

Uploading Test to MyDSO

(Preferred method if you have more than one student)

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

Login As Feature

Return to Staff

Views and Tools

- Overview
- Alternative Testing

Important Dates

- November 24 Thanksgiving Break
- November 25 Thanksgiving Break - RIT closed
- November 26 Thanksgiving Break - RIT closed

Logout

Once you finish with your session, please do not forget to **Log Out**

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.

Home >> Instructor Homepage >> Alternative Testing

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:

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

Continued on next page

5. The table in Step 2 lists all your students with upcoming exams; check the box to indicate which students will be taking the file you are uploading, then press the Confirm Your Selections button in Step 3.

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 checked="" type="checkbox"/>	MATH	171	03	[REDACTED]	Test	11/03/2021	10:00 AM	Approved - View Detail Exam Uploaded: 1
<input checked="" type="checkbox"/>	MATH	171	03	[REDACTED]	Test	11/03/2021	10:10 AM	Approved - View Detail Exam Uploaded: 1
<input checked="" type="checkbox"/>	MATH	171	03	[REDACTED]	Test	11/03/2021	10:10 AM	Approved - View Detail Exam Uploaded: 1
<input checked="" type="checkbox"/>	MATH	171	03	[REDACTED]	Test	11/03/2021	10:10 AM	Approved - View Detail Exam Uploaded: 1
<input checked="" 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

6. In the **File Information** box:

- Type in a note that applies to all students, if applicable
- Press the Choose File button to open a window & select a file from your computer
- Press Open to add the selected file to the MyDSO portal
- Press Upload Exam button

The screenshot shows the RIT Disability Services Office portal. The 'File Information' section is highlighted with a red box and contains the following fields:

- Exam File Note (Optional): **Same file for all students**
- Select File: **Choose File** (button), **No file chosen** (text)
- Upload Exam** (button), **Back to List Upcoming Exams** (button)

Overlaid on the portal is a Windows file explorer window showing the 'tests to enlarge' folder. The file 'Strength_Exam02_2211' is selected. Below the file explorer is a file selection dialog box with the file name 'Strength_Exam02_2211' and the 'Open' button highlighted with a red circle.