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.
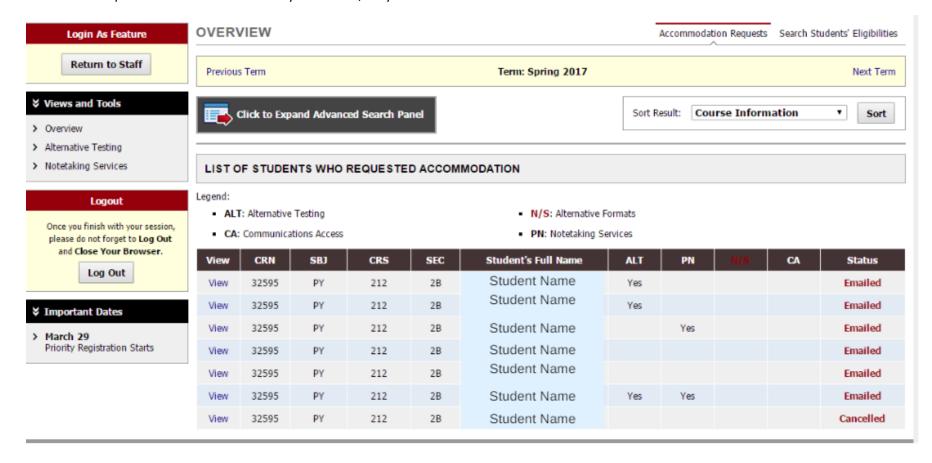
FERPA (Confidentiality Statement)

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. 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

OVERVIEW

Login As Feature
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**

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

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

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

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

Login As Feature

Return to Staff

Views and Tools

> Overview
> Alternative Testing
> Notetaking Services

Logout

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Log Out

Important Dates

> March 29
  Priority Registration Starts

ALTERNATIVE TESTING

List Exams   Students' Courses

LIST OF ALTERNATIVE TESTING CONTRACT

• PY 218.2C - Abnormal Psychology

SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
PY	218	2C	Student Name	Paper-Based Exam	03/30/2017	11:00 AM	Approved - Upload Exam

4. 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

Return to Staff

Views and Tools

> Overview
> Alternative Testing
> Notetaking Services

Logout

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Log Out

Important Dates

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   Priority Registration Starts

NOTETAKING SERVICES

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