

MyDSO Faculty Portal: Uploading Tests

Students who plan to take a test at the DSO Test Center will schedule their test at least two business days in advance of the test. Once the test request is approved by DSO staff, faculty will receive an email notification of the scheduled test with several key pieces of information.

From: RIT - Disability Services Office <RIT.DSO@post.accessiblelearning.com>
Sent: Tuesday, June 9, 2020 4:05 PM
To: [REDACTED]
Subject: [DSO] Test to be taken at DSO Test Center

Hello, Professor -

Your student has scheduled a test at the DSO Test Center on the date/time listed below:

Status: **Approved**

Student: [REDACTED] **Testcase** (School ID: **ABCD12345**) 1

Class: **CRPG 61.06 - CRP Academic Strategies**

Exam Type: **Quiz**

Date: **Thursday, June 11, 2020** 2

Start Time: **03:30 PM**

End Time: **05:00 PM (90)**

Please upload your exam to our secure website at least 24 hours prior to your student's test time. Only DSO staff has access to the uploaded exams. Link to upload exam: <https://bachelor.accessiblelearning.com/RIT/ExamFile.aspx?ID=E01072381360207&Key=bDmsJTUv>. 3

Please be sure to upload the test to the MyDSO faculty portal at least one business day in advance.

If you have questions, please contact me at dsotest@rit.edu. Thanks,

Disability Services Test Center
Division of Student Affairs
Student Alumni Union 1150
28 Lomb Memorial Drive
Rochester, NY 14623

1. The name of the student and the course name/number
2. Date and time the test has been scheduled (including any applicable extended time)
3. A link for you to securely upload the test file(s) into the MyDSO portal

Click the link in the email to access the MyDSO Faculty portal (login will be required if you have not already done so). In the **File Information** box, fill in the required information as shown below, then upload the test file. You may repeat for any other related documents (tables, charts, answer sheets, etc.).

Home

Home >> Submit Exam Electronically and Exam Instruction

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

UPLOAD INSTRUCTION

- If you are scanning your document at 150 - 300 dpi as resolution.
- Upload one file at a time and the maximum allowable file size is 20 MB per upload.
- View: [Acceptable File Types](#).

File Information

Class: BASE 100.99 - BASERUNNING FUNDAMENTALS (CRN: A3102)

Exam File Note (Optional):

Same Exams for Everyone: Yes No
Note: Select Yes, if you would like us to use this file for all students that have scheduled exams for this same day and section.

Select File:

1. Alternately, you can upload a test after logging into the MyDSO Faculty Portal at bachelor.accessiblelearning.com/RIT/Instructor.

2. Review any REMINDERS that display on the page, then click **Continue to View Student Accommodations**.

Sign In

RIT | Division of Student Affairs
Disability Services Office

Home >> Instructor Homepage >> Instructor Authentication Page

INSTRUCTOR AUTHENTICATION PAGE

Username:

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**

3. In the left-hand sidebar, click **Alternative Testing**.

Home >> Instructor Homepage >> Overview

OVERVIEW Accommodation Requests

Return to Staff

Previous Term Term: 2019-2020 - Spring Next Term

Click to Expand Advanced Search Panel Sort Result: Course Information Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:
 ■ TEST: Alternative Testing ■ CLSS: Classroom Access

Export Search Result To CSV (Comma-Separated Values) File
 For Accommodation Export, Sort Column by: **Alphabetically** Accommodation Requests

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	CLSS	Status
View	52134	BIOG	102	01	Tinker Bell	Yes	Yes	Emailed
View	52134	BIOG	102	01	Randall Testcase	Yes		Emailed

4. If you have students with test accommodations, the students and class information will be displayed:

Home >> Instructor Homepage >> Alternative Testing

ALTERNATIVE TESTING List Exams Students' Courses

LIST ALTERNATIVE TESTING AGREEMENT

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

Select:
 Copy to:

STEP 1 - SELECT ACTION
 Available Tools:

STEP 2 - SELECT FROM THE FOLLOWING COURSES
 Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>		102	01	Randall Testcase	Test	06/05/2020	11:30 AM	Processing - View Detail
<input type="checkbox"/>		102	01	Tinker Bell	Quiz	06/08/2020	10:30 AM	Processing - View Detail
<input type="checkbox"/>		102	01	Randall Testcase	Quiz	06/08/2020	01:30 PM	Processing - View Detail
<input type="checkbox"/>		102	01	Tinker Bell	Test	06/09/2020	10:15 AM	Processing - View Detail

STEP 3 - CONFIRMATION

No Exam Has Been Uploaded

a. In the yellow bar labeled **Step 1** select an action from the drop-down bar, in the table labeled **Step 2** select the students that this action applies to, and then press the **Confirmation** button in **Step 3**.

STEP 1 - SELECT ACTION

Available Tools: **Upload File to Exam(s)** 1

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

	SRJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input checked="" type="checkbox"/>		102	01	Randall Testcase	Test	06/05/2020	11:30 AM	Processing - View Detail
<input type="checkbox"/>		102	01	Tinker Bell	Quiz	06/08/2020	10:30 AM	Processing - View Detail Exam Instruction Specified
<input type="checkbox"/>		102	01	Randall Testcase	Quiz	06/08/2020	01:30 PM	Processing - View Detail Exam Instruction Specified
<input checked="" type="checkbox"/>		102	01	Tinker Bell	Test	06/09/2020	10:15 AM	Processing - View Detail

STEP 3 - CONFIRMATION

Confirm Your Selections 3

1. Select Action = Upload File to Exam(s)
2. Indicate which students will need this test file (please pay attention to the Date column to be sure you are providing the file for the correct date!)
3. Press the Confirmation button

My Dashboard | Unified Blogs | Staff Access | Website Control | Testing Center

Home > Instructor Homepage > Alternative Testing

ALTERNATIVE TESTING List Exams Students' Courses

UPLOAD INSTRUCTION

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- View: [Acceptable File Types](#).

File Information

Exam(s):

- 102.01's Test for Randall Testcase
Friday, June 05, 2020 at 11:30 AM.
- 02.01's Test for Tinker Bell
Tuesday, June 09, 2020 at 10:15 AM.

Exam File Note (Optional):

Select File:

Select the appropriate file to upload, then press the **Upload Exam** button. If you have additional files, upload them as well. Once you have finished uploading files for the test, press the **Back to List Upcoming Exams** button.

5. If you have uploaded a test file and then make a change to the file before the test day arrives, please upload the new file by repeating the steps above, OR go back to your original email about the scheduled test and access the file uploading area through the link in the email.

If you have any questions about this, please contact us at dsotest@rit.edu or by phone at 585-475-5358.