

MyDSO Faculty Portal: Uploading Tests from the Portal

Students who plan to take a test at the DSO Test Center will schedule their test **at least four business days in advance** of the test. Once the request is approved by DSO staff, faculty will receive an email notification of the scheduled test with several key pieces of information, including the date and time the student has requested to take it. Faculty should log onto the MyDSO Portal to approve the request.

1. To upload an exam file from the portal, start by logging in and clicking the **Continue to View Student Accommodations** button. In the left-hand sidebar, click **Alternative Testing**.

The screenshot shows the 'OVERVIEW' page of the MyDSO Faculty Portal. On the left sidebar, the 'Alternative Testing' link is circled in red. The main content area displays a table of records for students who requested accommodations. The table has columns for 'View', 'PDF', 'CRN', 'Subject', 'Course', 'Section', 'Student's Full Name', 'Status', 'Request Date', 'Last Updated', 'Alternative Testing', and 'Flex Plan'. One record is shown for 'Sample Student' with a status of 'Acknowledged'.

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Alternative Testing	Flex Plan
View	PDF	16508	WGST	205	01	Sample Student	Acknowledged	08/05/2024	08/05/2024	Yes	Yes

2. Under the **Upcoming Exams Scheduled** heading, there is a box titled **Upcoming Exam File Upload**. From there, a file can be uploaded and named.

The screenshot shows the 'UPCOMING EXAMS' page. At the top, there are four summary cards: 'ALTERNATIVE TESTING AGREEMENT' (0), 'COURSES MISSING EXAM DATES' (4), 'EXAM REQUESTS REQUIRING APPROVAL' (49), and 'EXAMS WITHOUT FILES UPLOADED' (46). Below these cards is a section titled 'UPCOMING EXAMS SCHEDULED' which contains a button labeled 'UPCOMING EXAM FILE UPLOAD' circled in red.

3. Select at least one exam in the list of requests via the **check box** on its left side. Click **Upload File**.

UPCOMING EXAM FILE UPLOAD ^

Please select **at least one exam** from the table below. Any exams uploaded through this method will only apply to the selected exams.

File Title * :

Select File * : ⓘ
 No file chosen

Records Found: 49 (Showing: 1 - 49)

<input type="checkbox"/>	Status	Detail	Proctor
<input type="checkbox"/>	Completed <input type="button" value="View File v"/>	Detail	Not Assigned
<input type="checkbox"/>	Completed <input type="button" value="View File v"/>	Detail	Not Assigned
<input type="checkbox"/>	Completed <input type="button" value="View File v"/>	Detail	Not Assigned
<input checked="" type="checkbox"/>	Instructor Approval Required	Detail	Not Assigned
<input type="checkbox"/>	Instructor Approval Required	Detail	Not Assigned
<input type="checkbox"/>	Instructor Approval Required	Detail	Not Assigned

4. A green check mark will appear at the top of the screen to confirm that the file was successfully attached. In the list of upcoming exams, there will now be a **View File** button in the **Status** column for that request.

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5. If a file needs to be **deleted**, clicking the **View File** button will make an option to delete the file appear. If the original file needs to be replaced by a new one, please delete the original and follow the above steps to attach a new one.

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[View File](#) ^

- **TEST**
Uploaded: 09/06/2024
[Delete Exam File](#)

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