Faculty Portal - How to

1. Once you log in to the Faculty Portal, you will see a pop up that you must accept before preceding forward.

INSTRUCTOR AUTHENTICATION PAGE

REMINDERS

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.
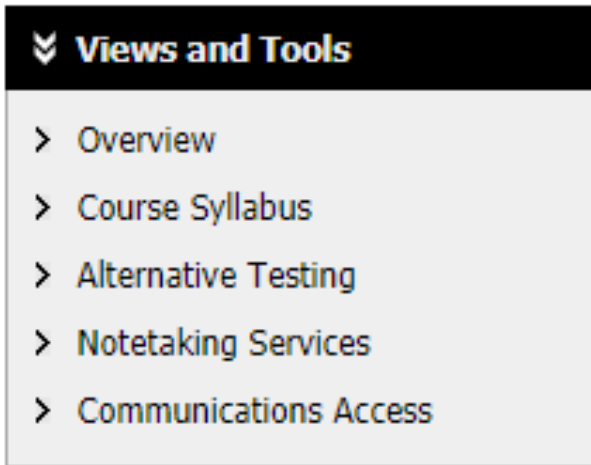
Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.

- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Continue to View Student Accommodations

2. Navigation – How to navigate through the website is on the left-hand side of the screen under 'Views and Tools'

Views and Tools

> Overview

> Course Syllabus

> Alternative Testing

> Notetaking Services

> Communications Access

3. The Overview page will list all students in your classes that have requested accommodations. If a student is registered with DSS but has not requested accommodations for your course, they will not be on this list

Login As Feature	OVERVIEW	Accommodation Requests Search Students' Eligibilities

Return to Staff

Previous Term	Term: Spring 2017	Next Term

⯆ Views and Tools

> Overview
> Alternative Testing
> Notetaking Services

Click to Expand Advanced Search Panel

Sort Result: **Course Information** ▼ **Sort**

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser.**

Log Out

⯆ Important Dates

> **March 29**
  Priority Registration Starts

Legend:
- **ALT:** Alternative Testing
- **CA:** Communications Access
- **N/S:** Alternative Formats
- **PN:** Notetaking Services

View	CRN	SBJ	CRS	SEC	Student's Full Name	ALT	PN	N/S	CA	Status
View	32595	PY	212	2B	Student Name	Yes				Emailed
View	32595	PY	212	2B	Student Name	Yes				Emailed
View	32595	PY	212	2B	Student Name		Yes			Emailed
View	32595	PY	212	2B	Student Name					Emailed
View	32595	PY	212	2B	Student Name					Emailed
View	32595	PY	212	2B	Student Name	Yes	Yes			Emailed
View	32595	PY	212	2B	Student Name					Cancelled

4. Course Syllabus will allow you to upload syllabi to the database. This is useful when students are scheduling tests.

UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **1 MB** per upload.
- View: **Acceptable File Types.**

Upload Form

Class*: [Select One ▼]

Title*: [   ]

Select File: [Choose File | No file chosen]

[Upload Syllabus]

No Syllabus Uploaded

5. The Alternative Testing section will bring you to the Alternative Testing Contract as well as a list of all students that have signed up to take exams in the DSS office. To create the alternative testing contract:
   a. Select the drop down to specify the class
   b. Select Continue to Specify Alternative Testing Contract
   c. You will then be prompted to complete a questionnaire on the classes exams
   d. Select 'Submit Alternative Testing Contract' at the bottom of the screen

ALTERNATIVE TESTING

SPECIFY ALTERNATIVE TESTING CONTRACT

Select Class: PY 216.OV (SLN: 45317) - Elementary Statistical Methods   ▼

If you need DSS to proctor your exams,   Continue to Specify Alternative Testing Contract

PROCTORING YOUR OWN EXAM

If you are proctoring your own exams please select the checkbox and click the button, 'Confirm to Proctor My Own Exams.' If DSS is proctoring, do not select anything.

Select Class: PY 216.OV (SLN: 45317) - Elementary Statistical Methods   ▼   Type: Select One   ▼   Confirm

e. If you have multiple students in the same class, you will see an additional drop down that says 'Copy Alternative Testing Contract'

ALTERNATIVE TESTING

LIST ALTERNATIVE TESTING CONTRACT

Hint: If you need to make any changes, please click on the following Alternative Testing Contracts. If you would like to make a copy of your Alternative Testing Contract to another course, please use the following function to select your source Alternative Testing Contract and your other course.

Select: Select One   ▼   View

Copy to: [   ] ▼   Copy

6. From here, you are able to upload your exams or passwords to the secure portal.

7. The Notetaking Services Section allows you to monitor who has requested notetaking services as well as the notetaker. You are also able to monitor the frequency and quality of notes being provided to DSS students.

Login As Feature	NOTETAKING SERVICES
Return to Staff	**PY 218.2C - Abnormal Psychology**

List of Notetaker(s):

- Name: Notetaker Name (Email:).

Available Note(s) for Download (Click to Expand)

Students Who **Have Requested Accommodation**:

- Student Name
- Student Name
- Student Name

≽ Views and Tools

> Overview

> Alternative Testing

> Notetaking Services

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

≽ Important Dates

> **March 29**
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8. Communication Access allows you to see which students in your course have access to a Sign Language Interpreter or CART Captionist. It will also show you who the interpreter or captionist is.

COMMUNICATIONS ACCESS

Current Requests   Submit Video Captioning Request

Previous Term	Term: Summer 2018	Next Term

PY 216.OV - Elementary Statistical Methods

Status: **No Staff Assigned**

Have Requested Accommodation:
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