

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.

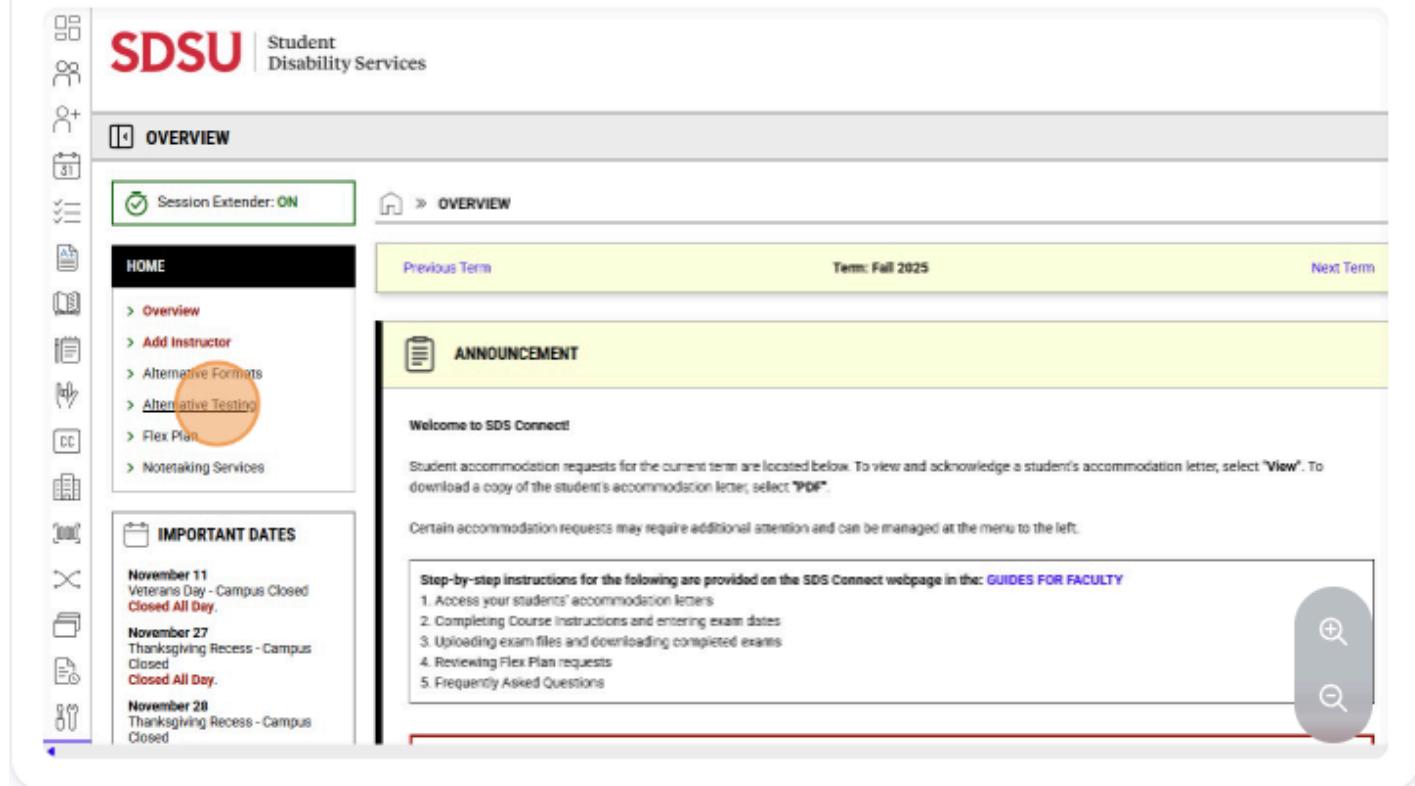
[Student Login to SDS Connect](#)

[Instructor Login to SDS Connect](#)

[Notetaker Login to SDS Connect](#)

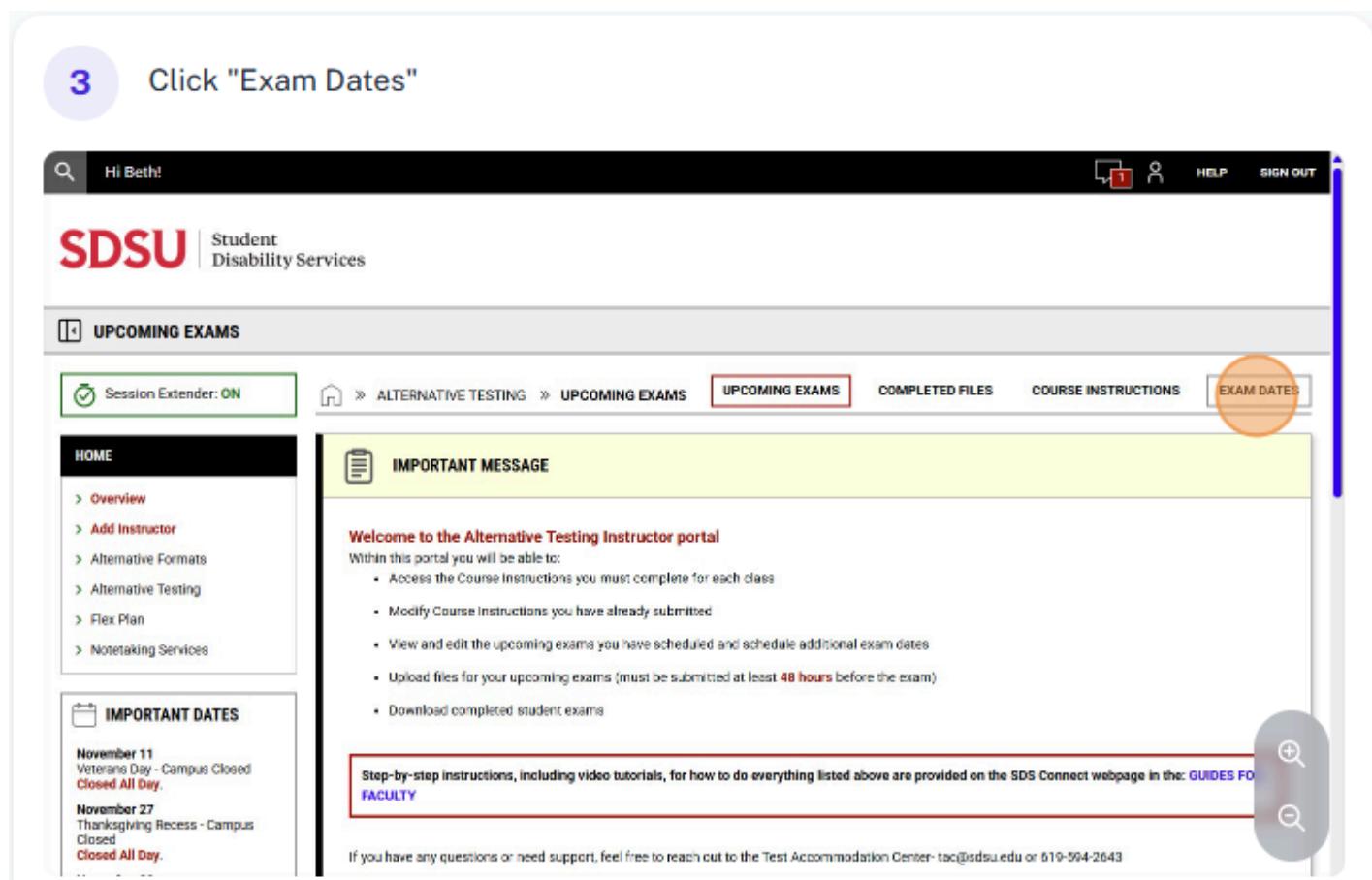


2 Click "Alternative Testing"



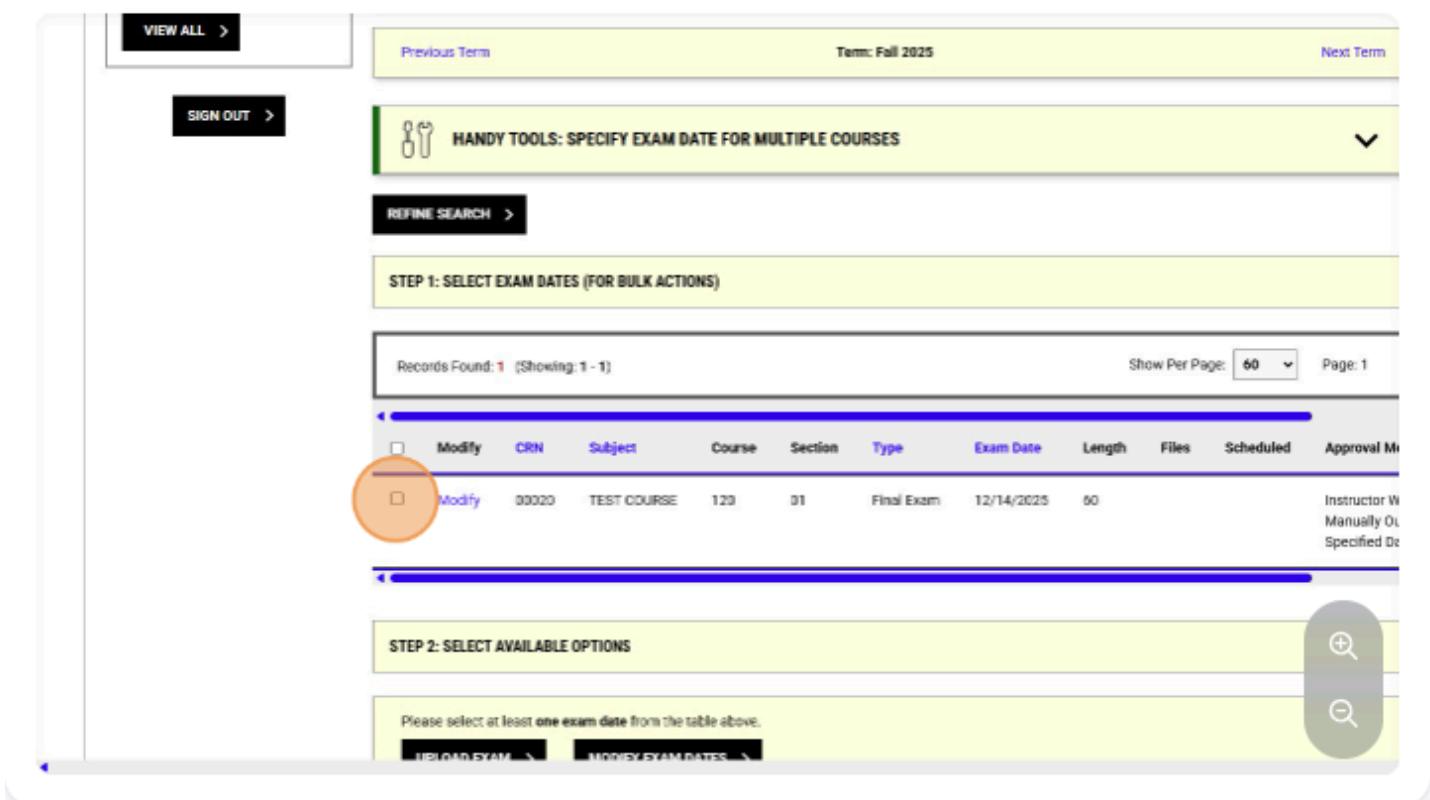
The screenshot shows the SDS Connect interface. On the left, a sidebar menu is open with several options: Overview, Home, Add Instructor, Alternative Formats, Alternative Testing (which is circled in orange), Flex Plan, and Notetaking Services. Below this is an 'IMPORTANT DATES' section with three entries: November 11 (Veterans Day - Campus Closed Closed All Day), November 27 (Thanksgiving Recess - Campus Closed Closed All Day), and November 28 (Thanksgiving Recess - Campus Closed). The main content area is titled 'OVERVIEW' and shows an 'ANNOUNCEMENT' section with a welcome message and instructions for viewing and acknowledging accommodation letters. A sidebar on the right contains a search bar and a 'GUIDES FOR FACULTY' link.

3 Click "Exam Dates"



The screenshot shows the SDS Connect interface. At the top, there is a search bar with 'Hi Beth!' and a user icon with a '1' notification. The top navigation bar includes links for 'ALTERNATIVE TESTING', 'UPCOMING EXAMS' (which is highlighted in red), 'COMPLETED FILES', 'COURSE INSTRUCTIONS', and 'EXAM DATES' (which is circled in orange). The main content area is titled 'UPCOMING EXAMS' and shows an 'IMPORTANT MESSAGE' section with a welcome message and a list of actions available in the portal. A sidebar on the left contains an 'IMPORTANT DATES' section with the same three entries as the previous screenshot. A sidebar on the right contains a search bar and a 'GUIDES FOR FACULTY' link.

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



VIEW ALL > Previous Term Term: Fall 2025 Next Term

SIGN OUT > 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

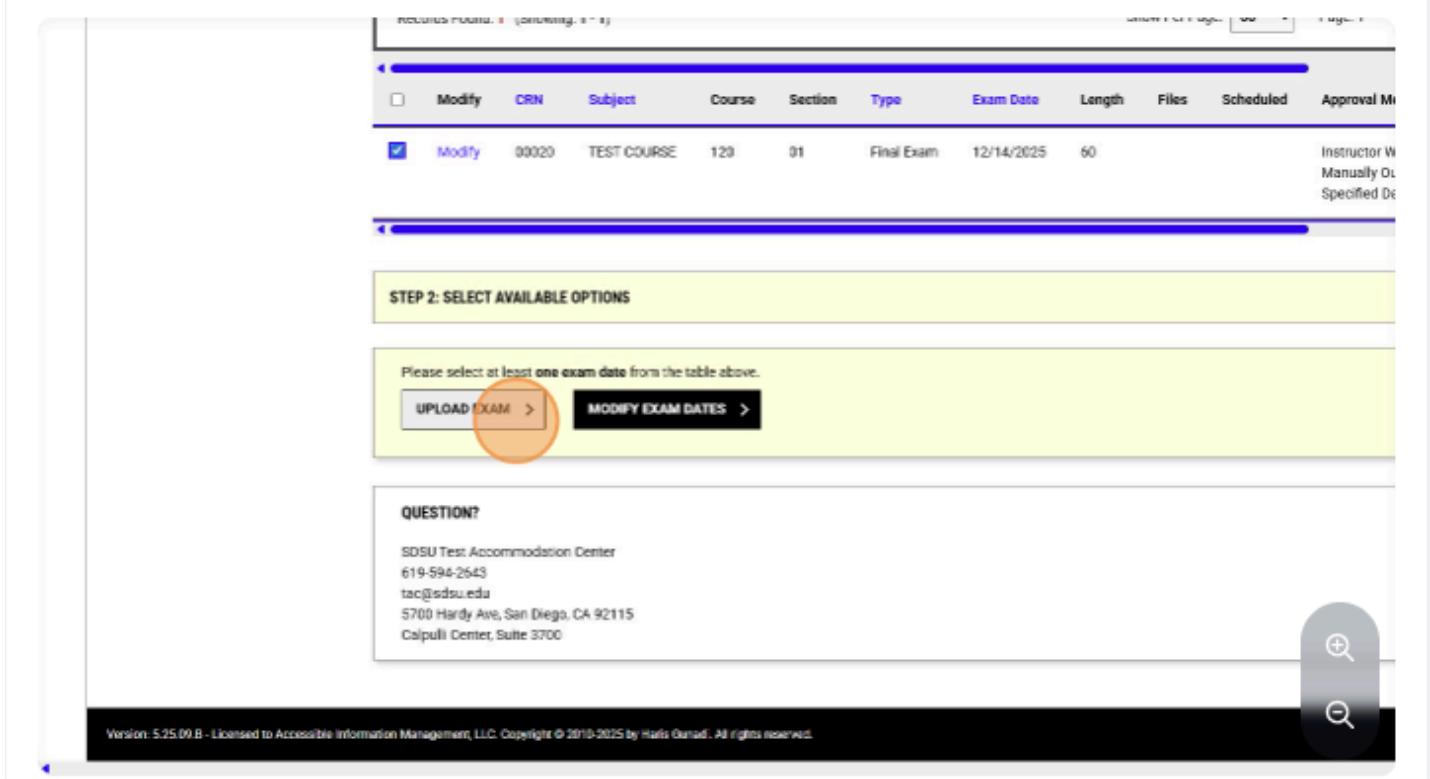
<input type="checkbox"/> Modify	CRN	Subject	Course	Section	Type	Exam Date	Length	Files	Scheduled	Approval M
<input type="checkbox"/>	00020	TEST COURSE	120	01	Final Exam	12/14/2025	60			Instructor W Manually Ou Specified Da

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"



INCLUDED FILTERS: (Showing: 1 - 1) [Remove Filter](#)

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

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@sdsu.edu
5700 Hardy Ave, San Diego, CA 92115
Calpulli Center, Suite 5700

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6 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

HOME

- Overview
- Add Instructor
- Alternative Formats
- Alternative Testing
- Flex Plan
- Notetaking Services

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

ALTERNATIVE TESTING » SPECIFY EXAM DATE FOR MULTIPLE COURSES

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*: Choose File | No file chosen

FORM SUBMISSION

UPLOAD EXAM > START OVER >

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

SDSU | Student Disability Services

SPECIFY EXAM DATE FOR MULTIPLE COURSES

Session Extender: ON

HOME

- Overview
- Add Instructor
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Title Or Exam File Note*:

Select File*: Choose File | No file chosen

FORM SUBMISSION

UPLOAD EXAM > START OVER >

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"

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 Ou Specified Da

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@sdzu.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

SDSU | Student Disability Services

SPECIFY EXAM DATE FOR MULTIPLE COURSES

Session Extender: ON

HOME > ALTERNATIVE TESTING > SPECIFY EXAM DATE FOR MULTIPLE COURSES

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 >

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

SDSU | Student Disability Services

Session Extender: ON

ALTERNATIVE TESTING > SPECIFY EXAM DATE FOR MULTIPLE COURSES

HOME

- > Overview
- > Add Instructor
- > Alternative Formats
- > Alternative Testing
- > Flex Plan
- > Notetaking Services

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EXAM DATES

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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 >

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

SDSU | Student Disability Services

Session Extender: ON

ALTERNATIVE TESTING > SPECIFY EXAM DATE FOR MULTIPLE COURSES

HOME

- > Overview
- > Add Instructor
- > Alternative Formats
- > Alternative Testing
- > Flex Plan
- > Notetaking Services

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UPLOAD EXAM FILE

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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 >