



MSVU ACCESSIBILITY SERVICES

ACCOMMODATE FACULTY USER GUIDE

ACCOMMODATE

<https://msvu-accommodate.symplicity.com>

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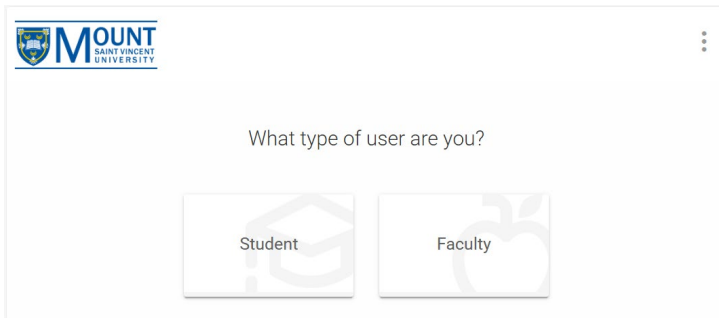
Last updated May 2026.

Signing into Accommodate

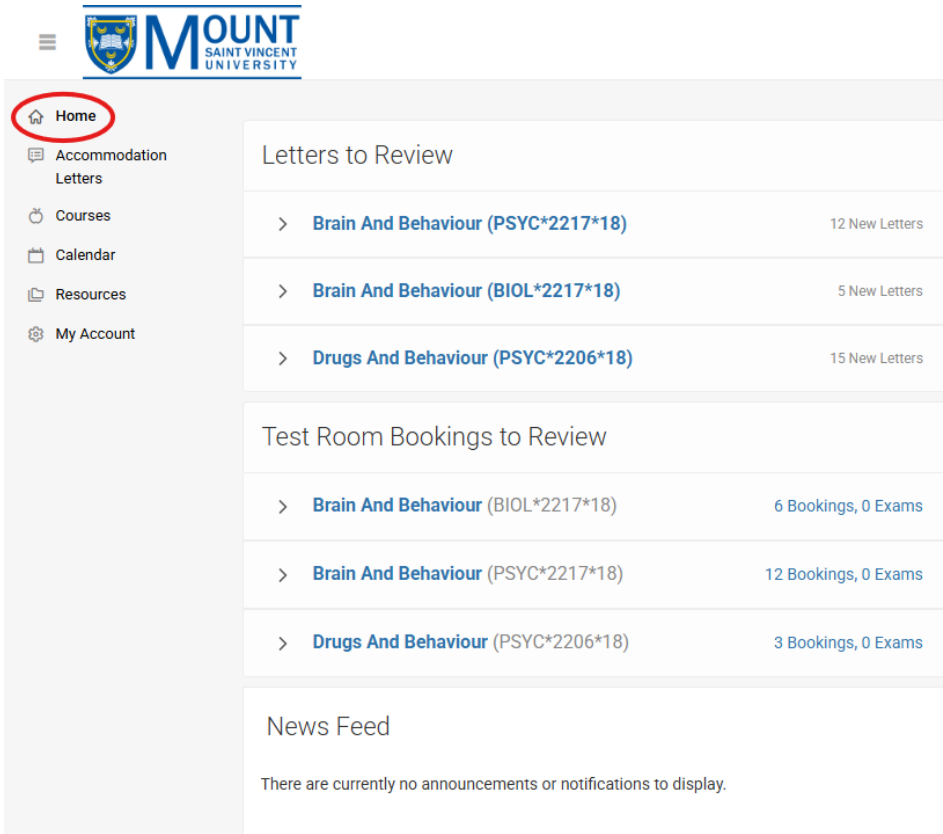
MSVU Accessibility Services uses an accommodation management platform called Accommodate. Your faculty portal contains important information related to your students' academic accommodations. Faculty are responsible for reviewing accommodation letters and supporting the implementation of approved accommodations in their courses. Please follow the step-by-step instructions below to sign in and navigate the system.

Note: It is recommended that you bookmark this page.

Sign in to Accommodate with your MSVU login information here: <https://msvu-accommodate.symplicity.com> and select **Faculty**.

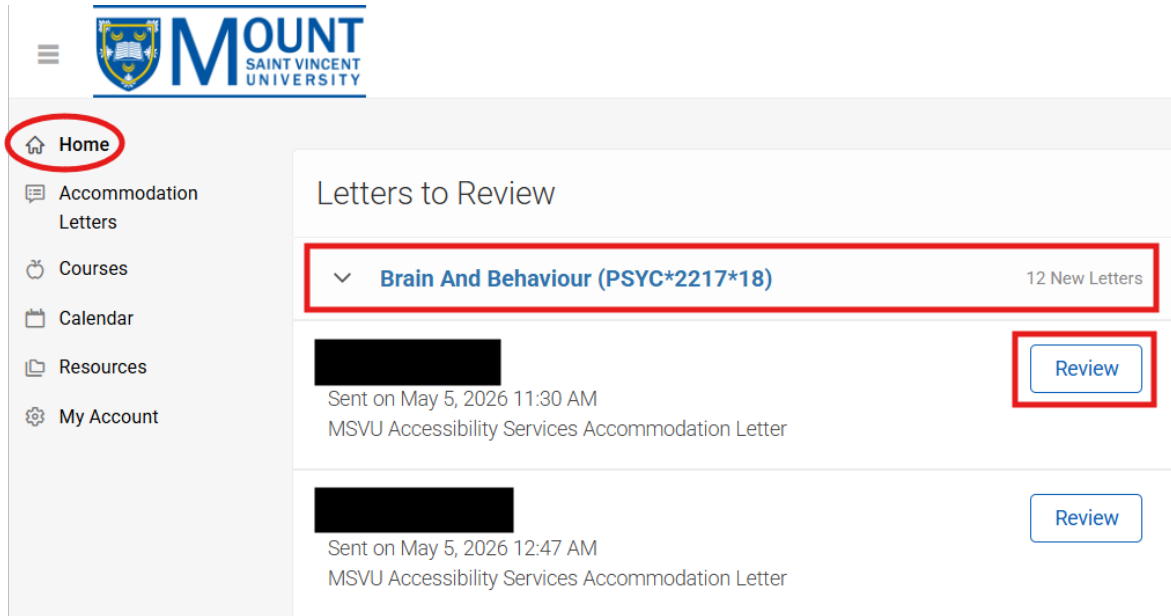


After you log in you will arrive at the **Home** section. There you will find new letters to review, test room bookings to review, and announcements in your News Feed.

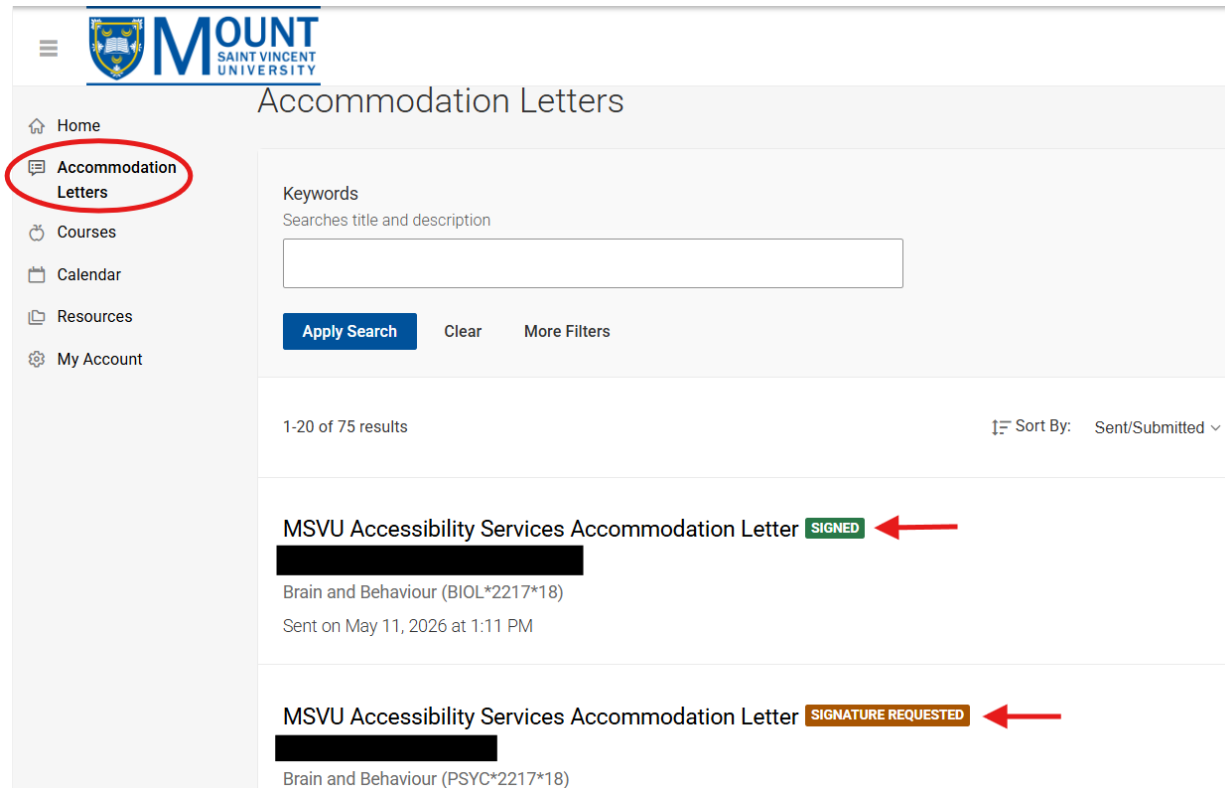


Accommodation Letters

To view your students' accommodation letters, click on the course code in the **Home** section to expand it and then click **Review** next to the student's name...



OR click on **Accommodation Letters** in the left navigation panel. You can expand **More Filters** and fill in any of the fields then **Apply Search** to limit results.



If your signature is requested, it will say **Signature Requested** in a brown rectangle next to the letter on the Accommodation Letters page. Once a letter is signed, it will say **Signed** in a green box.

The Home page will only show unsigned letters, but the Accommodation Letters page will show **all** letters. That's where you can access letters you have already signed.

Confidentiality Reminder: While you can print or generate a PDF copy of an accommodation letter, we do not recommend saving or printing letters unless there is an approved records management process in place to securely store and dispose of confidential student information.

Each letter includes the student's approved accommodations and other relevant details on how to implement the accommodation (e.g. confirming exam details, guide for deadline extensions, etc.).

To view a list of students with accommodations enrolled in a course, click **Courses** from the left navigation panel. You can limit search results using the filters.

The screenshot displays the user interface of the Mount Saint Vincent University Accommodation Letters system. On the left is a navigation menu with options: Home, Accommodation Letters, **Courses** (highlighted with a red circle), Calendar, Resources, and My Account. The main content area is titled 'Course Catalog' and 'Past Courses'. It features a search form with a 'Keywords' input field, a 'Semester' dropdown menu set to 'Summer 1 2026', and an 'Apply Search' button (highlighted with a red circle). Below the search form are 'Clear' and 'More Filters' links. The search results show '3 results' and a 'Sort By: Title' option. The first result is 'Brain and Behaviour' (BIOL*2217*18) with a date of 'May 4, 2026 - June 19, 2026' and a time of '1:00 PM - 3:30 PM'.

Select the course you want to view and click on **Enrolled Students**. A list of enrolled students and their accommodations, if applicable, will appear.

The screenshot shows the Mount Saint Vincent University website interface. On the left sidebar, the 'Courses' menu item is circled in red. The main content area has tabs for 'Course Details', 'Enrolled Students' (circled in red), 'Room Bookings', 'Exam', and 'Service Provider Notes'. Below the tabs is a search bar labeled 'Keywords' with an 'Apply Search' button and a 'More Filters' link. Below the search bar, there is a checkbox for 'Batch Options' and '11 results'. A 'Sort By: Last Name' dropdown is also visible. The main content area shows a list of results, with one result visible, showing 'No Course Accommodations'.

To view only students with accommodations, select that option under **More Filters**.

The screenshot shows the Mount Saint Vincent University website interface. On the left sidebar, the 'Courses' menu item is circled in red. The main content area has tabs for 'Course Details', 'Enrolled Students' (circled in red), 'Room Bookings', 'Exam', and 'Service Provider Notes'. Below the tabs is a search bar labeled 'Keywords' with an 'Apply Search' button and a 'Fewer Filters' link. Below the search bar, there is a 'Semester' dropdown menu with a 'Clear' button. Below the semester dropdown, there is a section for 'Approved Accommodations for this Course' with radio buttons for 'Yes' (circled in red) and 'No'. Below the radio buttons, there is an 'Apply Search' button (circled in red) and a 'Fewer Filters' link.

Accommodated Quizzes, Tests, and Exams

Test bookings to review will appear on the Accommodate **Home** page. Click on the course code to view the list of students requesting accommodated tests. If they are already approved by Accessibility Services staff, it will say Approved in a green box next to the student name. Test dates and times are displayed on this screen.

The screenshot shows the 'Accommodate Home' page for Mount Saint Vincent University. The left sidebar contains a navigation menu with 'Home' circled in red. The main content area is titled 'Test Room Bookings to Review'. Under the course 'Brain And Behaviour (BIOL*2217*18)', which is also circled in red, there are four student bookings. The first booking is for May 19, 2026, 1:30 PM, with a green 'Approved' button next to the student name, indicated by a red arrow. Each booking has a 'Review' button and a close icon (X).

The form to upload the test can be found below the list of students for each course. Click **Add Exam**.


This screenshot shows the same 'Accommodate Home' page, but with the 'Add Exam' button circled in red. The course 'Brain And Behaviour (BIOL*2217*18)' is expanded to show two student bookings: one for May 19, 2026, 1:30 PM (Approved) and one for June 18, 2026, 4:00 PM. Below the bookings, there is an 'Exams' section with an 'Add Exam' button circled in red. At the bottom, there is a section for 'Manage attachments for the following exams'.

A form will open. Fill out all required fields in the form, **upload** the test file, choose **Yes** under Apply to all records to ensure the test is attached to all your students writing that test, and then **Save**. If needed, you can choose No to provide custom responses for individual students.

Exam Document(s)

Exam Delivery
We require a copy of the test to be uploaded at least 24 hours prior to the test date.

Attachments
Please upload your exam and any additional exam materials.


Drop or browse files to upload

Apply to all records
Please select "YES" if you would like to use these instructions and exam material(s) for all students in this course writing this exam.

Yes No

Exam Policies
Accessibility Services will maintain the original format of all tests submitted to our office to the best of our ability. Except where exams are returned electronically, a signature of the receiving party on the Exam Receipt slip is required for all exam returns. This slip will be filed at the AS- Testing Centre, allowing the Centre to track exams from the time they arrive until they are returned to the instructor or departmental representative. Accessibility Services- MSVU assumes no liability for any inaccurate, delayed, or incomplete information nor for any actions taken in reliance thereon. If we do not receive a return option clarified, the office will default to in-person pick up in EMF 108.

We require a copy of the test to be uploaded at least 24 hours prior to the test date.

An alternate way to add an exam is to choose **Courses** from the menu, select the course code from the results, click on the **Exam** tab, and then **Add New Exam**. It will open the same form as the method above. Answer all questions in the form, upload the test file, choose **Yes** under Apply to all records, and then **Save**.

The screenshot shows the Mount Saint Vincent University website interface. At the top left is the university logo. Below it is a navigation menu with items: Home, Accommodation Letters, **Courses** (circled in red), Calendar, Resources, and My Account. The main content area shows the breadcrumb path: Home / Course / Course Details / Exam. The course title is "Brain and Behaviour (BIOL*2217*18)". Below the title are tabs for Course Details, Enrolled Students, Room Bookings, **Exam** (circled in red), and Service Provider Notes. Under the Exam tab, there is a "Keywords" search box and an "Apply Search" button. At the bottom of the page, there is a blue button labeled "Add New Exam" which is circled in red.

Note: Final exams taking place in Fall or Winter final exam periods are administered by the Registrar's Office. Please follow their process for submitting those exams.

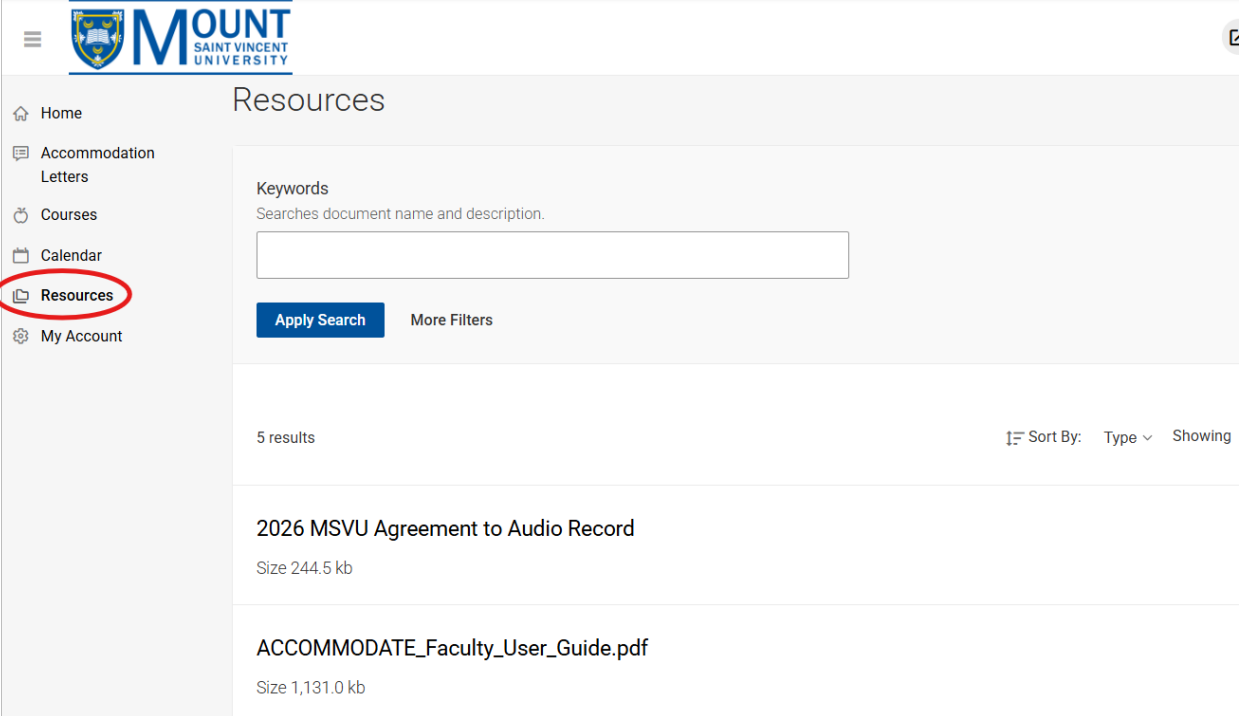
Note-Taker Portal

If any student in your class has a note-taker accommodation, volunteer note-takers will be recruited from among their classmates. If a volunteer is found, they will upload their notes to Accommodate. To view their notes, go to **Courses**, click on the course code, then choose **Service Provider Notes**. Uploaded notes will appear in this section.

The screenshot shows the user interface of the Mount Saint Vincent University Note-Taker Portal. At the top left is the university logo. A navigation menu on the left includes Home, Accommodation Letters, Courses (circled in red), Calendar, Resources, and My Account. The main content area shows the breadcrumb path: Home / Course / Course Details / Service Provider Notes. The course title is "Brain and Behaviour (PSYC*2217*18)". Below the title are tabs for Course Details, Enrolled Students, Room Bookings, Exam, and Service Provider Notes (circled in red). A search section titled "Keywords" with the subtext "Searches title and description" contains a text input field, an "Apply Search" button, and a "More Filters" link. At the bottom left, there is an "Add New" button and a "2 results" indicator (circled in red). At the bottom right, there is a "Sort By: Modified" dropdown menu.

Resources

To view resources uploaded by Accessibility Services, select **Resources** on the left navigation panel. If you have recommendations for resources to include, let us know!



The screenshot shows the Mount Saint Vincent University Accommodate website. The top left features the university logo and a navigation menu with the following items: Home, Accommodation Letters, Courses, Calendar, Resources (highlighted with a red circle), and My Account. The main content area is titled "Resources" and includes a search bar labeled "Keywords" with the instruction "Searches document name and description." Below the search bar are buttons for "Apply Search" and "More Filters". The search results section shows "5 results" and a "Sort By: Type" dropdown menu. Two results are visible: "2026 MSVU Agreement to Audio Record" (Size 244.5 kb) and "ACCOMMODATE_Faculty_User_Guide.pdf" (Size 1,131.0 kb).

If you have questions about accommodations or experience issues using Accommodate, please contact Accessibility Services at accessibilityservices@msvu.ca, call 902 457 6567, or visit the Student Services desk at EMF 108 (below the library).