab is the landing page.

Courses Tab

As an instructor, you can view a list of your courses for the selected term from the drop-down menu shown below. Each course also has the option to click on "Accommodation Letters".

Courses

Show term:

Summer Session 2023

Refresh

Your courses are listed below.

Course	Options
Creating Funny Memes MEME SECTION: SU002 (TERM: 23SS)	Accommodation Letters
TEST TEST COURSE SECTION: SU004 (TERM: 23SS)	Accommodation Letters
TEST COURSE TEST SECTION: 23SS (TERM: SU003)	Accommodation Letters

Courses Tab

Student Letters List

After you click “**Accommodation Letters**”, a screen will display a list of all your students with Accommodation Letters in that course.

You will notice that if you have already viewed that letter there will be a statement next to the student’s name that says:
[receipt confirmed on DATE].

Accommodation Letters for Creating Funny Memes MEME SU002

Please select the student below:

- ☐ GRAVELLE, Kayley
- ☐ Roo, Kanga [receipt confirmed on June 19, 2023]
- ☐ Test, Student

View letter

Back to courses

The confirmation step is the same for both the Courses and Accommodation Letters tabs.

Accommodation Letters Tab

In this tab, you can view a table format list of all students who have Letters of Accommodations for the courses you teach.

The table format allows you to quickly review if there are any new accommodation letters for you to confirm.

If the "Your Confirmation" column is empty, it means you haven't yet reviewed that letter.

Accommodation Letters

Show term: Summer Session 2023

Refresh

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
Creating Funny Memes MEME section SU002 (23SS)	Kanga Roo	Jun 16, 2023	Jun 19, 2023	View letter
Creating Funny Memes MEME section SU002 (23SS)	Student Test	Jun 20, 2023	Jul 5, 2023	View letter
Creating Funny Memes MEME section SU002 (23SS)	Kayley GRAVELLE	Jun 27, 2023		View letter
TEST COURSE TEST section 23SS (SU003)	Kayley GRAVELLE	Jun 29, 2023		View letter

Accommodation Letters Confirmation

Once you have selected select “**view letter**”, the Review and Confirm window will be displayed.

Accommodations for Test, Student . 9999990

TEST TEST COURSE section SU004 (23SS)

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

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

By Clicking “**Review PDF Letter**”, a PDF with the students’ Letters of Accommodation will be displayed.

Once reviewed you will select the acknowledgement checkbox and click “Submit”.