

# How to Enter, View, and Modify Exam Dates

## Entering Exam Dates

1. Log into the instructor online portal through the [Instructor Login](#).



WELCOME

HOME

- > Online Services Home
- > Instructor Portal
- > Start/Resume Application

» HOME » WELCOME


### LOGIN INFORMATION

Username \*:

Password \*:


**SIGN IN >**

### INSTRUCTOR PORTAL




**ACCESS INSTRUCTOR PORTAL >**

### APPLICATION CENTER




**START/RESUME APPLICATION >**

### SIGN UP AS NOTETAKER



**APPLY NOW >**

### COMMUNICATION ACCESS




**START REQUEST >**

### CONNECT WITH US

Office of Disability Services  
205-348-4285  
1000 Houser Hall  
ods@ua.edu  
[www.ods.ua.edu](http://www.ods.ua.edu)

**Schedule an appointment with ODS:** Sign in to the [ODS Online Portal](#) and select My Appointments. In the top right corner, select Request Appointment. Students can also call ODS at 205-348-4285 and select option 0



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

🕒 Session Extender: [Enable](#)

🏠 » INSTRUCTOR PORTAL

LOGIN AS INSTRUCTOR

Username:

BACK TO MY PROFILE >

### 📄 ACCESS POLICY

HOME

- > Online Services Home
- > Help

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

#### FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.


#### Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information


SIGN OUT >


CONTINUE TO VIEW STUDENT ACCOMMODATIONS >

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



#### OVERVIEW

 Session Extender: **Enable**

 » OVERVIEW

**LOGIN AS INSTRUCTOR**

**BACK TO MY PROFILE >**


[Previous Term](#) Term: 2024 - Spring


**HOME**


- > Overview
- > Add Instructor
- > Upload Syllabus
- > Alternative Formats
- > Alternative Testing**
- > Communication Access
- > Flex Plan
- > Notetaking Services
- > Video Captioning

**STUDENTS WHO REQUESTED ACCOMMODATIONS**

**REFINE SEARCH >**

 **EXPORT DATA: STUDENTS**

 **TABLE LEGEND**




Records Found: **8** (Showing: 1 - 8)

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated
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**SIGN OUT >**

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

 Office of Disability Services

**UPCOMING EXAMS**

Session Extender: [Enable](#)    [»](#) ALTERNATIVE TESTING [»](#) UPCOMING EXAMS    [UPCOMING EXAMS](#)    [COMPLETED FILES](#)    [ALTERNATIVE TESTING AGREEMENT](#)    [LIST STUDENTS](#)    [ALL EXAMS](#)

**LOGIN AS INSTRUCTOR**

[BACK TO MY PROFILE >](#)

**HOME**

- > [Overview](#)
- > [Add Instructor](#)
- > [Upload Syllabus](#)
- > [Alternative Formats](#)
- > [Alternative Testing](#)
- > [Communication Access](#)

**IMPORTANT MESSAGE**

Test and passwords must be provided to ODS Testing a minimum of 24 hours prior to the scheduled test date. Review your Testing Agreement for accuracy prior to all scheduled tests.

ALTERNATIVE TESTING AGREEMENT	EXAMS WITHOUT FILES UPLOADED
<b>0</b> Courses without Alternative Testing Agreement Total Courses with Alternative Testing Agreement: <b>1</b>	<b>2</b> Number of Exams without Files Uploaded

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

**ODS 102.001 - UNDERSTANDING ODS (FA) (CRN: 1020)**

Status: [View/Modify Alternative Testing Agreement](#)

Summary:

- Number of Students Requesting Alternative Testing: 2.

List Exam Dates:

- Test/Exam on Thursday, September 12, 2024 at 02:00 PM
- Quiz on Tuesday, September 24, 2024 at 02:00 PM
- Test/Exam on Thursday, October 17, 2024 at 02:00 PM
- Quiz on Tuesday, October 29, 2024 at 02:00 PM
- Test/Exam on Thursday, November 14, 2024 at 02:00 PM
- Quiz on Tuesday, November 26, 2024 at 02:00 PM
- Final on Tuesday, December 10, 2024 at 08:00 AM

**6. Select List Exam Dates.**

**ALTERNATIVE TESTING AGREEMENT**

Session Extender: [Enable](#)    » ALTERNATIVE TESTING AGREEMENT

**LOGIN AS INSTRUCTOR**

**BACK TO MY PROFILE >**

**HOME**

**ODS 102.001 - UNDERSTANDING ODS (FA) (CRN: 1020 )**

[ALTERNATIVE TESTING AGREEMENT](#)    [LIST EXAM DATES](#)    [COPY ALTERNATIVE TESTING AGREEMENT](#)

**INFORMATION**

Please read the following before completing this form:

**LIST OF QUESTIONS**

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.

**EXAM DETAIL**

Type\*:

Date\*:

Time:

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.

Additional Note For Staff:

**UPLOAD EXAM FILE**

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

File Title:

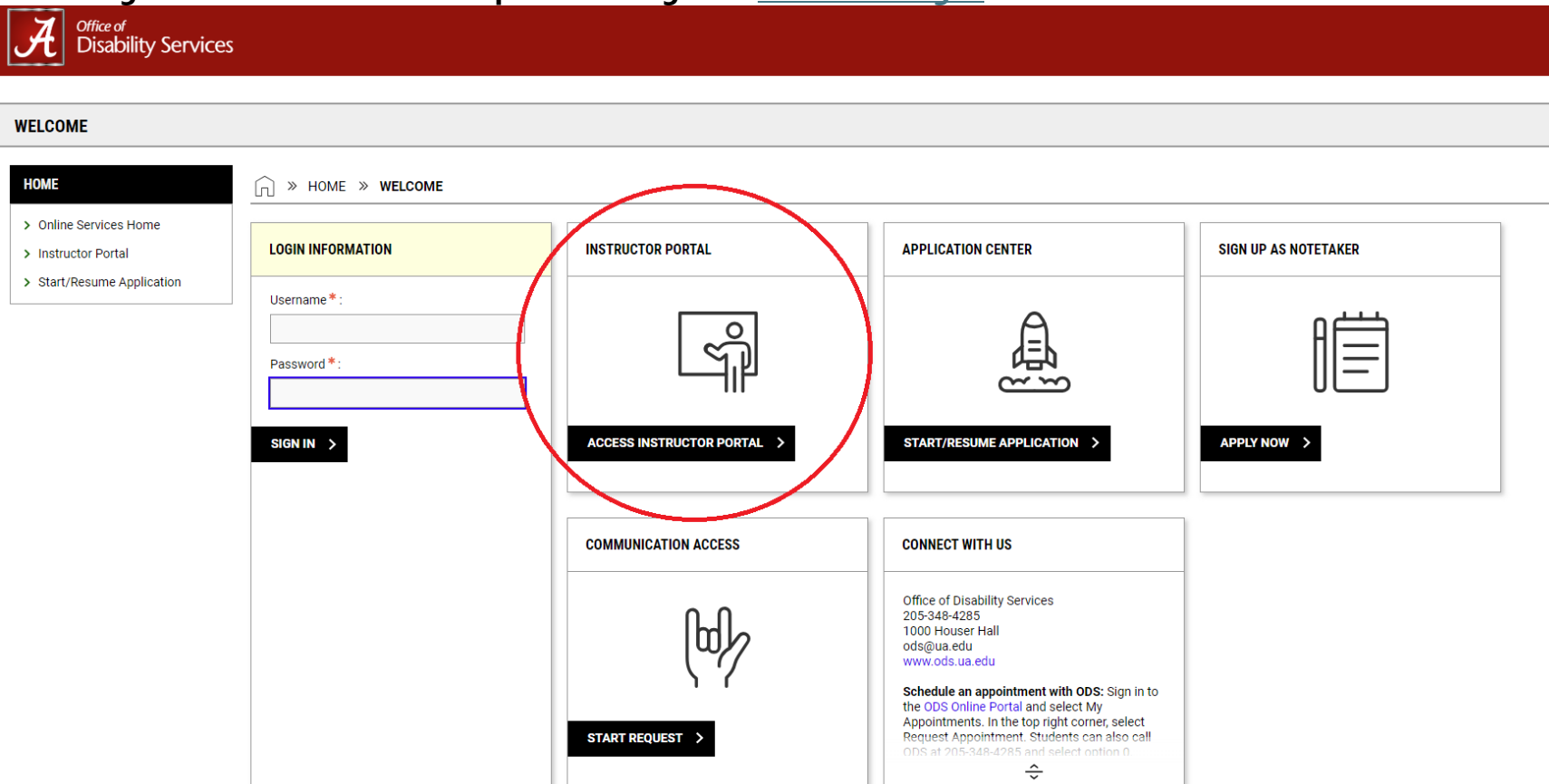
Select File:

**FORM SUBMISSION**

## 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](#).



**Office of Disability Services**

**WELCOME**

» HOME » WELCOME

**HOME**

- > Online Services Home
- > Instructor Portal
- > Start/Resume Application


**LOGIN INFORMATION**

Username \*:

Password \*:


**SIGN IN >**

**INSTRUCTOR PORTAL**




**ACCESS INSTRUCTOR PORTAL >**

**APPLICATION CENTER**




**START/RESUME APPLICATION >**

**SIGN UP AS NOTETAKER**



**APPLY NOW >**

**COMMUNICATION ACCESS**



**START REQUEST >**

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⇅

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

 Session Extender: [Enable](#)

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE >

HOME

- > Online Services Home
- > Help

SIGN OUT >

Username:

### ACCESS POLICY

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#### Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
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CONTINUE TO VIEW STUDENT ACCOMMODATIONS >




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

 Office of Disability Services

**OVERVIEW**

 Session Extender: **Enable**

 » OVERVIEW

**LOGIN AS INSTRUCTOR**

[Previous Term](#) Term: 2024 - Spring


**BACK TO MY PROFILE >**



**STUDENTS WHO REQUESTED ACCOMMODATIONS**

**HOME**

**REFINE SEARCH >**

- > Overview
- > Add Instructor
- > Upload Syllabus
- > Alternative Formats
- > **Alternative Testing**
- > Communication Access
- > Flex Plan
- > Notetaking Services
- > Video Captioning

 **EXPORT DATA: STUDENTS**

 — **TABLE LEGEND**  
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Records Found: **8** (Showing: 1 - 8)

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------	-----	-----	---------	--------	---------	---------------------	--------	--------------	--------------

**SIGN OUT >**

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

**Office of Disability Services**

**UPCOMING EXAMS**

Session Extender: [Enable](#) | [ALTERNATIVE TESTING](#) » [UPCOMING EXAMS](#) | [UPCOMING EXAMS](#) | [COMPLETED FILES](#) | [ALTERNATIVE TESTING AGREEMENT](#) | [LIST STUDENTS](#) | [ALL EXAMS](#)

**LOGIN AS INSTRUCTOR**

[BACK TO MY PROFILE >](#)

**HOME**

- > [Overview](#)
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- > [Upload Syllabus](#)
- > [Alternative Formats](#)
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ODS 102.001 - UNDERSTANDING ODS (FA) (CRN: 1020)

Status: [View/Modify Alternative Testing Agreement](#)

Summary:

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List Exam Dates:

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- Test/Exam on Thursday, October 17, 2024 at 02:00 PM
- Quiz on Tuesday, October 29, 2024 at 02:00 PM
- Test/Exam on Thursday, November 14, 2024 at 02:00 PM
- Quiz on Tuesday, November 26, 2024 at 02:00 PM
- Final on Tuesday, December 10, 2024 at 08:00 AM

6. Select List Exam Dates.

ALTERNATIVE TESTING AGREEMENT

Session Extender: [Enable](#)    » ALTERNATIVE TESTING AGREEMENT

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE >

HOME

ODS 102.001 - UNDERSTANDING ODS (FA) (CRN: 1020 )

[ALTERNATIVE TESTING AGREEMENT](#) [LIST EXAM DATES](#) [COPY ALTERNATIVE TESTING AGREEMENT](#)

INFORMATION

Please read the following before completing this form:

LIST OF QUESTIONS

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

ALTERNATIVE TESTING AGREEMENT

Session Extender: [Enable](#)    » ALTERNATIVE TESTING AGREEMENT

**LOGIN AS INSTRUCTOR**

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**ODS 102.001 - UNDERSTANDING ODS (FA) (CRN: 1020)**

[ALTERNATIVE TESTING AGREEMENT](#)   [LIST EXAM DATES](#)   [COPY ALTERNATIVE TESTING AGREEMENT](#)

**LIST EXAM DATES**

Modify	Delete	Type	Date	Time	Pop	Length	Exams Uploaded
<a href="#">Modify</a>	<a href="#">Delete</a>	Test/Exam	Thursday, September 12, 2024	02:00 PM		45	
<a href="#">Modify</a>	<a href="#">Delete</a>	Quiz	Tuesday, September 24, 2024	02:00 PM		15	
<a href="#">Modify</a>	<a href="#">Delete</a>	Test/Exam	Thursday, October 17, 2024	02:00 PM		45	
<a href="#">Modify</a>	<a href="#">Delete</a>	Quiz	Tuesday, October 29, 2024	02:00 PM		15	
<a href="#">Modify</a>	<a href="#">Delete</a>	Test/Exam	Thursday, November 14, 2024	02:00 PM		45	

[ALTERNATIVE TESTING AGREEMENT](#)   [LIST EXAM DATES](#)   [COPY ALTERNATIVE TESTING AGREEMENT](#)

**LIST EXAM DATES**

Modify	Delete	Type	Date	Time	Pop	Length	Exams Uploaded
<a href="#">Modify</a>	<a href="#">Delete</a>	Test/Exam	Thursday, September 12, 2024	02:00 PM		45	
<a href="#">Modify</a>	<a href="#">Delete</a>	Quiz	Tuesday, September 24, 2024	02:00 PM		15	
<a href="#">Modify</a>	<a href="#">Delete</a>	Test/Exam	Thursday, October 17, 2024	02:00 PM		45	

**CONFIRMATION** ✕

Are you sure you want to proceed with **Delete Test/Exam on 09/12/2024?**

**CONFIRM**   **CANCEL**

8. To modify and exam date, select **Modify**.

**ALTERNATIVE TESTING AGREEMENT**

🕒 Session Extender: [Enable](#)    🏠 » ALTERNATIVE TESTING AGREEMENT

**LOGIN AS INSTRUCTOR**

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**ODS 102.001 - UNDERSTANDING ODS (FA) (CRN: 1020)**

[ALTERNATIVE TESTING AGREEMENT](#)   [LIST EXAM DATES](#)   [COPY ALTERNATIVE TESTING AGREEMENT](#)

**LIST EXAM DATES**

Modify	Delete	Type	Date	Time	Pop	Length	Exams Uploaded
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<a href="#">Modify</a>	<a href="#">Delete</a>	Test/Exam	Thursday, October 17, 2024	02:00 PM		45	
<a href="#">Modify</a>	<a href="#">Delete</a>	Quiz	Tuesday, October 29, 2024	02:00 PM		15	
<a href="#">Modify</a>	<a href="#">Delete</a>	Test/Exam	Thursday, November 14, 2024	02:00 PM		45	

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

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE >

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- > Overview
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- > Video Captioning

SIGN OUT >

**ODS 102.001 - UNDERSTANDING ODS (FA) (CRN: 1020)**

[ALTERNATIVE TESTING AGREEMENT](#)   [LIST EXAM DATES](#)   [COPY ALTERNATIVE TESTING AGREEMENT](#)

**EXAM DETAIL**  
  
Type \*:  
  
  
Date \*:  
  
  
Time:  
   
  
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.

  
  
Additional Note For Staff:

**UPLOAD ADDITIONAL EXAM FILE**  
  
**Note:** Exam files can be added on a continual basis.  
  
File Title:  
  
  
Select File:  

No file chosen

**FORM SUBMISSION**

UPDATE EXAM DATE >

UPDATE AND BACK TO LIST EXAM DATES >

BACK TO LIST EXAM DATES >