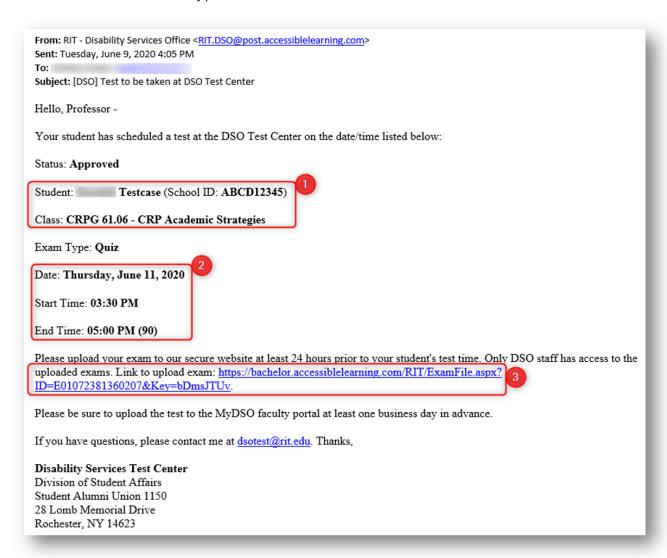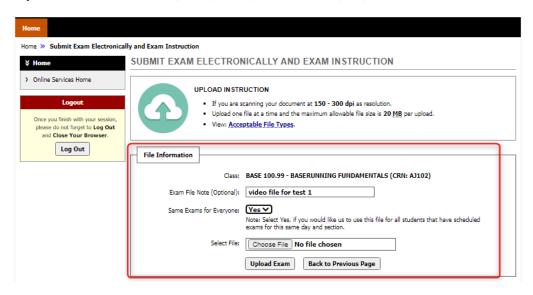# MyDSO Faculty Portal: Uploading Tests

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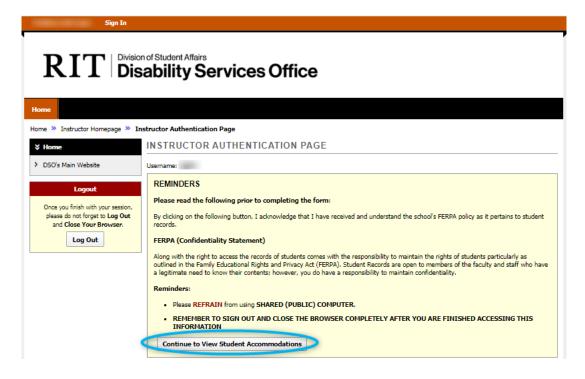
From: RIT - Disability Services Office <RIT.DSO@post.accessiblelearning.com>
Sent: Tuesday, June 9, 2020 4:05 PM
To:
Subject: [DSO] Test to be taken at DSO Test Center

Hello, Professor -

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

Status: **Approved**

Student: **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)

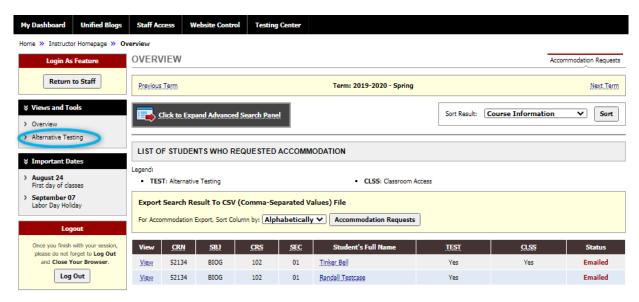3. A link for you to securely upload the test file(s) into the MyDSO portal

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.).
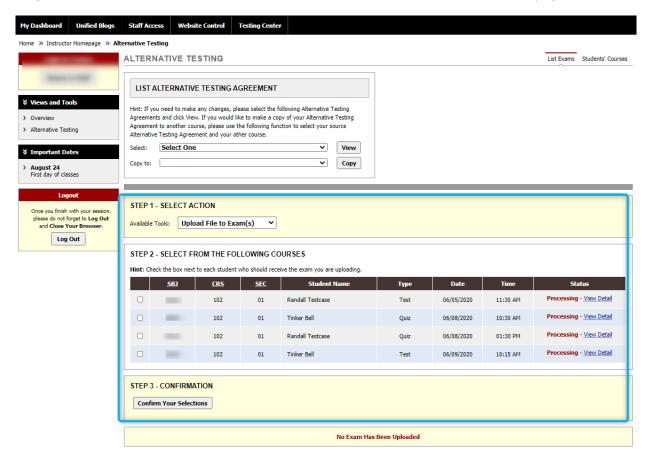

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1. Alternately, you can upload a test after logging into the **MyDSO Faculty Portal** at **bachelor.accessiblelearning.com/RIT/Instructor**.

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

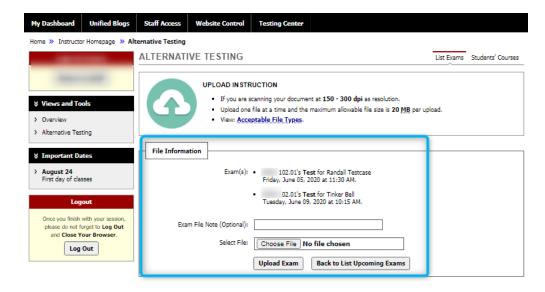**3.** In the left-hand sidebar, click **Alternative Testing**.

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

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**.

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

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.

RIT | Division of Student Affairs
Disability Services Office