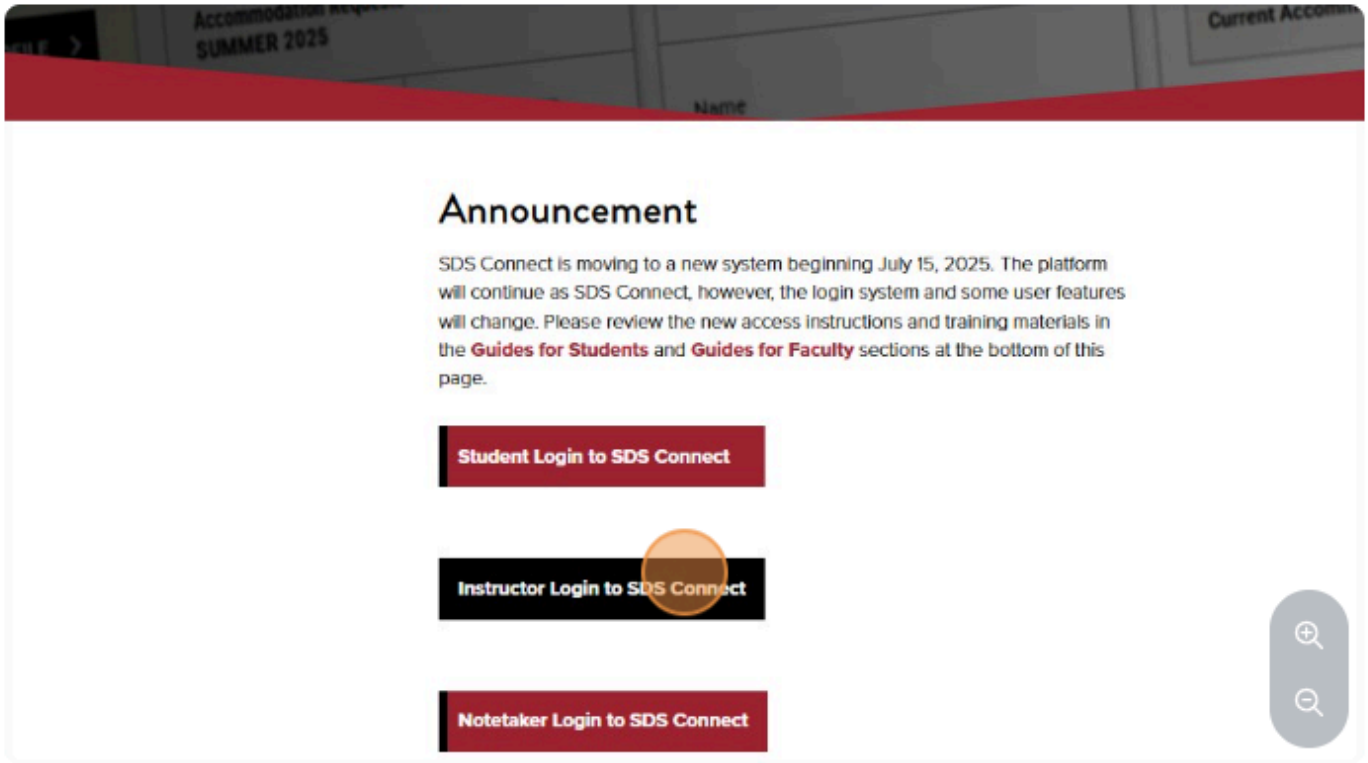
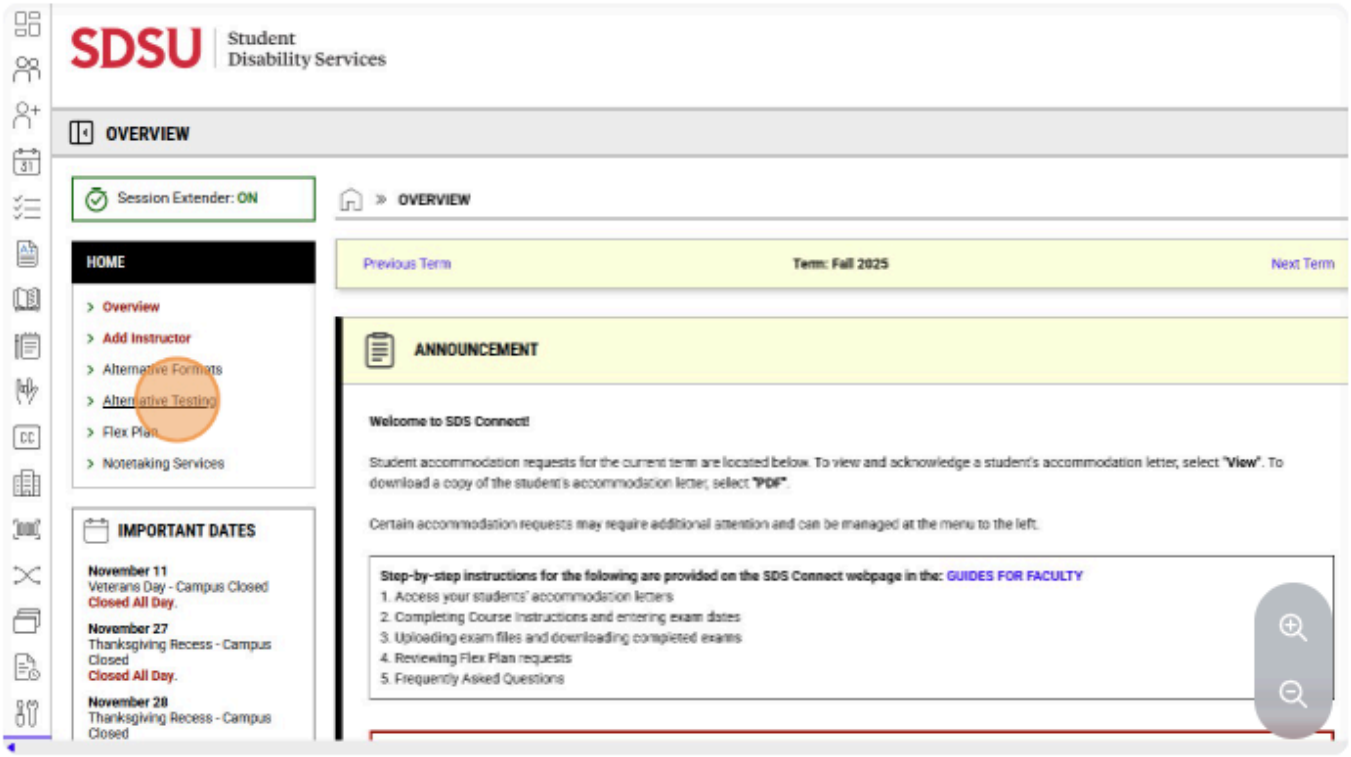
How to upload exams to SDS Connect

1 Login to the instructor portal of SDS Connect

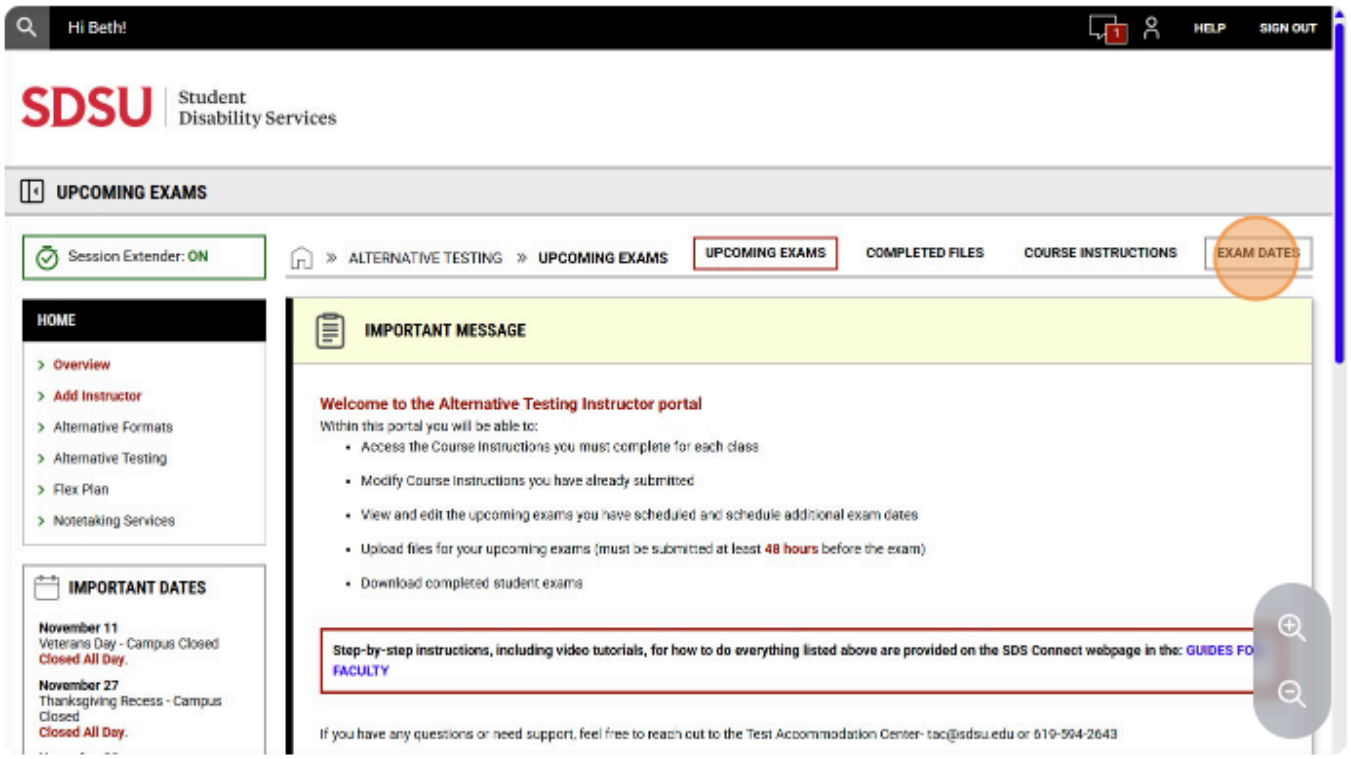
Guide Me



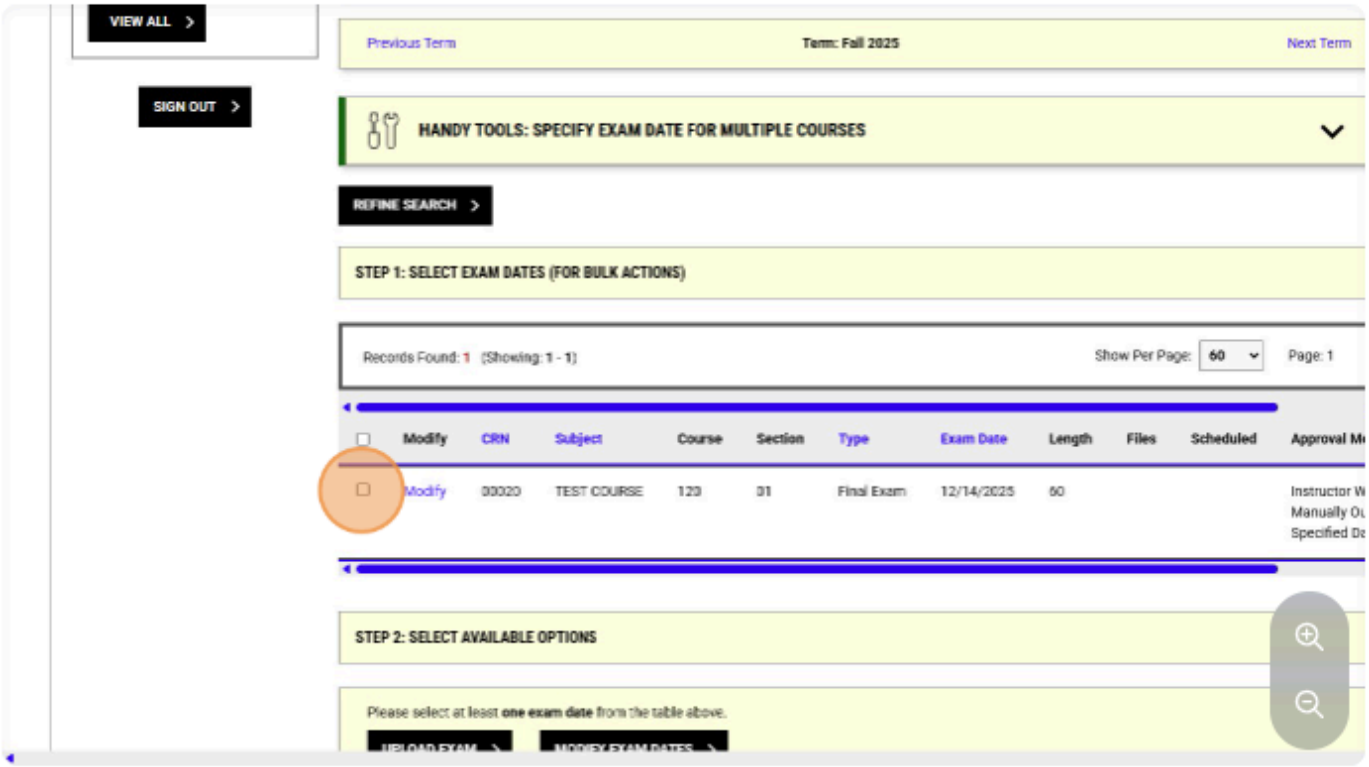
2 Click "Alternative Testing"



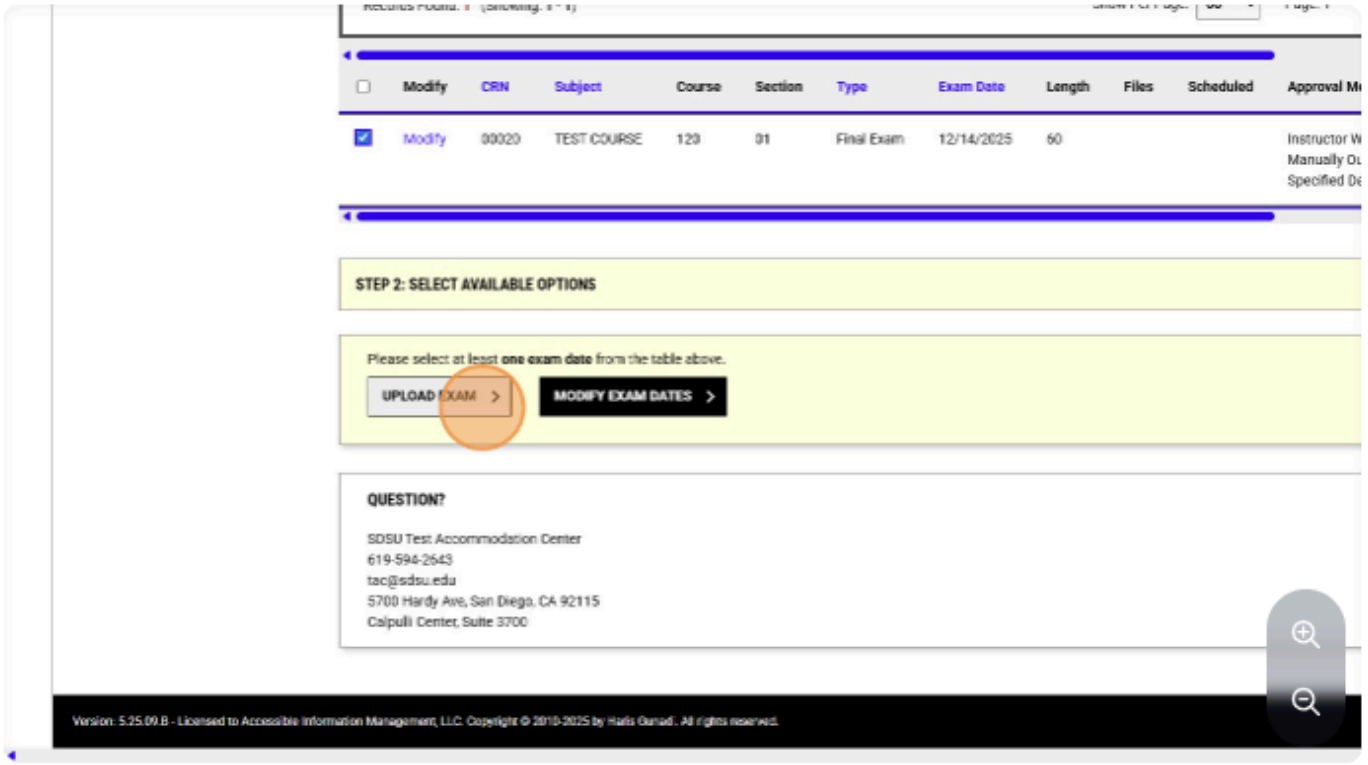
3 Click "Exam Dates"



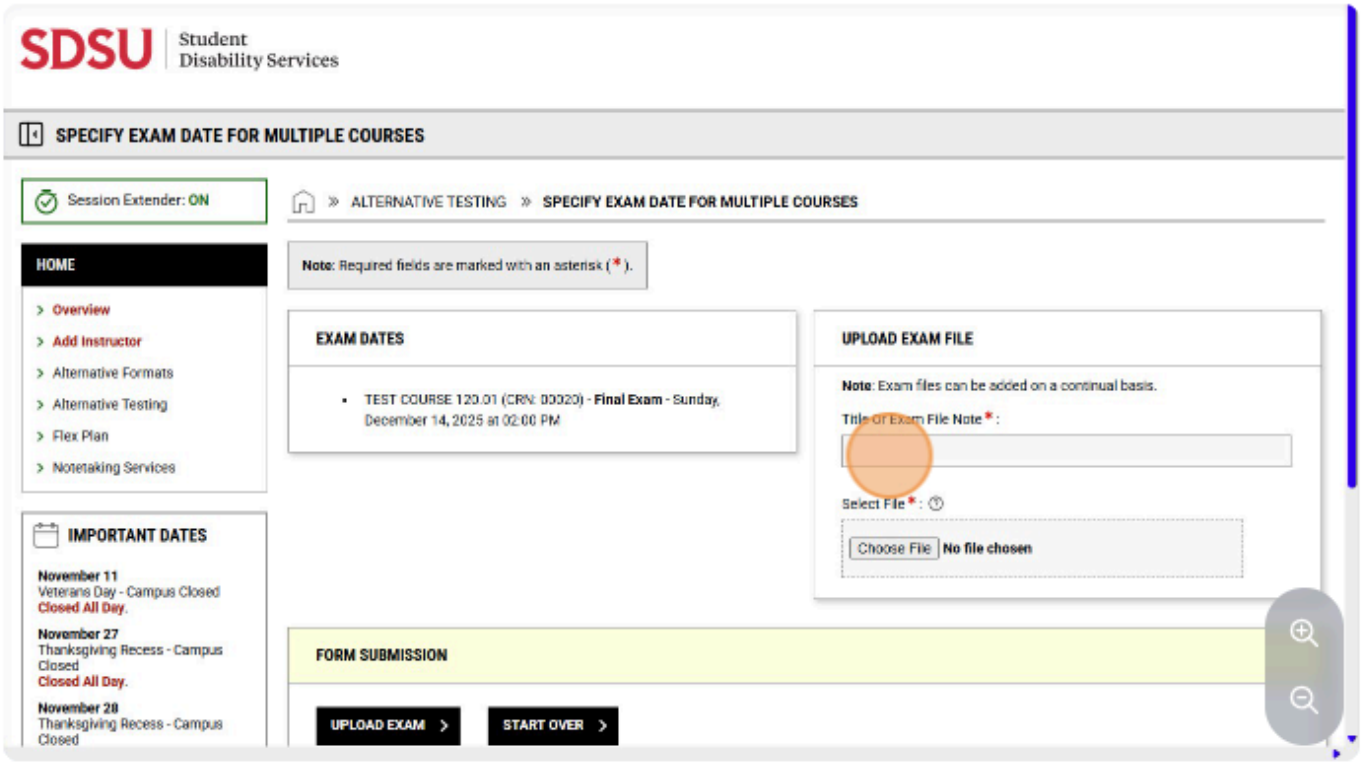
4 Select the exam date for which you want to upload an exam



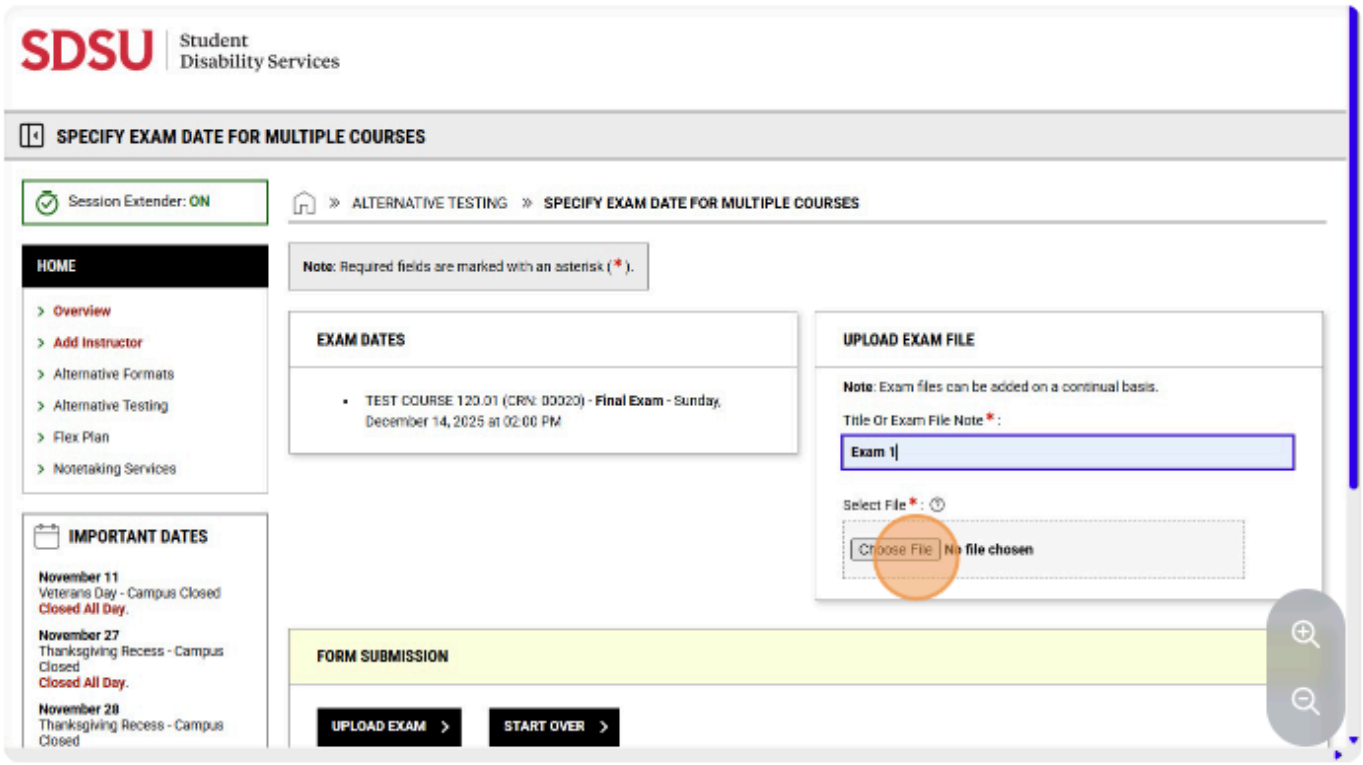
5 scroll down and click "Upload Exam"



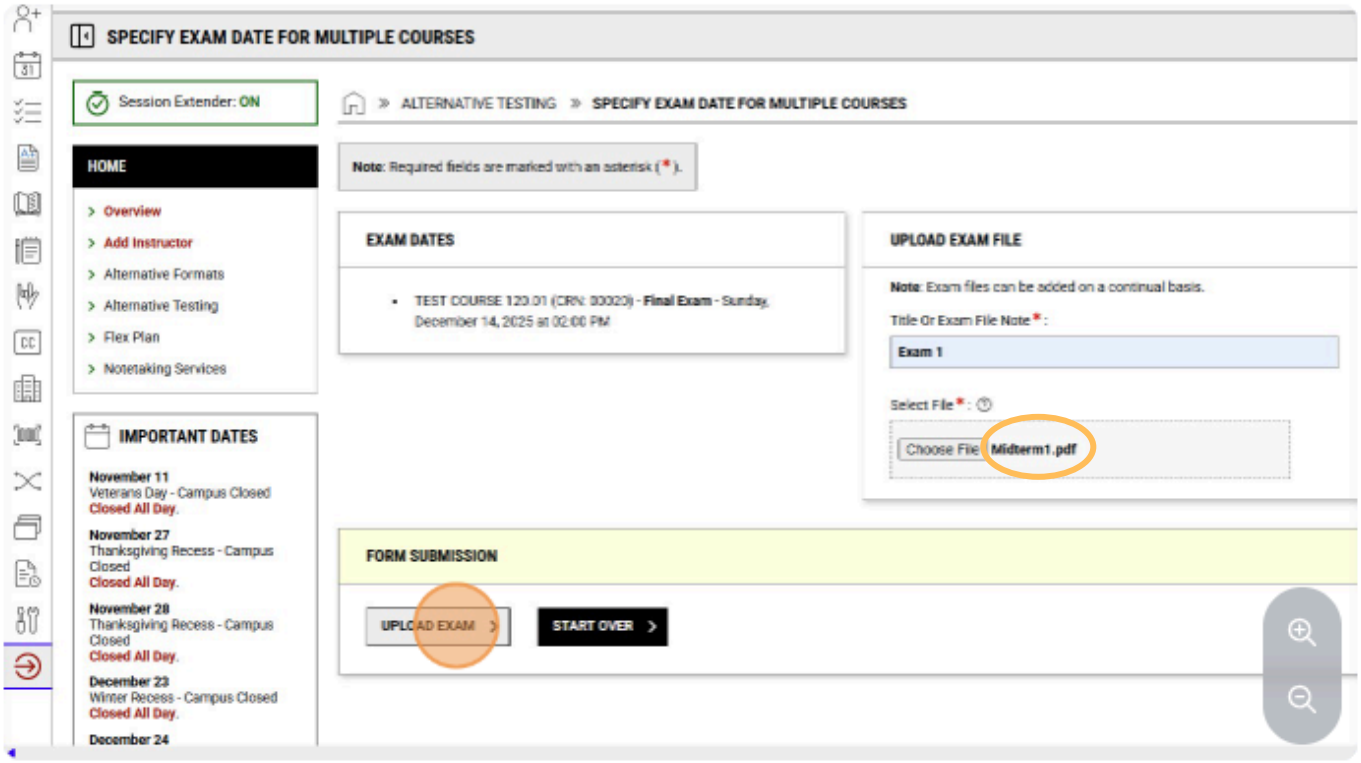
6 Type a name for the exam file in the "Title or Exam File Note" field



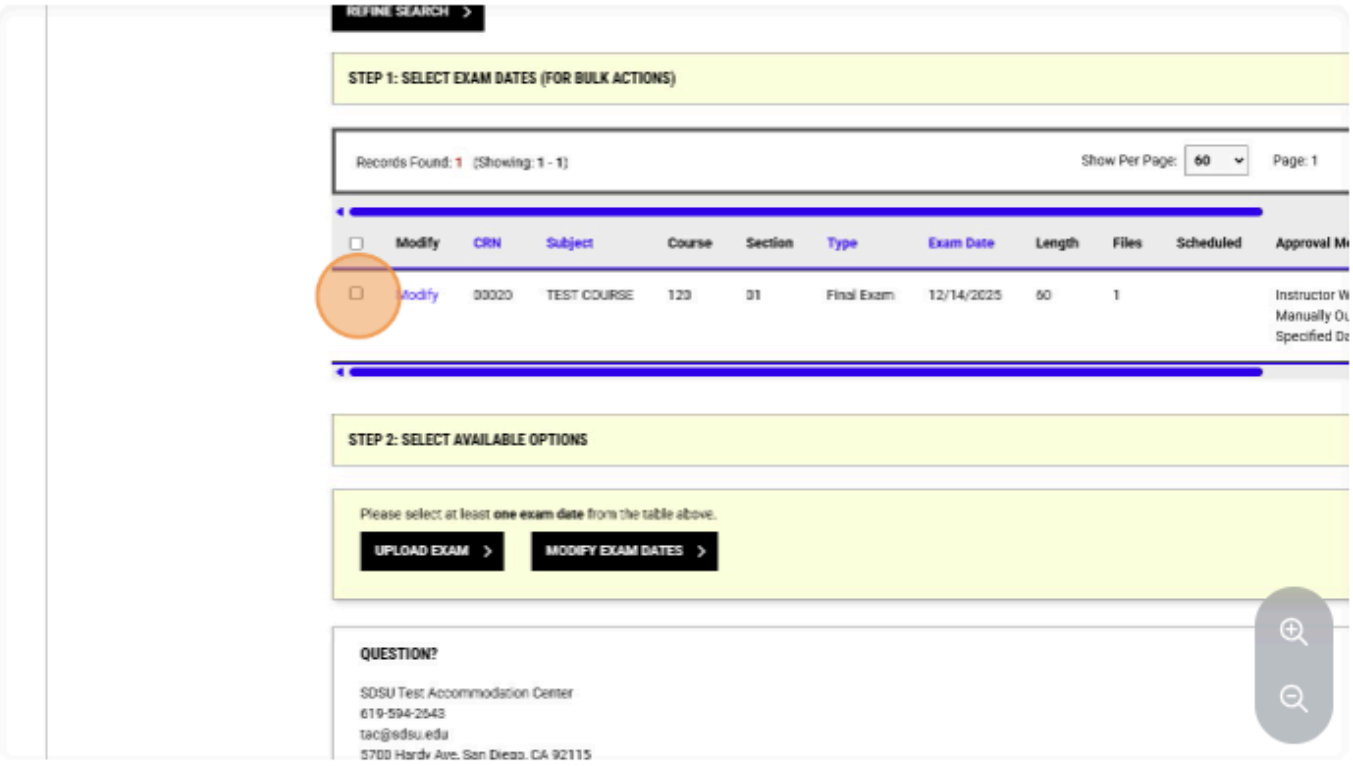
7 Click the "Choose File" and select exam file from your computer



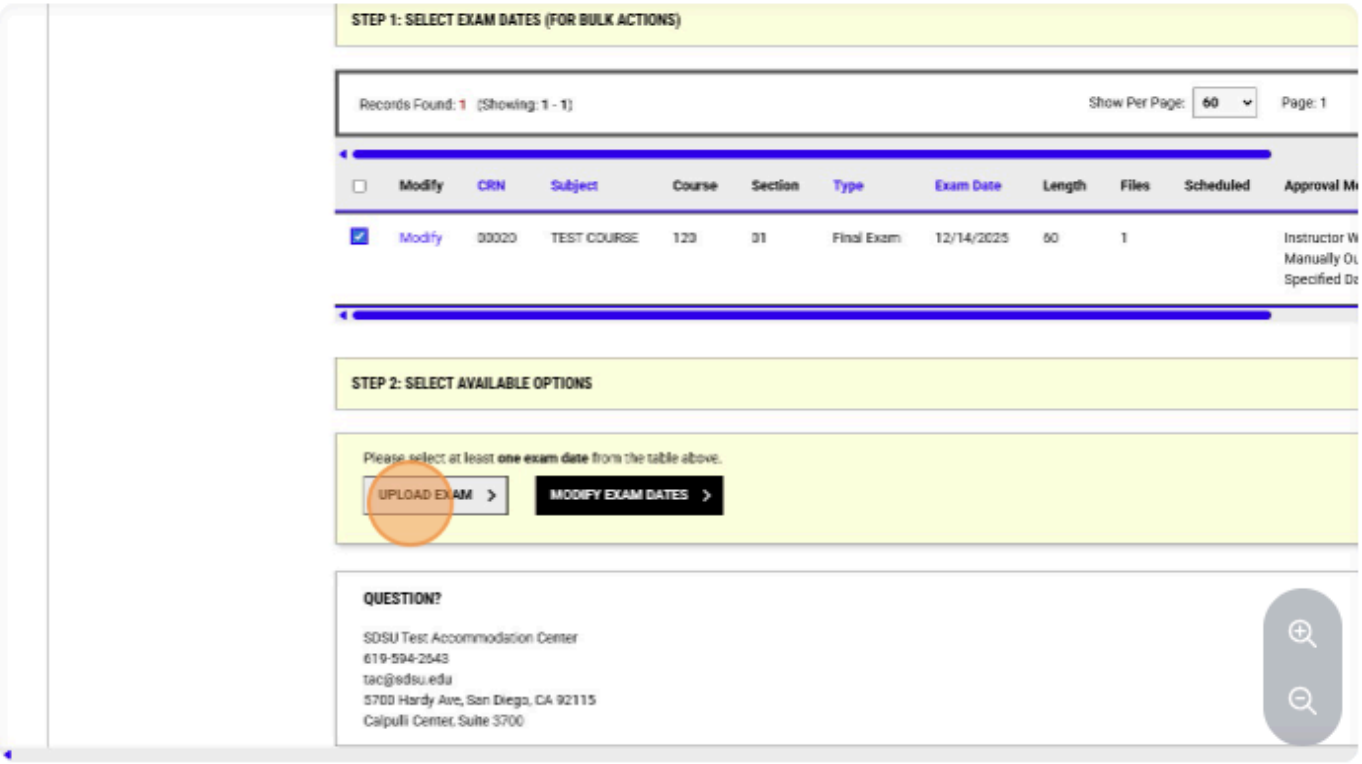
8 Make sure the name of your exam file is listed next to the "Choose File" button and then click "Upload Exam"



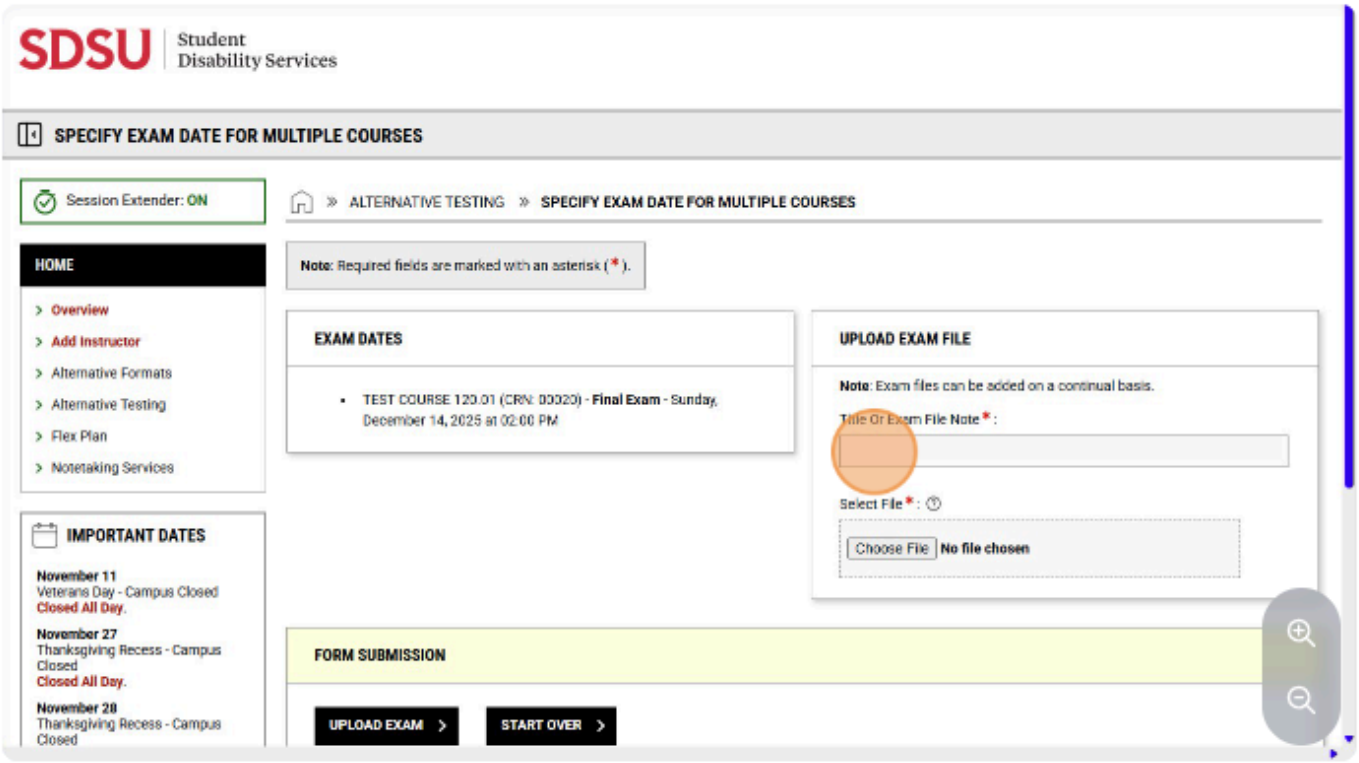
9 If you wish to upload additional exam files for that same exam date, click the box next to that exam date again



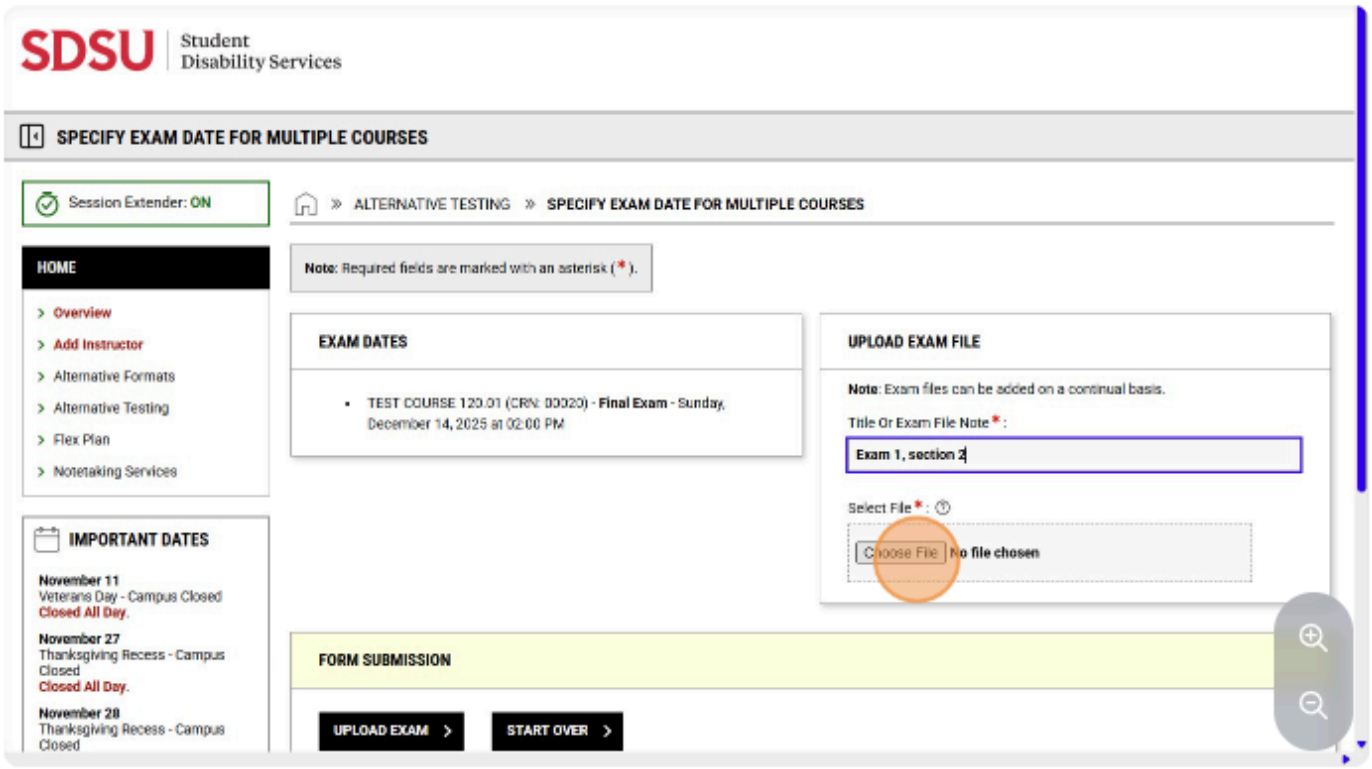
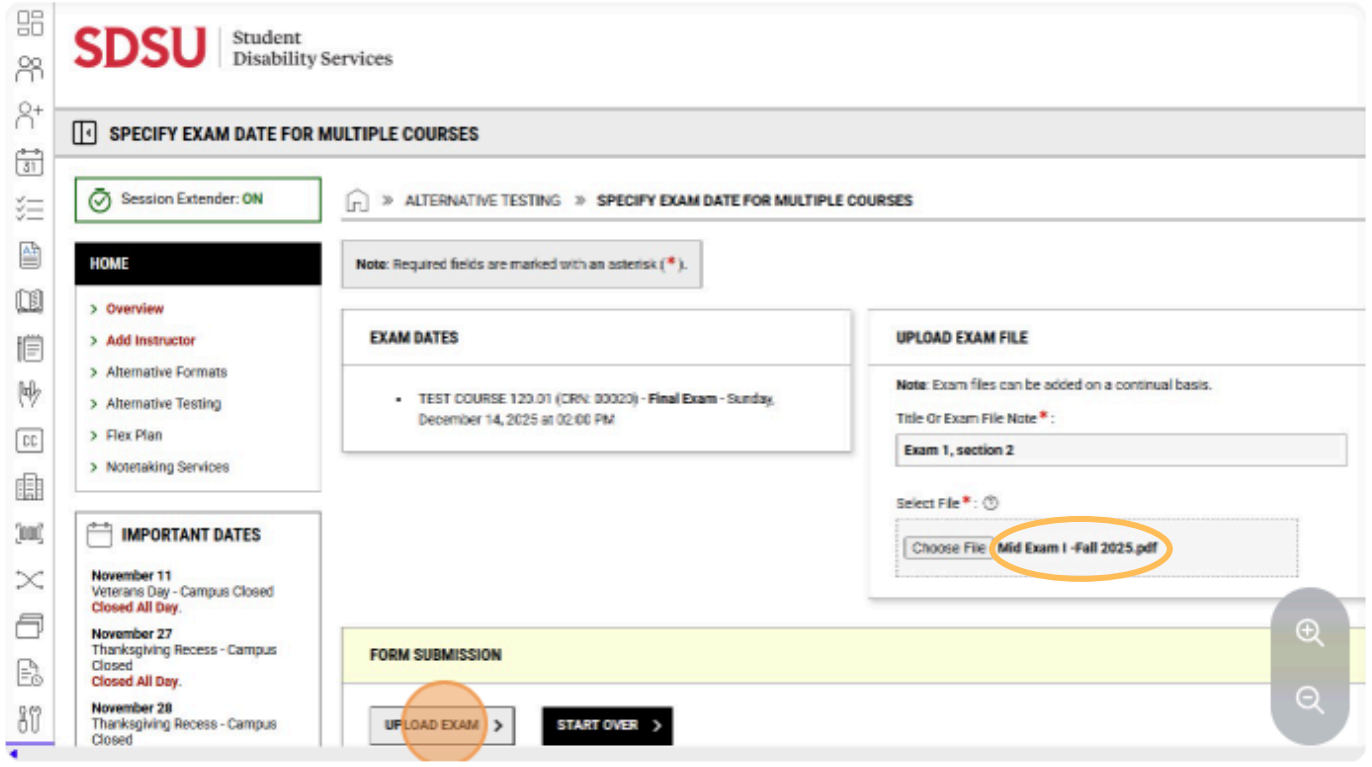
10 Scroll down and click "Upload Exam"



11 Type a name for the second exam file in the "Title or Exam File Note" field



12 Click the "Choose File" and select the second exam file from your computer



13 Make sure the name of your second exam file is listed next to the "Choose File" button and then click "Upload Exam"