5 Steps of the
Ventus User Experience Assessment

Log in to Ventus, follow these 5 steps, and complete the survey to assess how Ventus performs for you.

Log in to Ventus & Open Survey

- Go to ventus.carleton.ca/student
- Click "Login to the Academic Accommodations Portal" button
- Sign in with MyCarletonOne credentials
- Complete Survey as you go

1. Verify Personal Disability Information

- Select "Profile"
- Review information for accuracy
- Report issues to Somei.Tam@carleton.ca

2. Add a Temporary Disability

- Go to Profile tab
- Click "Add disability information" button
- In the "Disability type" dropdown menu, select "Mobility Impairment"
- In the "Describe your disability (optional)" field, type "Broken Arm".
- In the "Is this condition permanent?" dropdown menu, select "No"
- In the "Expected duration of disability" field, type "6-8 weeks healing"
- In the "Documentation" dropdown menu, select "will attach file"
- Under "Add attachment(s)", click "Browse" button and upload Word doc with name / student number only
- Click "Add disability information" button

3. Complete "Initial Intake Form"

- Click "intake form notification banner" below top menu
- Complete form
- Click "Submit and continue" button

4. Verify / Request Accommodations

- Review Template Accommodations:
    - In Accommodations tab, from Course List, select a course and make note of any inaccuracies
- Make Accommodations Request:
    - Click on a course
    - Click checkbox next to each Teaching and Exam Accommodation required
    - Click "Submit for approval" button
    - Message reminds you changes can't be made once sent for approval; Click Ok to submit your request.
    - Check accommodations status in status column:
        - unselected = "Opted Out"
        - self-serve = "Approved"
        - non-self-serve = "Pending"

5. Confirm Exam Participation & Select Accommodations

- In Dashboard, see new exam notification under "Unconfirmed Exams" heading and click "Respond" button
- Click checkboxes of exam accommodations you require
- Under "Student confirmation option", click down arrow and choose "I will write this exam online with the class"
- Click green button labelled "I confirm that I will write this exam with accommodations"
- In Exams tab, confirmed exam is listed under heading "Exams with MEC – McIntyre Exam Centre"; click blue "View/edit" button to check status of selected accommodations

Please Complete and Submit the Survey!