

Instructor Portal

How to View Students' Accommodation

1. Review FERPA (Confidentiality Statement) then press **Continue to View Student Accommodations**.

The screenshot shows the Instructor Authentication Page. At the top, there is a navigation bar with links: My Dashboard, Unified Blogs, Staff Access, Website Control, and Proctor. Below this is a breadcrumb trail: Home >> Instructor Homepage >> Instructor Authentication Page. The main heading is 'INSTRUCTOR AUTHENTICATION PAGE'. A 'Username:' field is visible. The 'REMINDERS' section contains the following text: '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'. A button labeled 'Continue to View Student Accommodations' is highlighted with a red box. The sidebar on the left includes 'Views and Tools' (Overview, Course Syllabus, Alternative Testing, Alternative Formats, Notetaking Services, Deaf and Hard of Hearing) and 'Important Dates' (March 27: Registration Opens for Summer, April 24: Last day to drop with an automatic grade of 'W', May 17: End of Term). A 'Logout' section at the bottom left contains the text 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.' and a 'Log Out' button.

- Listed are all students who are in the class with active accommodations. Click **View** to review FNL (Faculty Notification Letter). Contact DSS with questions concerning the FNL.

Home >> Instructor Homepage >> Overview

Accommodation Requests Search Students' Eligibilities

OVERVIEW

Term: Spring 2023

Sort Result: Last Requested (Newest F) Sort

Click to Expand Advanced Search Panel

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- TEST: Alternative Testing
- TEXT: Alternative Formats
- COMM: Deaf and Hard of Hearing
- NOTE: Notetaking Services

Export Search Result To CSV (Comma-Separated Values) File

For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	NOTE	TEXT	COMM	Request Date	Status
View	23497	MGMT	3311	604	Harry Potter	Yes				01/09/2023	Emailed

Logout

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Log Out

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DISABILITY SUPPORT SERVICES

Texas A&M University - San Antonio
One University Way
San Antonio, TX 78224

Website: [Visit Our Website](#)
Email Us: DSS@tamusa.edu

Phone: (210) 784 - 1335
Fax: (210) 784 - 1335

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- If a student has a “Yes” under Test, a “Disability Support Services Schedule & Proctor Form” will need to be completed. Note: This will replace the Proctor form that was completed before each exam. Unless something changes, this form will only need to be completed once. Select **Alternative Testing**.

Home >> Instructor Homepage >> Overview

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- Select **Continue to Specify Disability Support Services Schedule & Proctor Form**. If the instructor teaches multiple courses, be sure to select the correct class. A proctor form will need to be filled out for each class taught.

Home » Instructor Homepage » Alternative Testing

ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses

SPECIFY DISABILITY SUPPORT SERVICES SCHEDULE & PROCTOR FORM

Select Class: **MGMT 3311.604 (CRN: 23497) - Principles of Management**

Continue to Specify Disability Support Services Schedule & Proctor Form

No Exam Has Been Uploaded

Questions? Contact Us!
Please contact our office if you have any questions regarding Alternative Testing request.

DISABILITY SUPPORT SERVICES
Texas A&M University - San Antonio
CAB 210
One University Way
San Antonio, TX 78224

Website: Visit Our Website
Email Us: DSS@tamusa.edu

Phone: (210) 784 - 1335
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- Review the description and instructions. Complete the form. There are spaces provided for additional notes and comments.

Home » Instructor Homepage » Alternative Testing

ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses

Login As Feature Return to Staff

Class: MGMT 3311.604 - Principles Of Management (CRN: 23497)

DISABILITY SUPPORT SERVICES SCHEDULE & PROCTOR FORM DESCRIPTION	FACULTY / STAFF INSTRUCTION
<p>Type: Disability Support Services Schedule & Proctor Form</p> <p>This form is to replace the Schedule and Proctor form that was filled out before each exam. This will be filled out at the beginning of the semester and we will use it when a student schedules an exam.</p> <p>DSS Exam Center Central Academic Building, Suite 210 (210) 784-1335 dss@tamusa.edu Monday – Friday, 8:00 a.m. – 5:00 p.m. **The DSS Exam Center hours vary due to scheduled exam or quiz demands and may be open as needed for exams or quizzes scheduled in advance.**</p>	<p>Instructor - Please complete this form each semester.</p>

Views and Tools

- Overview
- Course Syllabus
- Alternative Testing
- Alternative Formats
- Notetaking Services
- Deaf and Hard of Hearing

Important Dates

- March 27**
Registration Opens for Summer
- April 24**
Last day to drop with an automatic grade of "W"
- May 17**
End of Term

Questions include the following:

1. What materials are students allowed to use on the exam (this question applies to all students).
2. Allow Start Time Flexibility (students may have classes before or after a class period. We request flexibility to ensure additional test time accommodations are met.)
3. How the exam will be sent to DSS
4. How the exam will be returned to the instructor
5. Format of the exam
6. Online exam information (if it is not applicable, select n/a)
7. List of Exam Dates and Start Times (if changes are needed after form is submitted, an updated form will be needed).
8. Additional break time information
9. Exam Lengths – please specify regular class exam length without time accommodations for each type of exam given. If an exam type is not listed, please contact DSS.
10. Instructor Phone Number – This will only be used if an issue occurs during the exam.

6. Select **Submit Disability Support Services Schedule & Proctor Form** when the form is completed.
7. If changes need to be made to the Proctor form, select **Alternative Testing** under *Views and Tools*. Choose the correct course and select **View**. Make the necessary changes and then select **Update Disability Support Services & Proctor Form**.

Views and Tools

- > Overview
- > Course Syllabus
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

Important Dates

- > **March 27**
Registration Opens for Summer
- > **April 24**
Last day to drop with an automatic grade of "W"
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End of Term

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ALTERNATIVE TESTING

[List Exams](#) [Completed Exams Files](#) [Students' Courses](#)

LIST DISABILITY SUPPORT SERVICES SCHEDULE & PROCTOR FORM

Hint: If you need to make any changes, please select the following Disability Support Services Schedule & Proctor Forms and click View. If you would like to make a copy of your Disability Support Services Schedule & Proctor Form to another course, please use the following function to select your source Disability Support Services Schedule & Proctor Form and your other course.

Select: FAKE 1.1 (CRN: 12345) - Intro to Imaginary Clas View

Copy to: Copy

STEP 1 - SELECTION 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"/>	FAKE	1	1	Daniel Rand-Kai View Accommodations	Exam	03/15/2023	02:00 PM	Approved - View Detail Exam Uploaded: 1