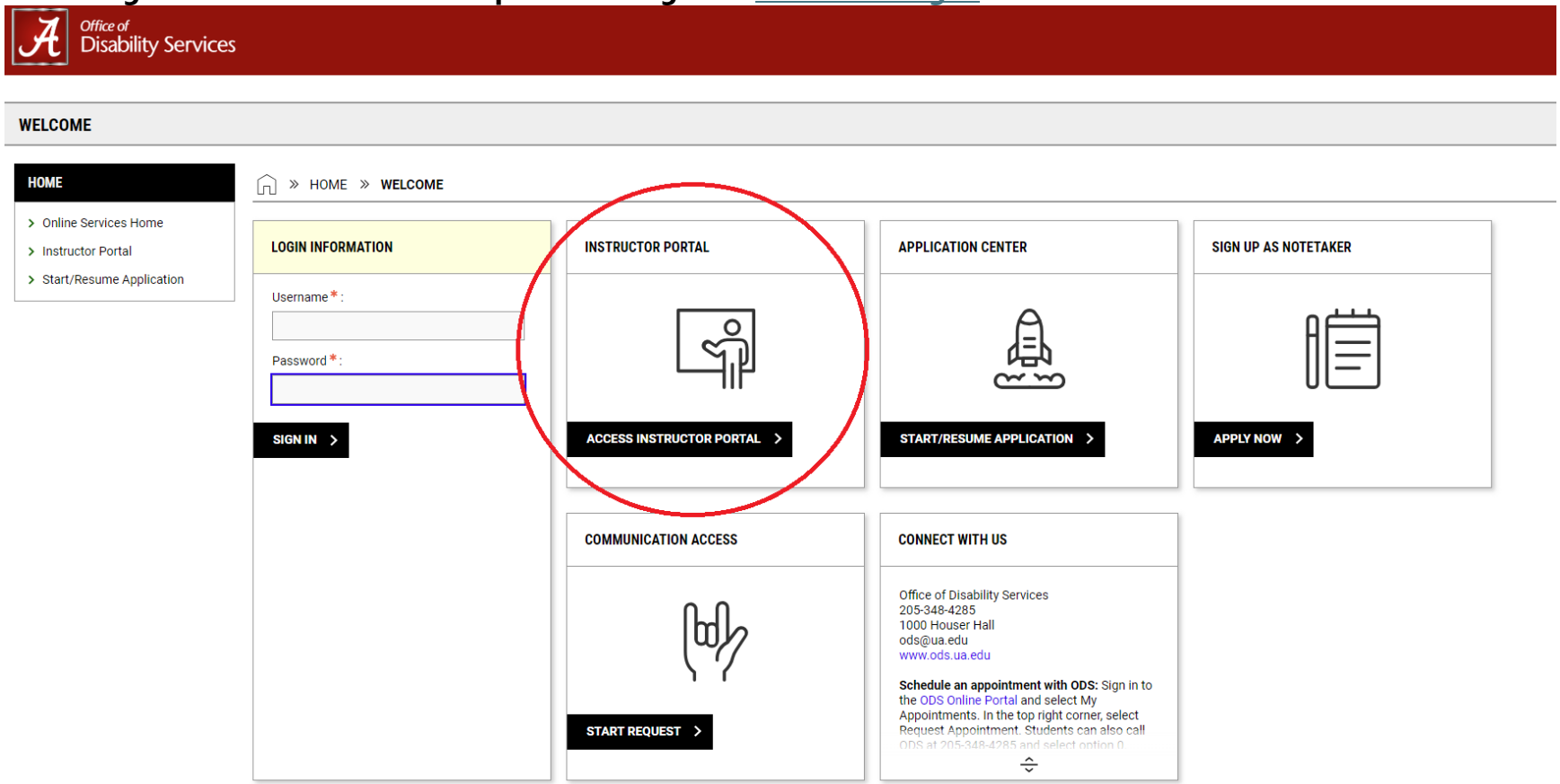
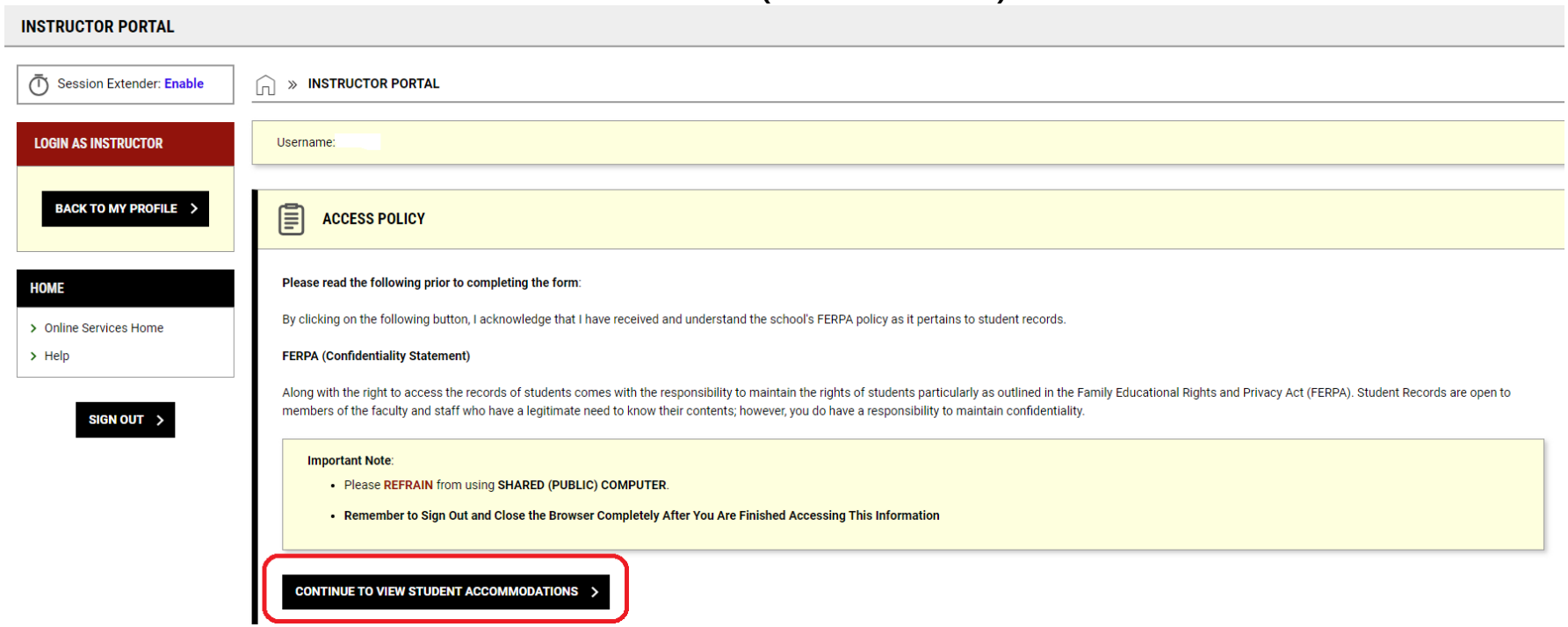
How to Enter, View, and Modify Exam Dates

Entering Exam Dates

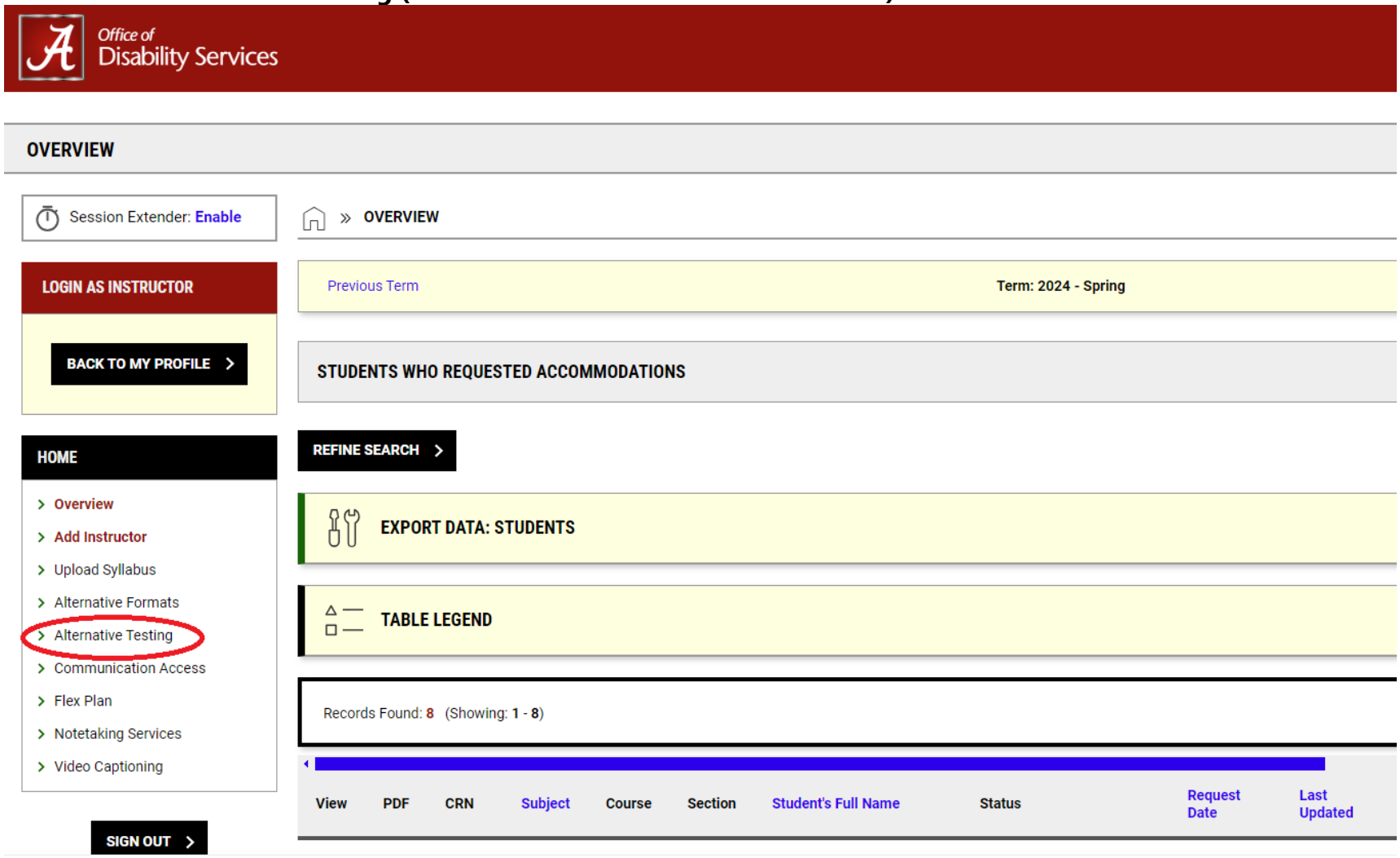
1. **Log into the instructor online portal through the Instructor Login.**



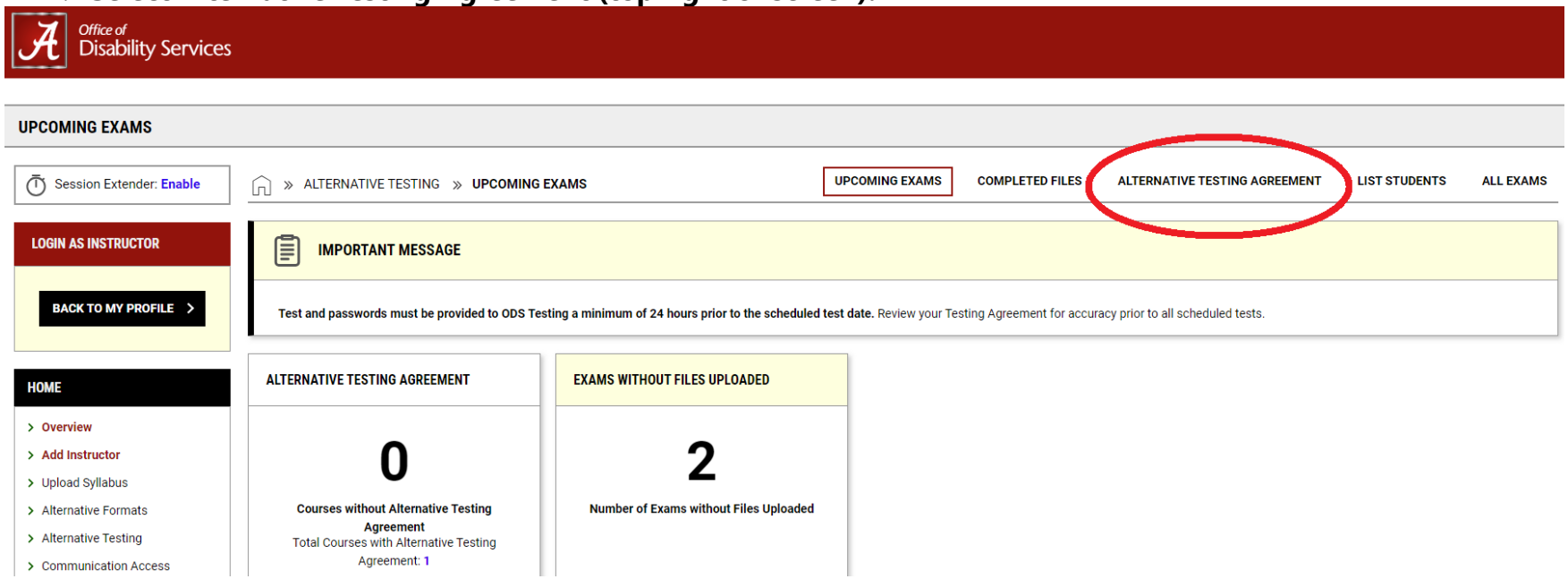
2. **Select Continue to View Student Accommodations (bottom of screen).**



3. **Select Alternative Testing (left side of screen under HOME section).**

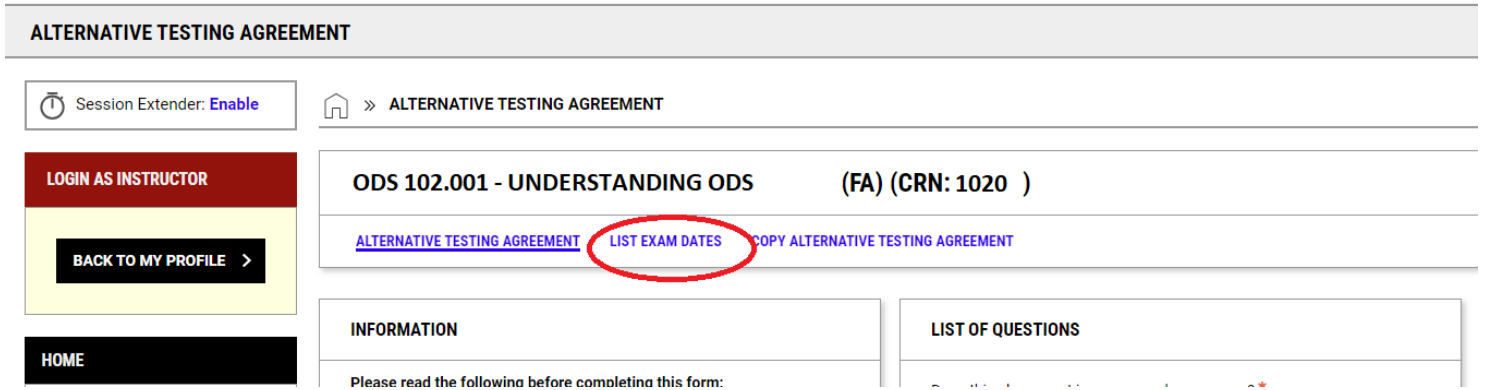


4. **Select Alternative Testing Agreement (top right of screen).**

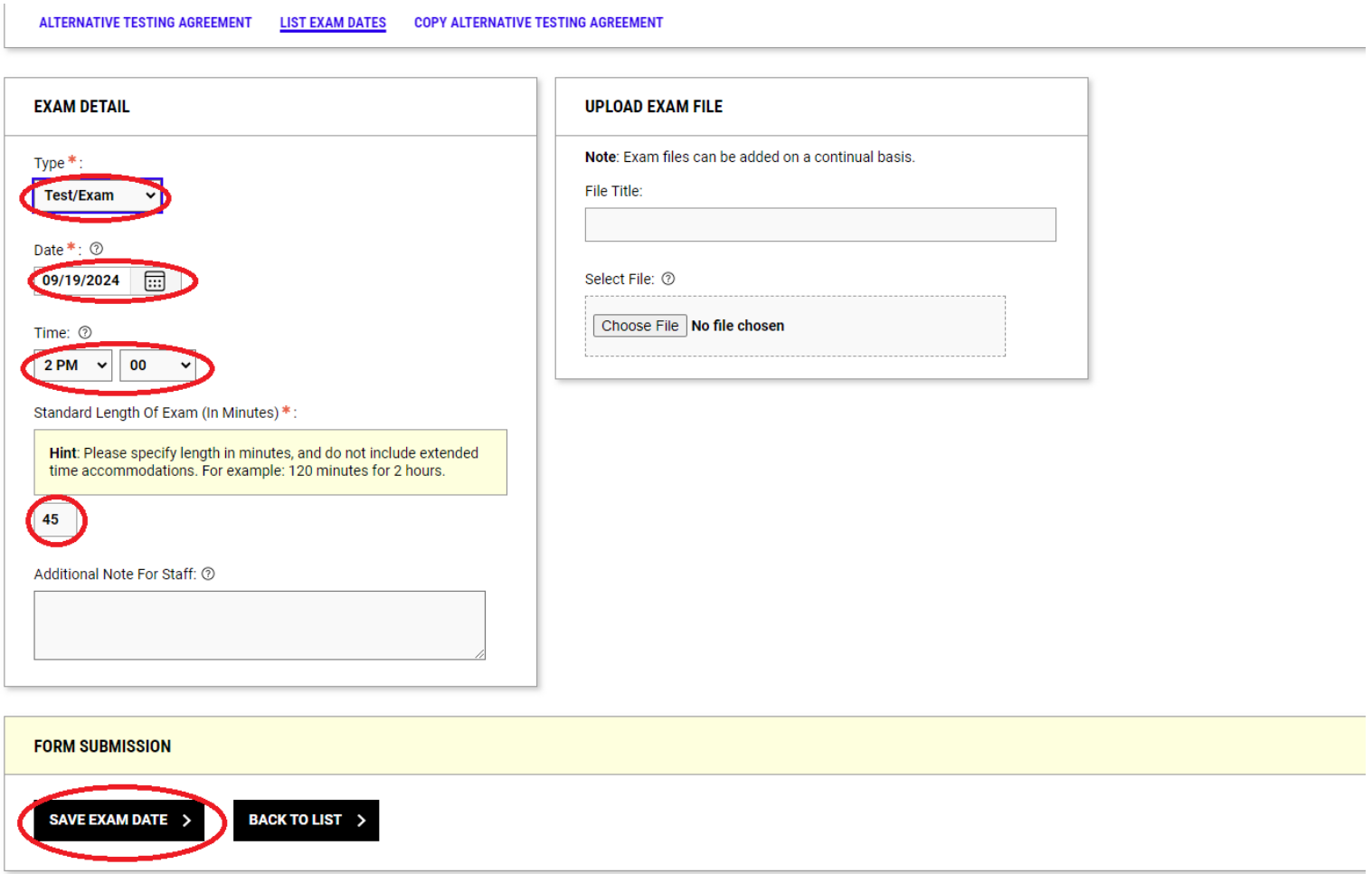


5. **Scroll down and find the class you want to enter testing dates for and select "View/Modify Alternative Testing Agreement."**

6. **Select List Exam Dates.**



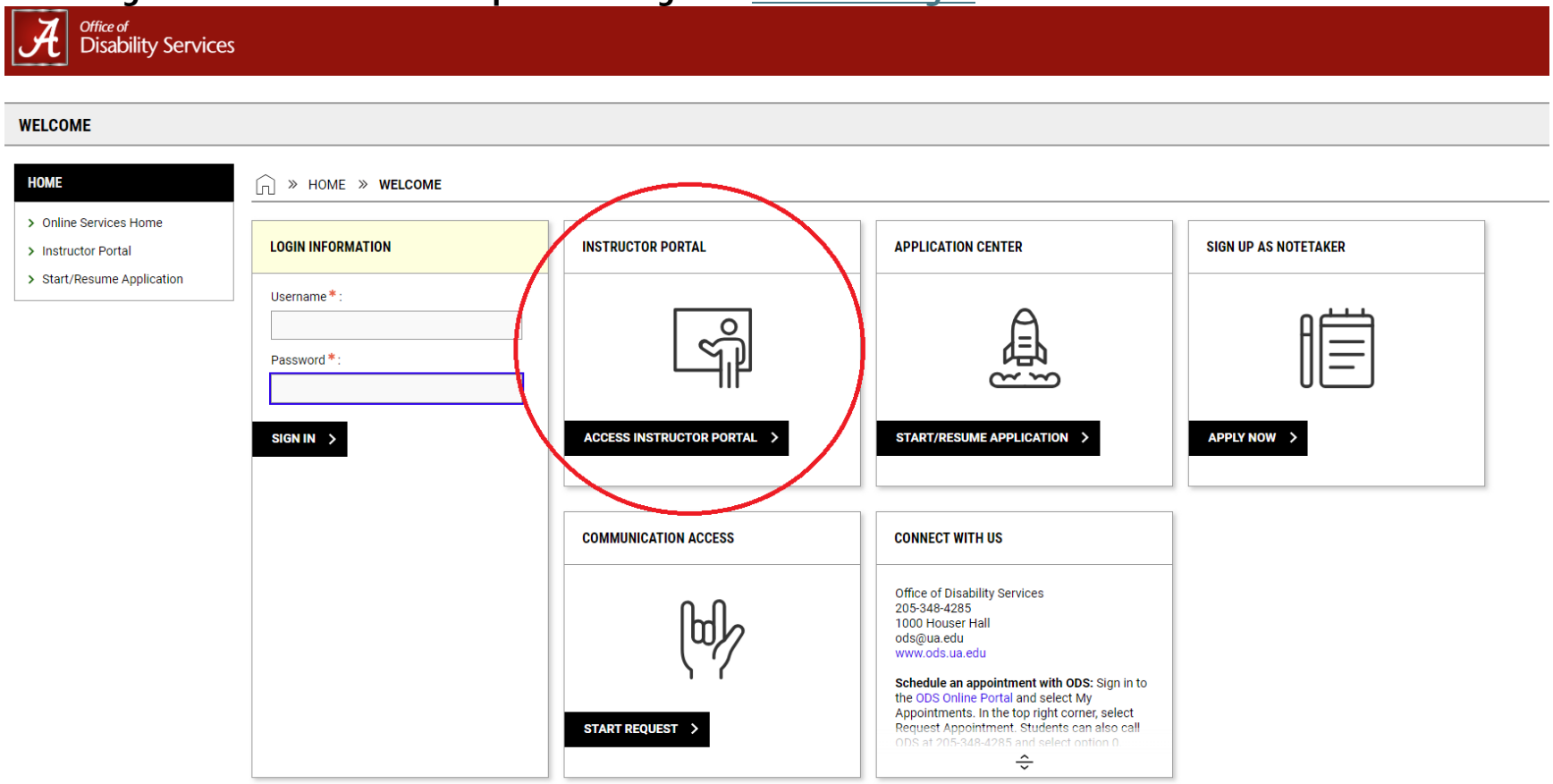
7. **Next, you will be prompted to enter your exam dates for the semester (Note: you can also upload your exams for each exam date at this time if you have the exams prepared).**
   - **Complete the Type, Date, Time, and Standard Length of Exam (in Minutes) sections for each exam for the semester.**
8. **Select Save Exam Date and repeat the process for each exam date.**



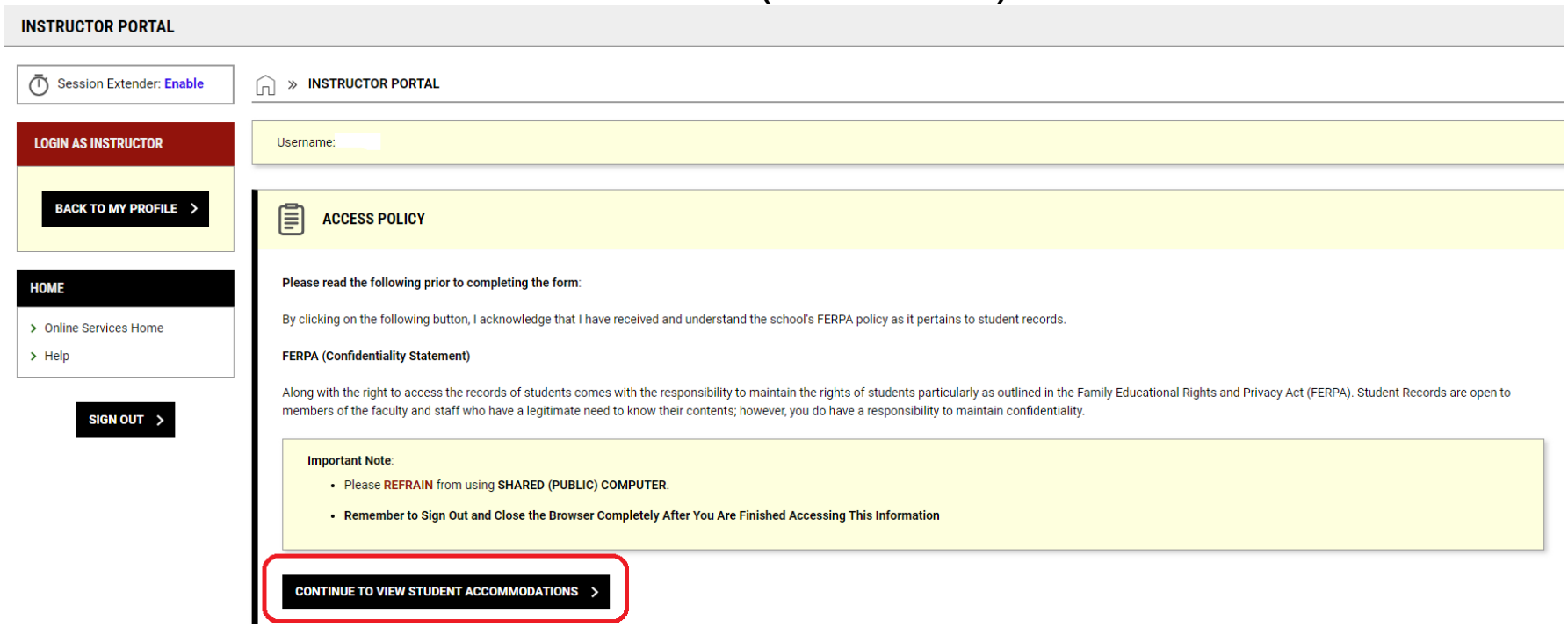
Viewing/Modifying/Deleting Exam Dates

Once exams have been entered, Instructors can easily view exam dates and modify or delete exam dates, as needed.

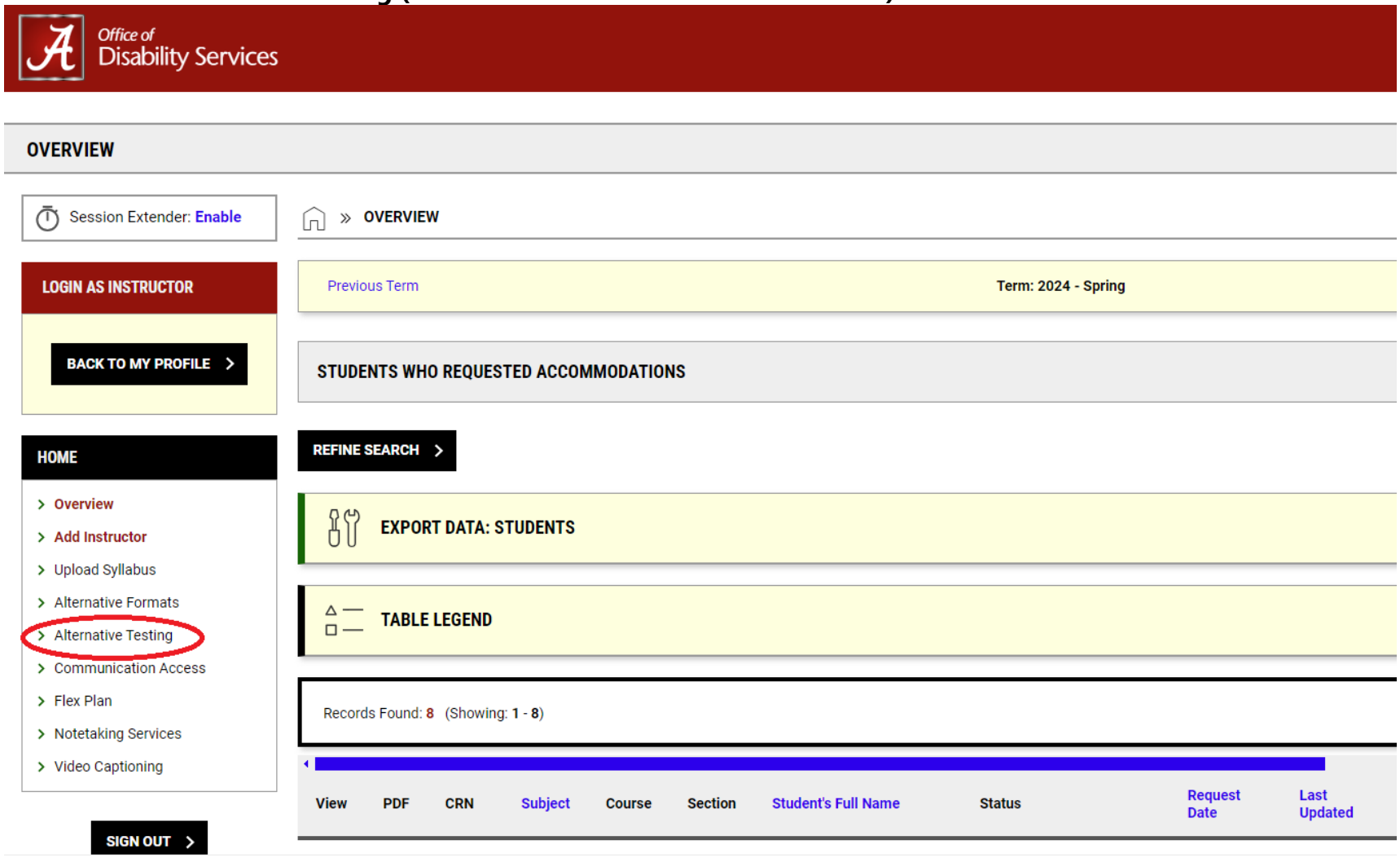
1. **Log into the instructor online portal through the Instructor Login.**



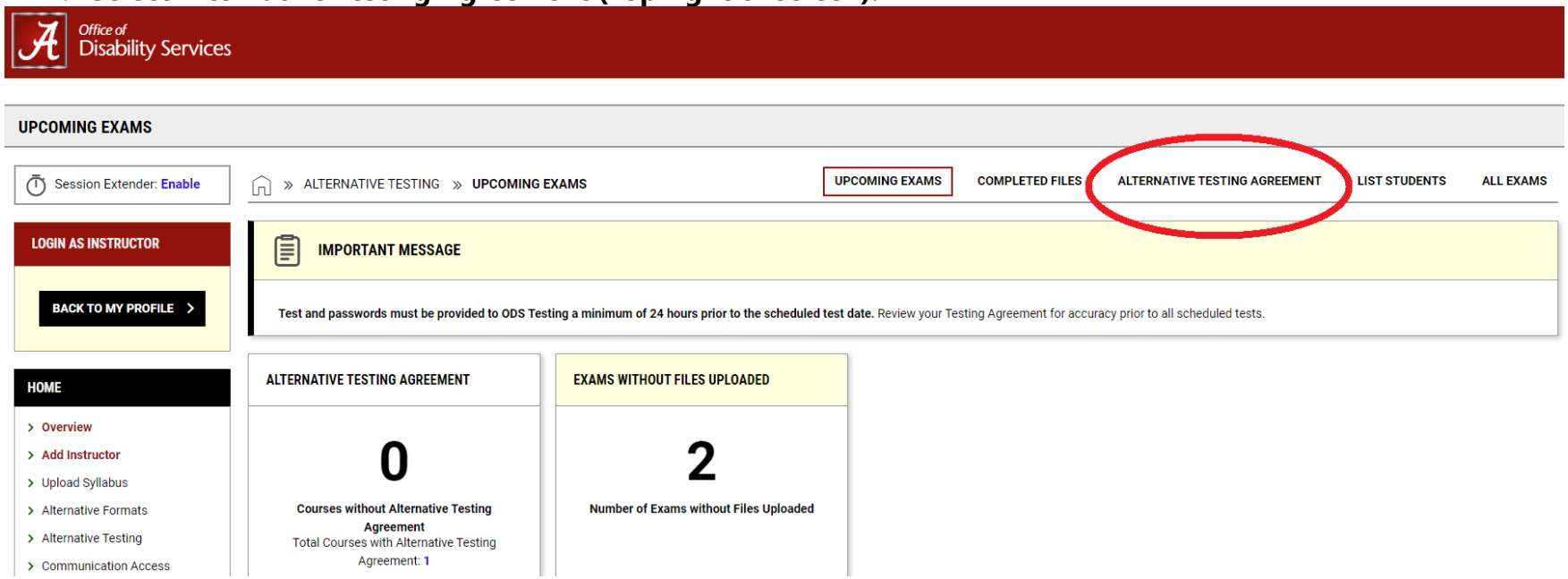
2. **Select Continue to View Student Accommodations (bottom of screen).**



3. **Select Alternative Testing (left side of screen under HOME section).**

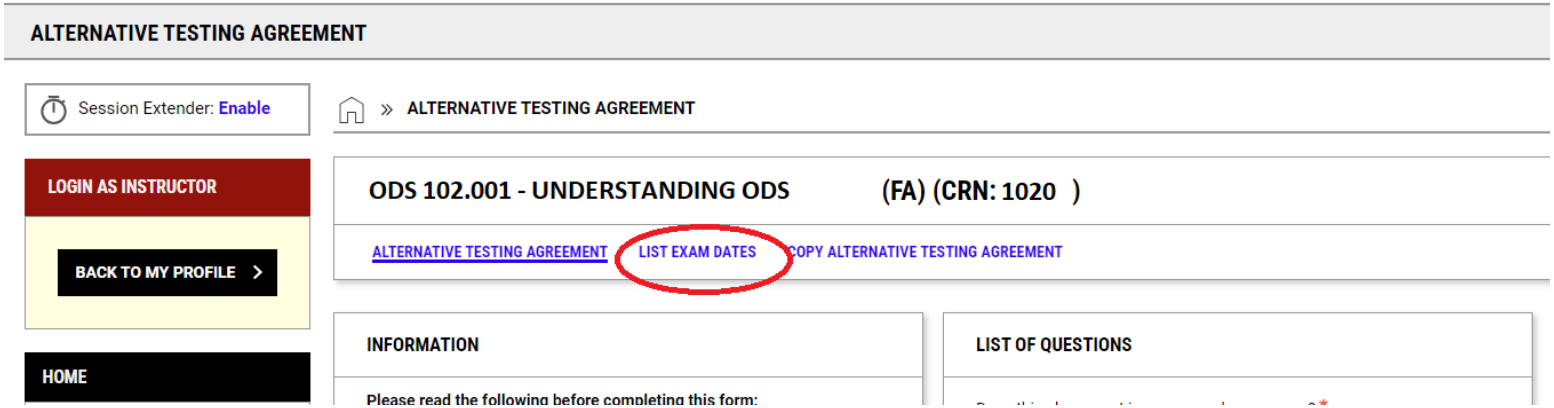


4. **Select Alternative Testing Agreement (Top right of screen).**

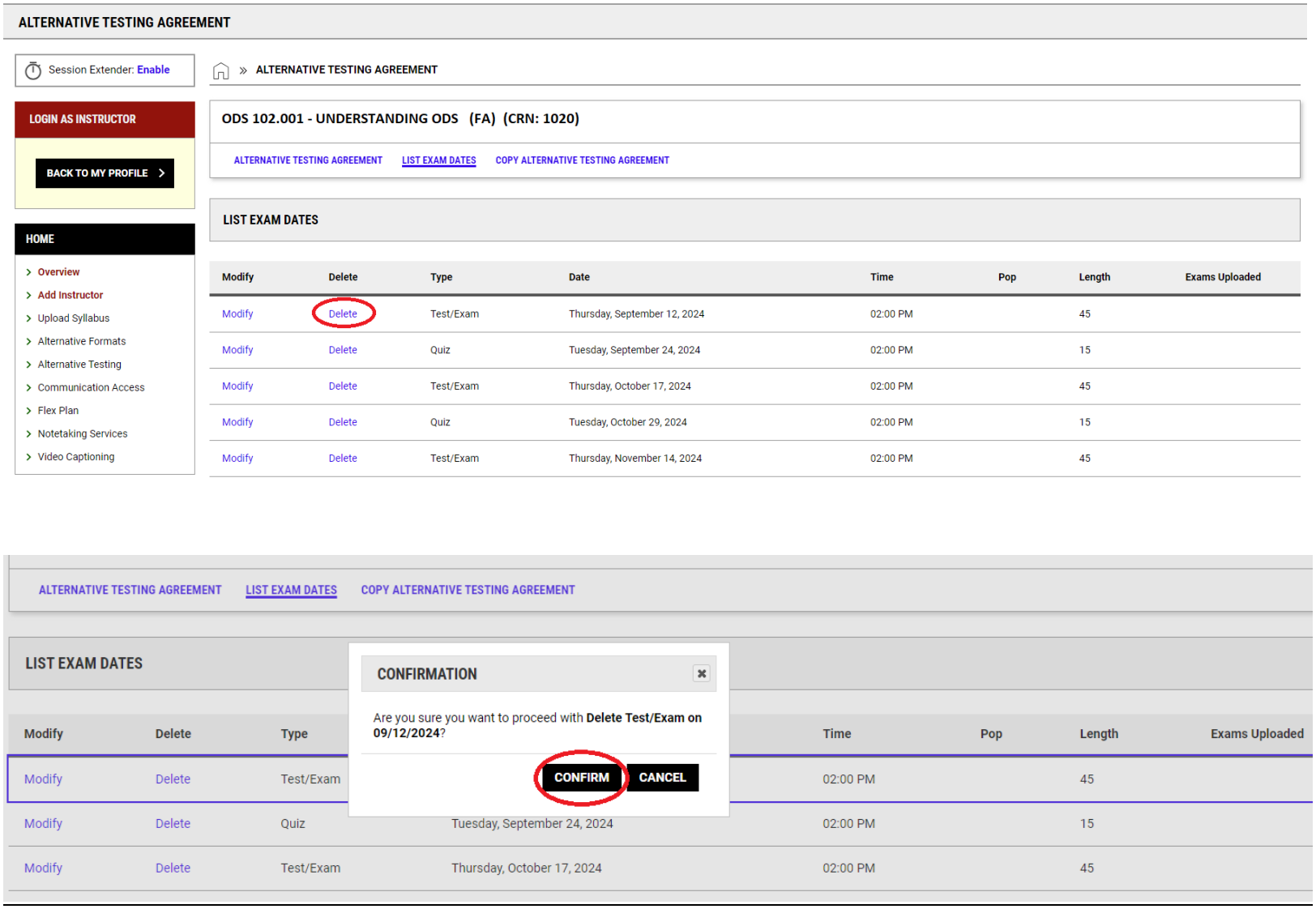


5. **Scroll down and find the class you want to enter testing dates for and select "View/Modify Alternative Testing Agreement."**

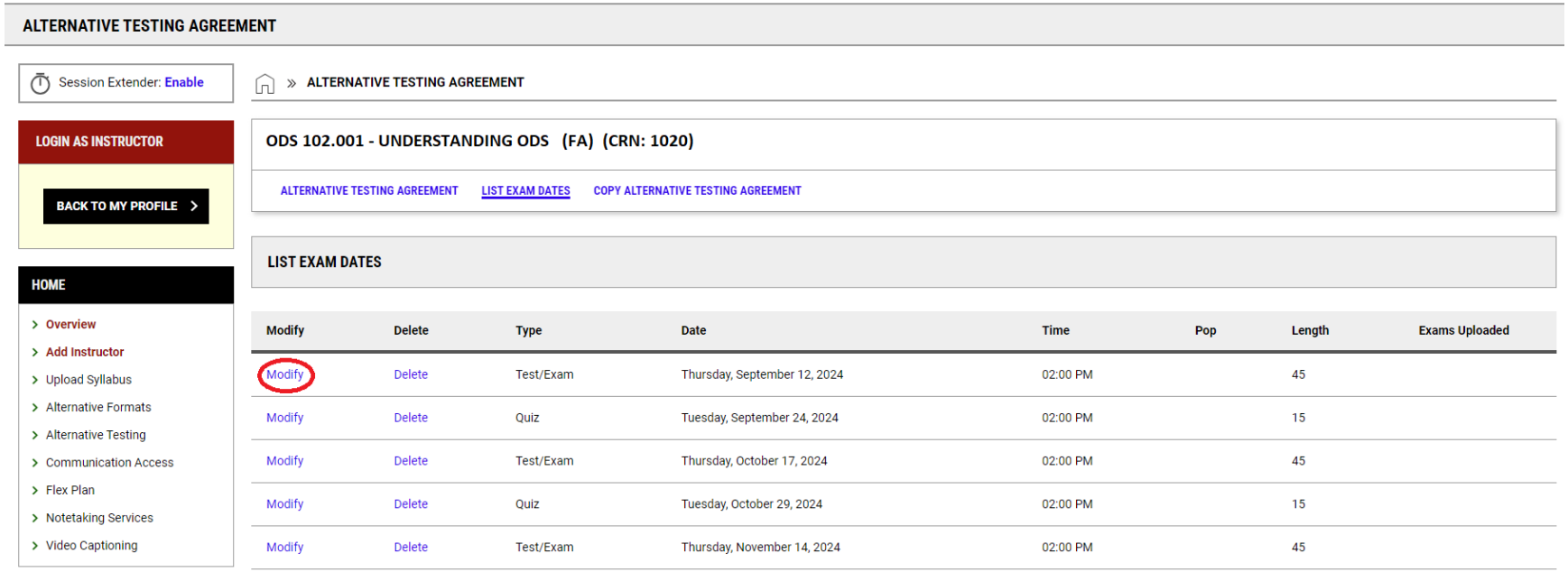
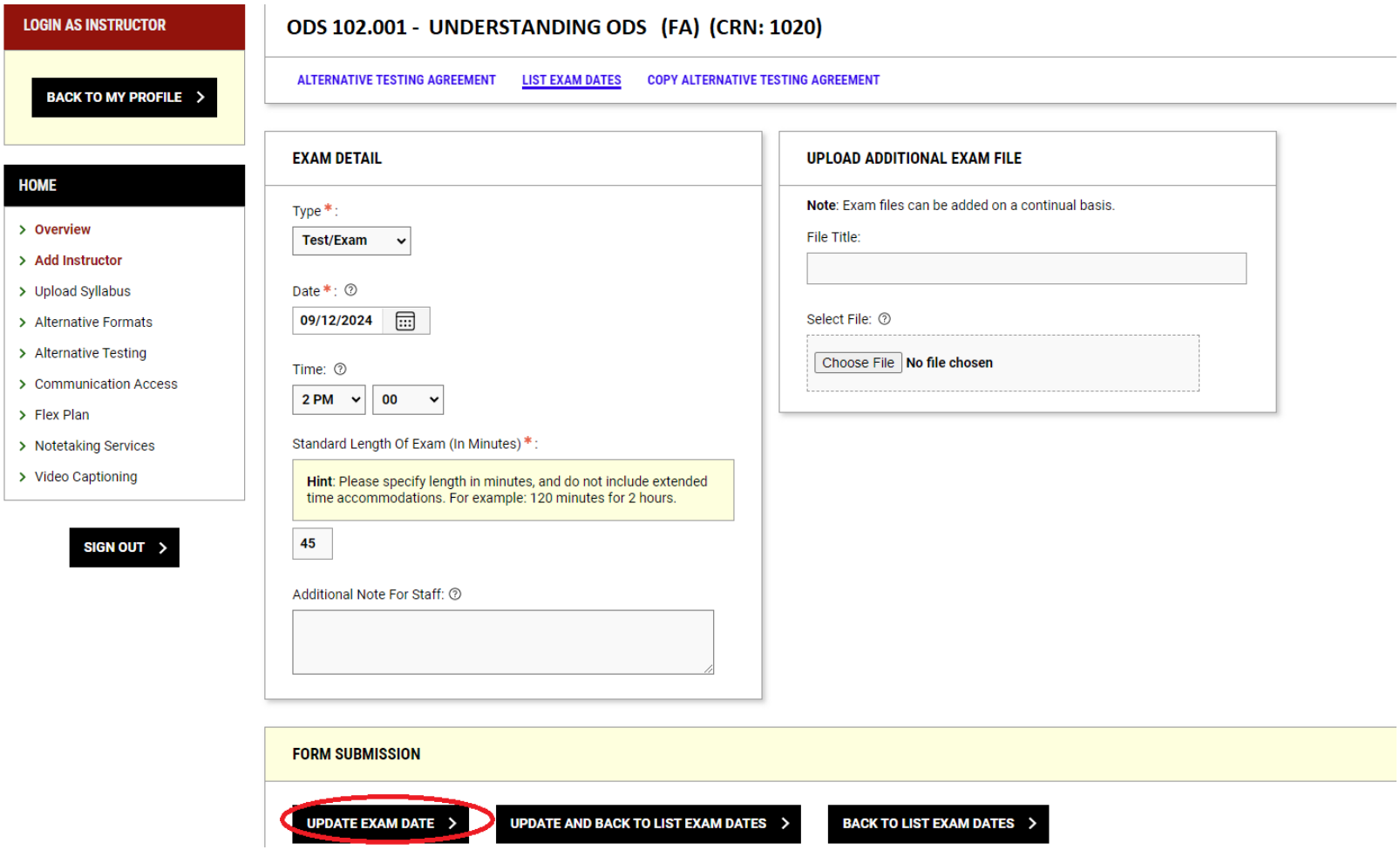
6. **Select List Exam Dates.**



7. To Delete an exam date, find the date and select Delete. Then select Confirm.



8. To modify and exam date, select Modify.



9. Make any necessary changes and select Update Exam Date.