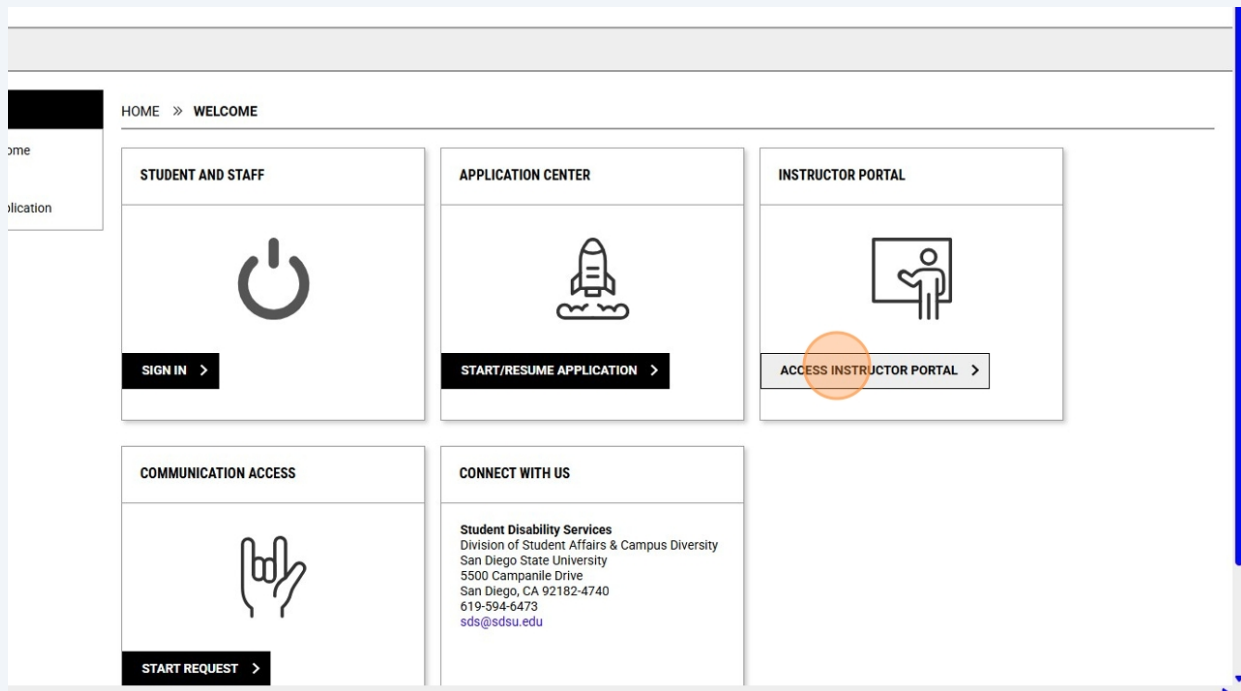# Completing Course Instructions and Entering Exam Dates

1   **Log-In:** Click "Access Instructor Portal" in the Instructor Portal block.

2 Click "Continue to View Student Accommodations".

3 **Navigating to you Testing Home Page:** " Click "Alternative Testing".

4 Here you will see the number of exams your students have already scheduled prior to the submission of your Course Instructions, the number of classes in which you still need to submit Course Instructions, and the number of exams on the calendar for which you have not yet uploaded exams.

> Flex Plan
> Notetaking Services
> Video Captioning

SIGN OUT >

Within this portal you will be able to:
- Access the Course Instructions you must complete for each class
- View and edit the upcoming exams you have scheduled and schedule additional exam dates
- Upload files for your upcoming exams
- Download completed student exams
- View a list of all students with testing accommodations enrolled in your classes

If you have any questions or need support, feel free to reach out to the Test Accommodation Center- tac@sdsu.edu or 619-594-2643

EXAMS IN PLACEHOLDER	COURSE INSTRUCTIONS	EXAMS WITHOUT FILES UPLOADED
3	**5**	**6**
Exams Scheduled without Course Instructions	Courses without Course Instructions	Number of Exams without Files Uploaded
	Total Courses with Course Instructions: 8	

UPCOMING EXAMS SCHEDULED

STEP 1: SELECT EXAMS (FOR BULK ACTIONS)

---

5 **Completing Your Course Instructions, ie- Setting Up Your Classes for TAC Proctoring:** Click "Courses without Course Instructions".

Within this portal you will be able to:
- Access the Course Instructions you must complete for each class
- View and edit the upcoming exams you have scheduled and schedule additional exam dates
- Upload files for your upcoming exams
- Download completed student exams
- View a list of all students with testing accommodations enrolled in your classes

If you have any questions or need support, feel free to reach out to the Test Accommodation Center- tac@sdsu.edu or 619-594-2643

EXAMS IN PLACEHOLDER	COURSE INSTRUCTIONS	EXAMS WITHOUT FILES UPLOADED
4	**6**	**6**
Exams Scheduled without Course Instructions	Courses without Course Instructions	Number of Exams without Files Uploaded
	Total Courses with Course Instructions: 7	

UPCOMING EXAMS SCHEDULED

STEP 1: SELECT EXAMS (FOR BULK ACTIONS)

6 Here you will see a list of all classes for which you need to complete Course Instructions. To begin submitting Course Instructions for each class, Click "Specify Course Instructions" in the block for the class.

Navigate To: Courses without Course Instructions

GO >

Records Found: **6** (Showing: **1 - 6**)　　　　　　　　　　　　　Show Per Page: **100**

TESTING 112.01 - TESTING 112 (CRN: 00012)

Status: **Not Specified** - Specify Course Instructions
Course Meeting Times:
  ○ MWF 12:00 PM - 01:00 PM, 07/10/2025 - 08/18/2025
Summary:
  ○ Number of Students Requesting Alternative Testing: **1**.
List *Exams without Course Instructions*:
  ○ **Standard Exam** on Friday, July 18, 2025 at 11:00 AM (30 Minutes) for **Test Testerson**.

TESTING 113.01 - TESTING 113 (CRN: 00013)

Status: **Not Specified** - Specify Course Instructions

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7 Select your preferred proctoring option from the dropdown menu. "SDS Will Proctor Exams" is the most preferred option. Click "Confirm to Proceed".

TRUCTIONS

⌂ » **COURSE INSTRUCTIONS**

Note: Required fields are marked with an asterisk (*).

PROCTORING YOUR OWN EXAM

If you would like to proctor your own exams* for all students with testing accommodations in this class, or your class has no exams, choose the appropriate option in the drop-down on the right side of the screen under Exam Management Method. Otherwise, please select, "SDS Will Proctor Exams" and then select "Confirm to Proceed".

*Please note that there are some testing accommodations which are only available at the Test Accommodation Center (TAC), such as certain assistive technologies. If you would prefer to proctor your own exams but are unsure if you are able to provide all your students' authorized accommodations, please contact the TAC- tac@sdsu.edu or 619-594-2643.

AVAILABLE OPTIONS FOR TESTING 112.01

Exam Management Method * : ⑦

SDS Will Proctor Exams

Confirm Task * :

Confirm to Proceed

FORM SUBMISSION

SUBMIT YOUR SELECTION >

8 Click "Submit Your Selection".

9 This is the Course Instructions page. Please complete it fully.

10 Use the additional comments sections to add details, such as what kinds of notes the students can have.

Course Instructions:
This Course Instructions form will provide the Test Accommodation Center (TAC) with the necessary information to effectively administer ALL the exams for your class.

You will only need to complete this form ONCE per semester for each class that you teach. These instructions will then be applied to every exam in this class. You will also be able to copy your Course Instructions and apply them to other sections of this course and other classes that you teach if your instructions will be the same.

Exam Dates:
After you complete the Course Instructions, **you will need to submit the date, start time, and duration, for each exam planned for this class.** If you need to provide different testing instructions for particular exams, you can provide those in the section provided on the exam date page.

If you are uncertain of your exam dates, please estimate to the best of your ability. You can always return to the portal and change exam details. The exam dates you enter will become the primary options for your students when booking the exams for your class at the TAC.

CONTACT INFORMATION

Phone Number:

United States of America (+1)   6195943219

Materials permitted for use during exams: *

- ☑ Scratch Paper
- ☐ Calculator (Basic)
- ☑ Calculator (Scientific)
- ☐ Calculator (Graphing)
- ☐ Calculator (Financial)
- ☐ Formula Sheet
- ☐ Periodic Table
- ☑ Ruler
- ☑ Compass
- ☐ Protractor
- ☑ Notes (indicate number of pages, size, etc. in additional comments)
- ☐ NO MATERIALS PERMITTED

Additional Comment:

1 8.5"x11" page of notes, handwritten or typed, front and back

Turning in notes and paper materials: *

- ☐ Students can keep their notes and paper materials
- ☑ Students must turn in all notes paper materials to the TAC
- ☐ Not Applicable

Additional Comment:

11 Please note that **the TAC will no longer be able to return completed exams via email.** If you would like your exams scanned and sent to you electronically, **they will be uploaded to your SDS Connect account**, where you will be able to download them.

How will you provide your exams to the TAC? *

- ◉ Upload to SDS Connect
- ○ Email to tac@sdsu.edu
- ○ Deliver to the TAC by Instructor
- ○ Online exams- not applicable
- ○ Other

Additional Comment:

How do you want exams returned to you? *

- ○ Upload to SDS Connect
- ○ Hold at TAC for pick up by Instructor
- ○ Online exams- not applicable

Additional Comment:

Please provide your cell phone number (for contact during test administration). Indicate if you would prefer to receive a call or text. *

12 Your response(s) to this question will enable us to schedule alternate arrangements with your students without needing to bother you for each individual situation.

Yes- Please provide the following information in additional comments: NAME, EMAIL ADDRESS, & MOBILE PHONE NUMBER

Additional Comment:

If a student's testing time falls outside the TAC hours of operation or conflicts with another exam or class, what alternative testing arrangements will you permit? *

☐ Students must contact instructor to set an alternate time

☐ Students must begin exam immediately following the end of their conflicting exam or class

☐ Students may take exam any time the day of the in-class exam

☐ Students may take exam any time the day AFTER the in-class exam

☐ Students may take the exam any time the day BEFORE the in-class exam

☐ Students may take the exam any time the WEEK of the in-class exam

☐ Other- please note in additional comments

Additional Comment:

Additional Instructions:

13 Once you have completed the entire Course Instructions page, click "Submit and Continue to Specify Exam Dates".

☐ Students may take the exam any time the day BEFORE the in-class exam

☐ Students may take the exam any time the WEEK of the in-class exam

☐ Other- please note in additional comments

Additional Comment:

Additional Instructions:

FORM SUBMISSION

SUBMIT AND CONTINUE TO SPECIFY EXAM DATES ›

QUESTION?

SDSU Test Accommodation Center

14 **Scheduling Exam Dates:** You will now need to add ALL the exam dates for this class, including the final. Even if you are uncertain about some of your exam dates, please use your best estimate to set your exam dates. You can always go back and change details later. These dates will become the options from which your students will select to schedule their exams.

15 Select which kind of exam from the dropdown menu, set the date, time, and standard duration of the exam. Our system will calculate any additional time your student(s) may receive as part of their accommodations.

16 Add any instructions that might be specific to this exam only and upload the exam file if you have it ready. If you do not have the exam ready, you can upload it at a later time, but **no later than the day before the exam at 12:00 PM**.

EXAM DETAIL

Type * :

Standard Exam ▾

Date * :

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

07/18/2025 📅

Time: ⑦

11 AM ▾   00 ▾

Standard Length Of Exam (In Minutes) * :

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

30

Additional Note For Staff: ⑦

EXAM DATE INSTRUCTIONS

Are there any testing instructions specific to this exam which differ from the instructions provided in your Course Instructions?

Such as:
Online exam access code
Different materials allowed with student while testing
Timed listening or visual components

If so, please provide those instructions specific to this exam here:

UPLOAD EXAM FILE

Note: Exam files can be added on a continual basis.

Title Or Exam File Note:

Exam 1

Select File: ⑦

Choose File   No file chosen

---

17 Click "Save Exam Date"

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

07/18/2025 📅

Time: ⑦

11 AM ▾   00 ▾

Standard Length Of Exam (In Minutes) * :

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

30

Additional Note For Staff: ⑦

If so, please provide those instructions specific to this exam here:

UPLOAD EXAM FILE

Note: Exam files can be added on a continual basis.

Title Or Exam File Note:

Exam 1

Select File: ⑦

Choose File   Exam 1.pdf

FORM SUBMISSION

SAVE EXAM DATE >   BACK TO LIST >

QUESTION?

18 Repeat steps 15, 16, & 17 for each exam date in this class.

19 **Applying a Completed Course Instructions Page to Other Classes:** From your testing home page, click "Course Instructions".

20 Identify the class which has the completed Course Instructions you want to apply to your other class(es) and click "View/Modify Course Instructions" in that class block.

Records Found: **13** (Showing: **1 - 13**)

Show Per Page: **100**

TEST COURSE 106.01 - INTRO TO TEST COURSES (CRN: 00006)

Status: **View/Modify Course Instructions**
Course Meeting Times:
  ○ MWF 01:00 PM - 02:00 PM, 06/23/2025 - 08/15/2025
Summary:
  ○ Number of Students Requesting Alternative Testing: **1**.
List Exam Dates:
  ○ **Standard Exam** on Tuesday, July 15, 2025 at 11:00 AM.
  ○ **Standard Exam** on Thursday, July 31, 2025 at 11:00 AM.
  ○ **Standard Exam** on Tuesday, August 05, 2025 at 11:00 AM.

TEST COURSE 107.01 - INTRO TO TESTING ACCOMMODATIONS (CRN: 00007)

Status: **View/Modify Course Instructions**
Course Meeting Times:
  ○ TR 11:00 AM - 12:30 PM, 07/14/2025 - 08/15/2025
Summary:
  ○ Number of Students Requesting Alternative Testing: **1**.

21 Click "Copy Course Instructions".

› Overview
› **Add Instructor**
› Alternative Formats
› Alternative Testing
› Communication Access
› Flex Plan
› Notetaking Services
› Video Captioning

SIGN OUT ›

TEST COURSE 106.01 - INTRO TO TEST COURSES (CRN: 00006)

COURSE INSTRUCTIONS   **LIST EXAM DATES**   **COPY COURSE INSTRUCTIONS**

Note: Required fields are marked with an asterisk (*).

INFORMATION

This Exam Course Instructions form will provide the Test Accommodation Center (TAC) with the necessary information to effectively administer ALL the exams for your course.

You will only need to complete this form once per semester for each course you teach. These instructions will then be applied to every exam in this course.

If you need to provide different testing instructions for particular exams in this course throughout the semester, you can also submit Exam Instructions for specific exams. You can access the Exam Instructions form in your SDS Connect portal.

CONTACT INFORMATION

Phone Number:

United States of America (+1)   6195943219

LIST OF QUESTIONS

Please provide the DATES and TIMES of all exams, quizzes, and the final exam for this course course. *

July 15, 2025
July 31, 2025
August 5, 2025

Materials Permitted for Use During Exam: *
  ☑ Scratch Paper
  ☐ Calculator (Basic)
  ☐ Calculator (Scientific)
  ☐ Calculator (Graphing)
  ☑ Calculator (Financial)
  ☐ Formula Sheet
  ☐ Periodic Table
  ☐ Ruler
  ☑ Compass

22 The "Copy Course Instructions to" dropdown menu will show all your classes which still do not have completed Course Instructions. Select which class you want to apply these Course Instructions to and click "Continue".

23 Make the appropriate changes to the exam dates and times for the new class.

24 Make sure to indicate if the same exam should be used for this class, as **the system will link the two classes if "Use Same File" is clicked.**

COURSE INSTRUCTIONS   LIST EXAM DATES   COPY COURSE INSTRUCTIONS

Copy to Course: **TESTING 113.01 - TESTING 113 (CRN: 00013)**.

	Type	Date		Time		Length	Use Same File
☑	Standard Exam	**Hint**: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). 07/17/2025		1 PM ∨	00 ∨	60	☐
☑	Standard Exam	**Hint**: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). 06/30/2025		11 AM ∨	00 ∨	60	☑
☑	Standard Exam	**Hint**: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). 08/05/2025		11 AM ∨	00 ∨	120	☑

COPY COURSE INSTRUCTIONS >

QUESTION?

25 Click "Copy Course Instructions".

> Overview
> Add Instructor
> Alternative Formats
> Alternative Testing
> Communication Access
> Flex Plan
> Notetaking Services
> Video Captioning

SIGN OUT >

TEST COURSE 106.01 - INTRO TO TEST COURSES (CRN: 00006)

COURSE INSTRUCTIONS   LIST EXAM DATES   COPY COURSE INSTRUCTIONS

Copy to Course: **TESTING 113.01 - TESTING 113 (CRN: 00013)**.

08/01/2025

☑ Standard Exam   **Hint**: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).   1 PM ∨ 00 ∨   120   ☐
08/13/2025

COPY COURSE INSTRUCTIONS >

26 You will now have the opportunity to add additional exam dates for this class.

27 When you finished adding an exam date, click "Save Exam Date. If you do not want to add any exam dates, click "Back to List".

28 **Adding the same Exam Date for Multiple Classes at the Same Time:** From your Course Instructions page, click the "Handy Tools: Specify Exam Date for Multiple Courses" Dropdown menu.

If you have any questions or need support, feel free to reach out to the Test Accommodation Center- tac@sdsu.edu or 619-594-2643

Previous Term | Term: Summer 2025 | Next Term

Navigate To: View All Courses

GO >

🔧✓ HANDY TOOLS: SPECIFY EXAM DATE FOR MULTIPLE COURSES ⌄

🔧✓ HANDY TOOLS: UPLOAD EXAM FILE FOR MULTIPLE EXAM DATES ⌄

Records Found: **13** (Showing: **1 - 13**) | Show Per Page: 100 ⌄ | Page: 1

TEST COURSE 106.01 - INTRO TO TEST COURSES (CRN: 00006)

Status: **View/Modify Course Instructions**
Course Meeting Times:
- MWF 01:00 PM - 02:00 PM, 06/23/2025 - 08/15/2025

29 Select the classes to which you want to add the same exam date and click "Continue with Selected". If you would like to add the same exam date to all your classes, simply click "Continue With All Courses".

If you have any questions or need support, feel free to reach out to the Test Accommodation Center- tac@sdsu.edu or 619-594-2643

Previous Term | Term: Summer 2025

Navigate To: Courses with Course Instructions

GO >

🔧 HANDY TOOLS: SPECIFY EXAM DATE FOR MULTIPLE COURSES

Select Courses:
- ☐ TEST COURSE 106.01 - INTRO TO TEST COURSES (CRN: 00006)
- ☐ TEST COURSE 107.01 - INTRO TO TESTING ACCOMMODATIONS (CRN: 00007)
- ☐ TESTING 108.01 - TESTING 108 (CRN: 00008)
- ☑ TESTING 109.01 - TESTING 109 (CRN: 00009)
- ☑ TESTING 110.01 - TESTING 110 (CRN: 00010)
- ☑ TESTING 111.01 - TESTING 111 (CRN: 00011)
- ☐ TESTING 112.01 - TESTING 112 (CRN: 00012)
- ☐ TESTING 113.01 - TESTING 113 (CRN: 00013)
- ☐ TST 104.01 - TEST COURSE 3 (CRN: 00003)

CONTINUE WITH SELECTED > | CONTINUE WITH ALL COURSES >

30 Enter all the exam details. Please note that using this method, the exam date, time, and duration will be identical for all classes selected.

31 Type the name of your exam and upload the exam file. Finish by clicking "Save Exam Date".