

Test Data Available in MyDSO

(Course, Student Name, Test Date/Start & End Times,
Assigned Test Location, Student-specific Accommodations)

1. Log onto the [MyDSO Faculty Portal](#).
2. From the Instructor Authentication Page – press the **Continue to View Student Accommodations** button at the bottom.

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**

Continue to View Student Accommodations

3. Click the **Alternative Testing** link in the left-hand sidebar.

4. In the yellow box labeled **Step 1**, select the action you need.

ALTERNATIVE TESTING

List Exams Completed Exams Files 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: **Select One**

Copy to: _____

STEP 1 - SELECT ACTION

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

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"/>	MATH	171	03	_____	Test	11/03/2021	10:00 AM	Approved - View Detail Exam Uploaded: 1

Note that "Export All Exam Details" will create a spreadsheet of all the upcoming tests your students have scheduled as well as their test-related accommodations; after selecting this Action in Step 1, you'll need to press the Confirm Your Selections button in Step 3 to actually create the report.

STEP 1 - SELECT ACTION

Available Tools: Upload File to Exam(s) ▾
Upload File to Exam(s)
Export All Exam Details

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"/>	MATH	171	03	[REDACTED]	Test	11/03/2021	10:00 AM	Approved - View Detail Exam Uploaded: 1
<input type="checkbox"/>	MATH	171	03	[REDACTED]	Test	11/03/2021	10:10 AM	Approved - View Detail Exam Uploaded: 1
<input type="checkbox"/>	MATH	171	03	[REDACTED]	Test	11/03/2021	10:10 AM	Approved - View Detail Exam Uploaded: 1
<input type="checkbox"/>	MATH	171	03	[REDACTED]	Test	11/03/2021	10:10 AM	Approved - View Detail Exam Uploaded: 1
<input type="checkbox"/>	MATH	171	03	[REDACTED]	Test	11/03/2021	11:05 AM	Approved - View Detail Exam Uploaded: 1
<input type="checkbox"/>	MATH	171	03	[REDACTED]	Test	12/01/2021	10:10 AM	Approved - View Detail
<input type="checkbox"/>	MATH	171	03	[REDACTED]	Final	12/08/2021	01:30 PM	Approved - View Detail
<input type="checkbox"/>	MATH	172	02	[REDACTED]	Final	12/08/2021	01:30 PM	Approved - View Detail

STEP 3 - CONFIRMATION

Confirm Your Selections

	A	B	C	D	E	F	G	H	I	J	K	L	
1	StudentNam	UID	Email	Subject	Course	Section	Date	Detail	LocationName	Time_Start	Time_End	Length_In	Approved_Accommodation
2	J			MATH	171	3	11/3/2021		DSO Test Center	10:00 AM	1:50 PM	230	Access to DSO Test Center - Student Must Reserve at Least 2 Business Days in Advance, Breaks Permitted During Tests - Not Counted in Testing Time, Extended Time 2x on Timed Quizzes, Tests, and Final Exams - As Requested Test by Test, Instructor Approved Reference Card Permitted During Tests
3	A			MATH	171	3	11/3/2021		DSO Test Center	10:10 AM	1:03 PM	173	Access to DSO Test Center - Student Must Reserve at Least 2 Business Days in Advance, Extended Time 1.5x on Timed Quizzes, Tests, and Final Exams - As Requested Test by Test
4	P			MATH	171	3	11/3/2021		DSO Test Center	11:05 AM	1:58 PM	173	Extended Time 1.5x on Timed Quizzes, Tests, and Final Exams - As Requested Test by Test
5	A			MATH	171	3	11/3/2021		DSO Test Center	10:10 AM	1:03 PM	173	Access to DSO Test Center - Student Must Reserve at Least 2 Business Days in Advance, Extended Time 1.5x on Timed Quizzes, Tests, and Final Exams - As Requested Test by Test
6	A			MATH	171	3	12/1/2021		DSO Test Center	10:10 AM	1:03 PM	173	Access to DSO Test Center - Student Must Reserve at Least 2 Business Days in Advance, Extended Time 1.5x on Timed Quizzes, Tests, and Final Exams - As Requested Test by Test
7	A			MATH	171	3	12/8/2021			1:30 PM	5:15 PM	225	Access to DSO Test Center - Student Must Reserve at Least 2 Business Days in Advance, Extended Time 1.5x on Timed Quizzes, Tests, and Final Exams - As Requested Test by Test
8	L			MATH	171	3	11/3/2021		DSO Test Center	10:10 AM	1:03 PM	173	Access to DSO Test Center - Student Must Reserve at Least 2 Business Days in Advance, Extended Time 1.5x on Timed Quizzes, Tests, and Final Exams - As Requested Test by Test
9	L			MATH	172	2	12/8/2021			1:30 PM	5:15 PM	225	Access to DSO Test Center - Student Must Reserve at Least 2 Business Days in Advance, Extended Time 1.5x on Timed Quizzes, Tests, and Final Exams - As Requested Test by Test