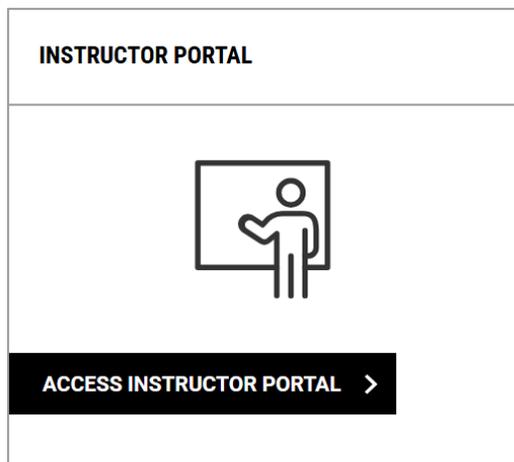


# DSS Instructor Portal Tutorial

The Instructor Portal is designed for instructors and faculty to manage student accommodations. Through this portal, instructors can:

- View and read accommodation letters across all courses in one location.
- Complete the Testing Agreement for accommodated exams.
- See all exam requests submitted by students.
- View a list of textbooks being converted into accessible formats.
- See assigned interpreters for students.
- Identify assigned notetakers and review uploaded notes.

## Instructor Portal Overview



1. Login to the to the **DSS Instructor Portal** .
2. Access the **Instructor Overview Page**, where instructors can:
  - a. See all students with accommodations
  - b. View the main accommodations requested
  - c. Check whether they have read the **faculty notification letter** (Only updates if read through Instructor Access, not via email)

Defaults to current term and list of requested accommodations. The Home Menu on the left will always be displayed.

Hi Haris Gunadi! HELP SIGN OUT

**DSV5**

**OVERVIEW**

**HOME**

- > Overview
- > Add Instructor
- > Upload Syllabus
- > Alternative Formats
- > Communication Access
- > Flex Plans
- > Notetaking Services
- > Testing Accommodations
- > Video Captioning

» OVERVIEW

Previous Term Term: Fall 2010 Next Term

**ANNOUNCEMENT**

Setup custom messages for Instructors in **Accommodations- Controls- Main Controls- Instructor Portal Controls**.  
**HTML Formatting permitted**

**COURSE NOTES** ▾

**STUDENTS WHO REQUESTED ACCOMMODATIONS**

**REFINE SEARCH** >

## Announcement

General announcements for instructors created by the DS staff will display when available.

**ANNOUNCEMENT**

Setup custom messages for Instructors in **Accommodations- Controls- Main Controls- Instructor Portal Controls**.  
**HTML Formatting permitted**

# Course Notes

If a course has specific notes that apply only to it, they will display in the course notes drop down. Not all courses will have these

COURSE NOTES
^

**ACCT 33010.001 - COST ACCOUNTING (CRN: 10327)**

**To enter a Course Note:** navigate to the Course Detail and click Edit Course Information.  
Write a message that applies to that course only

**ACCT 23020.002 - INTRO TO FIN ACCOUNTING (CRN: 13107)**

**To enter a Course Note:** navigate to the Course Detail and click Edit Course Information.

Hi Instructor!

**ACCT 23020.600 - INTRO TO FIN ACCOUNTING (CRN: 18393)**

**To enter a Course Note:** navigate to the Course Detail and click Edit Course Information.

Testing the instructor note field

# Students Who Requested Accommodations

Instructors see the overview of all their students, the main accommodations they requested, and if the instructor has read their faculty notification letter (only counts if faculty read the letter through instructor access. Does not work if faculty reads the letter via email). Instructor can click view next to a specific student's name to see the letter.

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH
>

EXPORT DATA: STUDENTS
▼

TABLE LEGEND
▼

Currently Sorted by **Student's Full Name** Descending

Records Found: 75 (Showing: 1 - 75) Show Per Page:  Page: 1

View	PDF	CRN	Subject	Course	Section	Student's Full Name <span style="font-size: 0.7em;">↕</span>	Status	Request Date	Last Updated	Alternative Formats	Testing Accommodations	Communication Access	Flex Plans	Notet Serv
<a href="#">View</a>	<a href="#">PDF</a>	13936	ACCT	23020	003	Test Username	Cancelled	04/30/2023	09/22/2023					
<a href="#">View</a>	<a href="#">PDF</a>	13107	ACCT	23020	002	Cat Test	Emailed	02/10/2024	01/08/2025		Yes			
<a href="#">View</a>	<a href="#">PDF</a>	10327	ACCT	33010	001	Cat Test	Read	02/10/2024	02/20/2024		Yes			

## Optional: Acknowledge All Accommodations

Instructors can use the Handy Tool to acknowledge all accommodations requested.

**HANDY TOOLS: ACKNOWLEDGE ALL ACCOMMODATIONS** 

**Important Note:** This feature allows you to acknowledge all accommodation requests in the table above. The system will send one email confirmation for each accommodation request.

Setup acknowledgement for Instructors in **Accommodations- Controls- Main Controls- Instructor Portal Controls**.

[\*\*ACKNOWLEDGE ALL ACCOMMODATION REQUESTS >\*\*](#)

# Adding Additional Instructor to Course

» ADD INSTRUCTOR



## IMPORTANT MESSAGE

Setup Proposing Additional Instructors in **Accommodations- Controls- Main Controls- Instructor Portal Controls**. Provide the instructor with information on this feature, i.e. FERPA.

Note: Required fields are marked with an asterisk (\*).

### PERSONAL INFORMATION

Class\*:

Select One

Type\*:

Select One

Instructor Name\*:

Email Address\*:

### FORM SUBMISSION

ADD INSTRUCTOR >

For sections assigned to the instructor, they can **Add Additional Instructor to the Course** or **Replace All Instructors with the New Instructor**. The system will email the proposed instructor for confirmation.

# Instructor Portal Modules

## Communication Access

» COMMUNICATION ACCESS » LIST STUDENTS

### IMPORTANT MESSAGE

Set this text in **Communication Access- Controls- Main Controls**.  
Example: Information specific to having CART or ASL Interpreters

[Previous Term](#)

Term: Fall 2010

[Next Term](#)

Records Found: 13 (Showing: 1 - 13)

Show Per Page: 100 Page: 1

Assignment	CRN	Subject	Course	Section	Full Name	Campus	Lecture	Request Date	Request Type
<a href="#">View</a>	13107	ACCT	23020	002	<a href="#">Verbit AI Student</a>	KC	Yes (LEC)	01/07/2025	CART
<a href="#">View</a>	13107	ACCT	23020	002	<a href="#">Sheldon Plankton</a>	KC	Yes (LEC)	05/30/2024	CART and Interpreting

- Instructors can see a list of requests for all of their courses by student with the service. Clicking **View** will display the assignment details.

## Notetaking Services

» NOTETAKING SERVICES » LIST STUDENTS

[LIST STUDENTS](#)

[LIST NOTES](#)

### IMPORTANT MESSAGE

Message For Instructor Dashboard: Set this text in Notetaking Services- Controls- Main Controls

[Previous Term](#)

Term: Fall 2010

[Next Term](#)

Records Found: 19 (Showing: 1 - 19)

Show Per Page: 100 Page: 1

CRN	Subject	Course	Section	Full Name	Campus	Lecture	Request Date	Notetaker Names
13107	ACCT	23020	002	<a href="#">Sandy Cheeks</a>	KC	Yes (LEC)	02/17/2023	
13107	ACCT	23020	002	<a href="#">Spongebob Squarepants</a>	KC	Yes (LEC)	02/15/2023	

- Instructors can view a list of students with Notetaking Services in their courses.

## List Notes

Instructors can download and view notes uploaded to AIM for their classes.

Download	CRN	Subject	Course	Section	Notaker Full Name	File Name	Size	Uploaded On
<a href="#">Download</a>	10441	ACCT	43031	001	Customer Support	Notes for Week 7 (Wednesday)	10 KB	02/19/2025 at 06:58 AM
<a href="#">Download</a>	12718	ADED	32142	001	James Bond	Notes for Week 1 (Tuesday)	12 KB	02/28/2024 at 06:43 PM

## Testing Accommodations

» TESTING ACCOMMODATIONS » **UPCOMING EXAMS**    **UPCOMING EXAMS**    COMPLETED FILES    COURSE INSTRUCTION    LIST STUDENTS    ALL EXAMS

**IMPORTANT MESSAGE**

**Message for Instructor Dashboard:**  
To set this message, navigate to Testing Accommodations- Controls- Main Controls.

<b>COURSE INSTRUCTION</b>	<b>COURSES MISSING EXAM DATES</b>
<b>30</b> Courses without Course Instruction Total Courses with Course Instruction: 32	<b>5</b> Number of Courses without Exam Dates

**UPCOMING EXAMS SCHEDULED**

**STEP 1: SELECT EXAMS (FOR BULK ACTIONS)**

Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Campus	Late	Pro
<input type="checkbox"/> Approved	<a href="#">Detail</a>	15058	CHEM	20095	006	<a href="#">Catherine Cordova</a>	In-Class Exam	04/03/2025	11:00 AM - 12:40 PM (100)	Corvallis Campus		Cus

[View Files](#)    [Review Exam Date Instructions](#)

For schools with access to the Instructor Portal after instructors complete the course instruction form, the next step is submitting Exam Dates. Instructors should:

1. Access the testing module within the instructor portal
2. Select the link to the “Number of Courses without Exam Dates”
3. For the class the instructor wishes to add exam dates, select “View/Modify Course Instruction”

**ACCT 43034.002 - NONPROFIT ACCT AND AUDTNG (CRN: 13164)**

Status: [View/Modify Course Instruction](#)

Course Meeting Times:

- W 06:15 PM - 08:55 PM, 08/06/2024 - 06/30/2025

Summary:

- Number of Students Requesting Testing Accommodations: **4**.
- Total Exams Scheduled: **3**.



**PLEASE REMEMBER TO SPECIFY EXAM DATES.**

4. Select "List Exam Dates" from the top menu
5. Add "Exam Details"

**EXAM DETAIL**

Type\* :

Approval Method\* :

Date\* :  

**Hint:** Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

Approval Grace Period:

Time: ⓘ

Standard Length Of Exam (In Minutes)\* :  

**Hint:** Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Additional Note For Staff: ⓘ

## Approval Grace Period

1. Allowance period before or after the scheduled exam date that the exam can be scheduled for, helpful for courses that allow students to choose a date within a window. This is not shared with the students. (Minimum of 1 day must be selected.)
2. Upload Exam file
3. Select "Save Exam Date"
4. Dates will list with the grace period in parenthesis

LIST EXAM DATES								
Modify	Delete	Type	Date	Time	Length	Exams Uploaded	Approval Method	
<a href="#">Modify</a>	<a href="#">Delete</a>	In-Class Exam	Wednesday, January 22, 2025	10:30 AM	60		Approve If Scheduled on the Specified Date and Time (+/-3 Days)	
<a href="#">Modify</a>	<a href="#">Delete</a>	Midterm	Friday, February 07, 2025	10:30 AM	60		Approve If Scheduled on the Specified Date and Time (+/-3 Days)	
<a href="#">Modify</a>	<a href="#">Delete</a>	Final	Friday, March 07, 2025	10:30 AM	80	1	Approve If Scheduled on the Specified Date and Time (-2 Days)	

## Bulk Exam Upload

1. Instructors can choose from a list of upcoming exams to apply one file to.

UPCOMING EXAMS SCHEDULED										
STEP 1: SELECT EXAMS (FOR BULK ACTIONS)										
Records Found: 4 (Showing: 1 - 4)								Show Per Page: 100		Page: 1
<input type="checkbox"/>	Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range
<input checked="" type="checkbox"/>	Processing	<a href="#">Detail</a>	18408	ACCT	33063	600	<a href="#">Bruce Banner</a>	In-Class Exam	02/04/2025	02:00 PM - 03:30 PM
<input checked="" type="checkbox"/>	Approved	<a href="#">Detail</a>	18408	ACCT	33063	600	<a href="#">Chris Rover</a>	In-Class Exam	02/05/2025	02:00 PM - 03:45 PM
<input type="checkbox"/>	Processing	<a href="#">Detail</a>	18408	ACCT	33063	600	<a href="#">Bruce Banner</a>	Quiz	02/07/2025	01:00 PM - 01:23 PM
<input type="checkbox"/>	Approved	<a href="#">Detail</a>	18408	ACCT	33063	600	<a href="#">Kamala Khan</a>	Quiz	02/07/2025	01:00 PM - 01:23 PM

- In our example, the in class exam is being administered on two different days by the DS office, Bruce on 2/4 and Chris on 2/5, the instructor selected both to have the same exam file.
2. Once you have selected the exams that need a file, scroll down and enter the file title and select the file from your computer to upload and then press the "Upload File" button.

## STEP 2: SELECT AVAILABLE OPTIONS

### UPCOMING EXAM FILE UPLOAD

Please select **at least one exam** from the table below. Any exams uploaded through this method will only apply to the selected exams.

File Title \*:

Exam 1

Select File \* : ?

Choose File Exam 1.docx

UPLOAD FILE >

3. Once uploaded, the list will identify which exams have a file associated.

Records Found: 4 (Showing: 1 - 4) Show Per Page: 100 Page: 1

<input type="checkbox"/>	Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range
<input type="checkbox"/>	Processing	<a href="#">Detail</a>	18408	ACCT	33063	600	<a href="#">Bruce Banner</a>	In-Class Exam	02/04/2025	02:00 PM - 03:30 P
<div style="border: 1px solid #ccc; padding: 5px;"><input type="button" value="View File"/> ▾</div>										
<input type="checkbox"/>	Approved	<a href="#">Detail</a>	18408	ACCT	33063	600	<a href="#">Chris Rover</a>	In-Class Exam	02/05/2025	02:00 PM - 03:45 P
<div style="border: 1px solid #ccc; padding: 5px;"><input type="button" value="View File"/> ▲ • exam 1 Uploaded: 02/04/2025 <a href="#">Delete Exam File</a></div>										
<input type="checkbox"/>	Processing	<a href="#">Detail</a>	18408	ACCT	33063	600	<a href="#">Bruce Banner</a>	Quiz	02/07/2025	01:00 PM - 01:23 P
<div style="border: 1px solid #ccc; padding: 5px;"><input type="button" value="View File"/> ▲ • quiz 1 Uploaded: 02/04/2025 <a href="#">Delete Exam File</a></div>										
<input type="checkbox"/>	Approved	<a href="#">Detail</a>	18408	ACCT	33063	600	<a href="#">Kamala Khan</a>	Quiz	02/07/2025	01:00 PM - 01:23 P
<div style="border: 1px solid #ccc; padding: 5px;"><input type="button" value="View File"/> ▾</div>										

### Instructors can:

- Submit a **Testing Contract** or indicate they will proctor exams
- View a **list of scheduled exam requests**

- See request approval status from disability services
- Upload exams directly

## Steps

1. Click **Alternative Testing**
2. To change the term, use the **Next Term** link (top right)
3. Indicate whether they will **proctor their own exams** or submit a **Testing Contract** for disability services
4. View exam requests and their statuses
5. Upload exams directly