



How to Upload Exams

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

The screenshot shows the homepage of the Office of Disability Services. At the top left is the logo with a stylized 'A' and the text 'Office of Disability Services'. Below the logo is a 'WELCOME' banner. On the left is a 'HOME' sidebar with links: '> Online Services Home', '> Instructor Portal', and '> Start/Resume Application'. The main content area has a breadcrumb trail: '» HOME » WELCOME'. There are five main tiles: 1. 'LOGIN INFORMATION' with fields for 'Username *' and 'Password *', and a 'SIGN IN >' button. 2. 'INSTRUCTOR PORTAL' with an icon of a person at a whiteboard and an 'ACCESS INSTRUCTOR PORTAL >' button, which is circled in red. 3. 'APPLICATION CENTER' with a rocket icon and a 'START/RESUME APPLICATION >' button. 4. 'SIGN UP AS NOTETAKER' with a calendar icon and an 'APPLY NOW >' button. 5. 'COMMUNICATION ACCESS' with a hand icon and a 'START REQUEST >' button. To the right of the 'COMMUNICATION ACCESS' tile is a 'CONNECT WITH US' section containing contact information: 'Office of Disability Services', '205-348-4285', '1000 Houser Hall', 'ods@ua.edu', and 'www.ods.ua.edu'. Below this is a paragraph about scheduling appointments and a small up/down arrow icon.

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

 Session Extender: [Enable](#)

 » INSTRUCTOR PORTAL

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE >

HOME

- > Online Services Home
- > Help

SIGN OUT >

Username:



ACCESS POLICY

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


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

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

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).



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 >](#)

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.

HOME

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

ALTERNATIVE TESTING AGREEMENT

0

Courses without Alternative Testing Agreement
Total Courses with Alternative Testing Agreement: **1**

EXAMS WITHOUT FILES UPLOADED

2

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. Locate the correct exam date and select Modify.

ALTERNATIVE TESTING AGREEMENT

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

LOGIN AS INSTRUCTOR

[BACK TO MY PROFILE >](#)

HOME

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

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
Modify	Delete	Test/Exam	Thursday, September 12, 2024	02:00 PM		45	
Modify	Delete	Quiz	Tuesday, September 24, 2024	02:00 PM		15	
Modify	Delete	Test/Exam	Thursday, October 17, 2024	02:00 PM		45	
Modify	Delete	Quiz	Tuesday, October 29, 2024	02:00 PM		15	
Modify	Delete	Test/Exam	Thursday, November 14, 2024	02:00 PM		45	

8. Locate Upload Additional Exam File section and select Choose File.

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE >

HOME

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

9. Choose the correct test file and select open. Then enter a File Title, double check the attached file, and select Update Exam Date.

ODS 102.002 - UNDERSTANDING ODS (FA) (CRN: 1020)

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

EXAM DETAIL	UPLOAD ADDITIONAL EXAM FILE
Type *: <input type="text" value="Test/Exam"/>	Note: Exam files can be added on a continual basis.
Date *: <input type="text" value="09/12/2024"/>	File Title: <input type="text" value="Test 1"/>
Time: <input type="text" value="2 PM"/> <input type="text" value="00"/>	Select File: <input type="button" value="Choose File"/> <input type="text" value="Test 1.docx"/>
Standard Length Of Exam (In Minutes) *: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.</div> <input type="text" value="45"/>	
Additional Note For Staff: <input type="text"/>	

FORM SUBMISSION

10. On the next page you can view your upload under the List Exam Files section and delete any files that may have been uploaded by mistake.

[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

LIST EXAM FILES

For security purposes, the exam files are not available for download.

Delete	File Title	File Name	Size	U
<input type="button" value="Delete"/>	Test 1	Test 1.docx	13 KB	0

FORM SUBMISSION