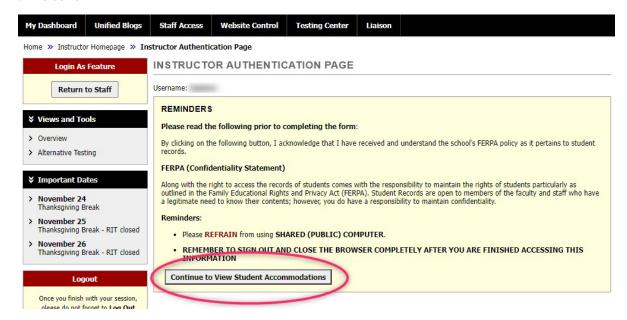
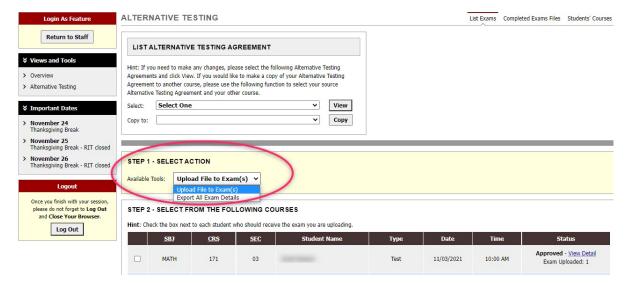
## **Uploading Test to MyDSO**

(Preferred method if you have more than one student)

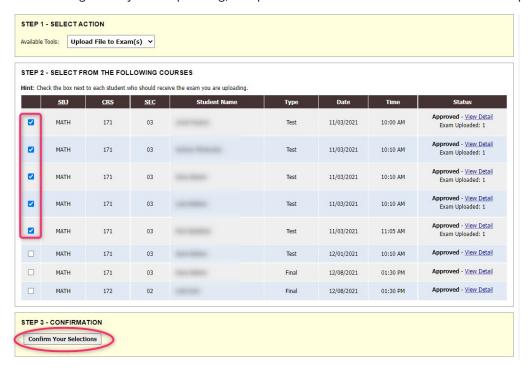
- 1. Log onto the MyDSO Faculty Portal.
- 2. From the Instructor Authentication Page press the Continue to View Student Accommodations button at the bottom.



- 3. Click the Alternative Testing link in the left-hand sidebar.
- 4. In the yellow box labeled Step 1, select the action you need.



**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.



## 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

