
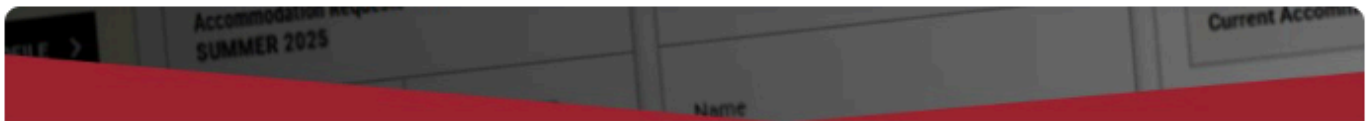


How to upload exams to SDS Connect

1

Login to the instructor portal of SDS Connect

 Guide Me



Announcement

SDS Connect is moving to a new system beginning July 15, 2025. The platform will continue as SDS Connect, however, the login system and some user features will change. Please review the new access instructions and training materials in the [Guides for Students](#) and [Guides for Faculty](#) sections at the bottom of this page.

[Student Login to SDS Connect](#)

[Instructor Login to SDS Connect](#)

[Notetaker Login to SDS Connect](#)



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Click "Alternative Testing"

SDSU Student Disability Services

OVERVIEW

Session Extender: ON

Previous Term Term: Fall 2025 Next Term

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IMPORTANT DATES

November 11
Veterans Day - Campus Closed
Closed All Day.

November 27
Thanksgiving Recess - Campus Closed
Closed All Day.

November 28
Thanksgiving Recess - Campus Closed

ANNOUNCEMENT

Welcome to SDS Connect!

Student accommodation requests for the current term are located below. To view and acknowledge a student's accommodation letter, select "View". To download a copy of the student's accommodation letter, select "PDF".

Certain accommodation requests may require additional attention and can be managed at the menu to the left.

Step-by-step instructions for the following are provided on the SDS Connect webpage in the: [GUIDES FOR FACULTY](#)

1. Access your students' accommodation letters
2. Completing Course Instructions and entering exam dates
3. Uploading exam files and downloading completed exams
4. Reviewing Flex Plan requests
5. Frequently Asked Questions

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Click "Exam Dates"

Hi Beth!

SDSU Student Disability Services

UPCOMING EXAMS

Session Extender: ON

ALTERNATIVE TESTING » UPCOMING EXAMS **UPCOMING EXAMS** COMPLETED FILES COURSE INSTRUCTIONS EXAM DATES

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November 11
Veterans Day - Campus Closed
Closed All Day.

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Thanksgiving Recess - Campus Closed
Closed All Day.

IMPORTANT MESSAGE

Welcome to the Alternative Testing Instructor portal

Within this portal you will be able to:

- Access the Course Instructions you must complete for each class
- Modify Course Instructions you have already submitted
- View and edit the upcoming exams you have scheduled and schedule additional exam dates
- Upload files for your upcoming exams (must be submitted at least **48 hours** before the exam)
- Download completed student exams

Step-by-step instructions, including video tutorials, for how to do everything listed above are provided on the SDS Connect webpage in the: [GUIDES FOR FACULTY](#)

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

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

VIEW ALL >

SIGN OUT >

Previous Term Term: Fall 2025 Next Term

HANDY TOOLS: SPECIFY EXAM DATE FOR MULTIPLE COURSES

REFINE SEARCH >

STEP 1: SELECT EXAM DATES (FOR BULK ACTIONS)

Records Found: 1 (Showing: 1 - 1) Show Per Page: 60 Page: 1

| <input type="checkbox"/> | Modify | CRN | Subject | Course | Section | Type | Exam Date | Length | Files | Scheduled | Approval M |
|--------------------------|--------|-------|-------------|--------|---------|------------|------------|--------|-------|-----------|---|
| <input type="checkbox"/> | Modify | 00020 | TEST COURSE | 120 | 01 | Final Exam | 12/14/2025 | 60 | | | Instructor W Manually O Specified D |

STEP 2: SELECT AVAILABLE OPTIONS

Please select at least one exam date from the table above.

UPLOAD EXAM > MODIFY EXAM DATES >

5

scroll down and click "Upload Exam"

Records Found: 1 (Showing: 1 - 1) Show Per Page: 60 Page: 1

| <input type="checkbox"/> | Modify | CRN | Subject | Course | Section | Type | Exam Date | Length | Files | Scheduled | Approval M |
|-------------------------------------|--------|-------|-------------|--------|---------|------------|------------|--------|-------|-----------|---|
| <input checked="" type="checkbox"/> | Modify | 00020 | TEST COURSE | 120 | 01 | Final Exam | 12/14/2025 | 60 | | | Instructor W Manually O Specified D |

STEP 2: SELECT AVAILABLE OPTIONS

Please select at least one exam date from the table above.

UPLOAD EXAM > MODIFY EXAM DATES >

QUESTION?

SDSU Test Accommodation Center
619-594-2643
tac@sdсу.edu
5700 Hardy Ave, San Diego, CA 92115
Calpulli Center, Suite 3700

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

SDSU | Student Disability Services

SPECIFY EXAM DATE FOR MULTIPLE COURSES

Session Extender: ON

» ALTERNATIVE TESTING » SPECIFY EXAM DATE FOR MULTIPLE COURSES

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IMPORTANT DATES

November 11
Veterans Day - Campus Closed
Closed All Day.

November 27
Thanksgiving Recess - Campus Closed
Closed All Day.

November 28
Thanksgiving Recess - Campus Closed

EXAM DATES

- TEST COURSE 120.01 (CRN: 00020) - **Final Exam** - Sunday, December 14, 2025 at 02:00 PM

UPLOAD EXAM FILE

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

Title Or Exam File Note *:

Select File *:

Choose File No file chosen

FORM SUBMISSION

UPLOAD EXAM > START OVER >

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

SDSU | Student Disability Services

SPECIFY EXAM DATE FOR MULTIPLE COURSES

Session Extender: ON

» ALTERNATIVE TESTING » SPECIFY EXAM DATE FOR MULTIPLE COURSES

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IMPORTANT DATES

November 11
Veterans Day - Campus Closed
Closed All Day.

November 27
Thanksgiving Recess - Campus Closed
Closed All Day.

November 28
Thanksgiving Recess - Campus Closed

EXAM DATES

- TEST COURSE 120.01 (CRN: 00020) - **Final Exam** - Sunday, December 14, 2025 at 02:00 PM

UPLOAD EXAM FILE

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

Title Or Exam File Note *:

Exam 1

Select File *:

Choose File No file chosen

FORM SUBMISSION

UPLOAD EXAM > START OVER >

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

SPECIFY EXAM DATE FOR MULTIPLE COURSES

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IMPORTANT DATES

November 11
Veterans Day - Campus Closed
Closed All Day.

November 27
Thanksgiving Recess - Campus Closed
Closed All Day.

November 28
Thanksgiving Recess - Campus Closed
Closed All Day.

December 23
Winter Recess - Campus Closed
Closed All Day.

December 24

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

EXAM DATES

- TEST COURSE 120.01 (CRN: 00020) - Final Exam - Sunday, December 14, 2025 at 02:00 PM

UPLOAD EXAM FILE

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

Title Or Exam File Note*:

Exam 1

Select File*:

Choose File Midterm1.pdf

FORM SUBMISSION

UPLOAD EXAM START OVER

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

REFINE SEARCH

STEP 1: SELECT EXAM DATES (FOR BULK ACTIONS)

Records Found: 1 (Showing: 1 - 1)

Show Per Page: 60 Page: 1

| <input type="checkbox"/> | Modify | CRN | Subject | Course | Section | Type | Exam Date | Length | Files | Scheduled | Approval M |
|--------------------------|--------|-------|-------------|--------|---------|------------|------------|--------|-------|-----------|---|
| <input type="checkbox"/> | Modify | 00020 | TEST COURSE | 120 | 01 | Final Exam | 12/14/2025 | 60 | 1 | | Instructor W Manually O Specified D |

STEP 2: SELECT AVAILABLE OPTIONS

Please select at least one exam date from the table above.

UPLOAD EXAM MODIFY EXAM DATES

QUESTION?

SOSU Test Accommodation Center
619-594-2543
tac@edsu.edu
5700 Hardy Ave, San Diego, CA 92115

10 Scroll down and click "Upload Exam"

STEP 1: SELECT EXAM DATES (FOR BULK ACTIONS)

Records Found: 1 (Showing: 1 - 1) Show Per Page: 60 Page: 1

| <input type="checkbox"/> | Modify | CRN | Subject | Course | Section | Type | Exam Date | Length | Files | Scheduled | Approval M |
|-------------------------------------|--------|-------|-------------|--------|---------|------------|------------|--------|-------|-----------|---|
| <input checked="" type="checkbox"/> | Modify | 00020 | TEST COURSE | 120 | 01 | Final Exam | 12/14/2025 | 60 | 1 | | Instructor W Manually O Specified D |

STEP 2: SELECT AVAILABLE OPTIONS

Please select at least one exam date from the table above.

QUESTION?

SDSU Test Accommodation Center
619-594-2543
tac@sdсу.edu
5700 Hardy Ave, San Diego, CA 92115
Calpulli Center, Suite 3700

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

SPECIFY EXAM DATE FOR MULTIPLE COURSES

 Session Extender: ON

» ALTERNATIVE TESTING » SPECIFY EXAM DATE FOR MULTIPLE COURSES

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IMPORTANT DATES

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Thanksgiving Recess - Campus
Closed
Closed All Day.

November 28
Thanksgiving Recess - Campus
Closed

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

EXAM DATES

- TEST COURSE 120.01 (CRN: 00020) - Final Exam - Sunday,
December 14, 2025 at 02:00 PM

UPLOAD EXAM FILE

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

Title Or Exam File Note *:

Select File *:

No file chosen

FORM SUBMISSION

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

SPECIFY EXAM DATE FOR MULTIPLE COURSES

Session Extender: ON

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IMPORTANT DATES

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EXAM DATES

- TEST COURSE 120.01 (CRN: 00020) - Final Exam - Sunday, December 14, 2025 at 02:00 PM

UPLOAD EXAM FILE

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

Title Or Exam File Note *:

Exam 1, section 2

Select File *:

Choose File No file chosen

FORM SUBMISSION

UPLOAD EXAM >

START OVER >

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

SPECIFY EXAM DATE FOR MULTIPLE COURSES

Session Extender: ON

» ALTERNATIVE TESTING » SPECIFY EXAM DATE FOR MULTIPLE COURSES

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EXAM DATES

- TEST COURSE 120.01 (CRN: 00020) - Final Exam - Sunday, December 14, 2025 at 02:00 PM

UPLOAD EXAM FILE

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

Title Or Exam File Note *:

Exam 1, section 2

Select File *:

Choose File Mid Exam I -Fall 2025.pdf

FORM SUBMISSION

UPLOAD EXAM >

START OVER >