

Faculty Portal User Guide

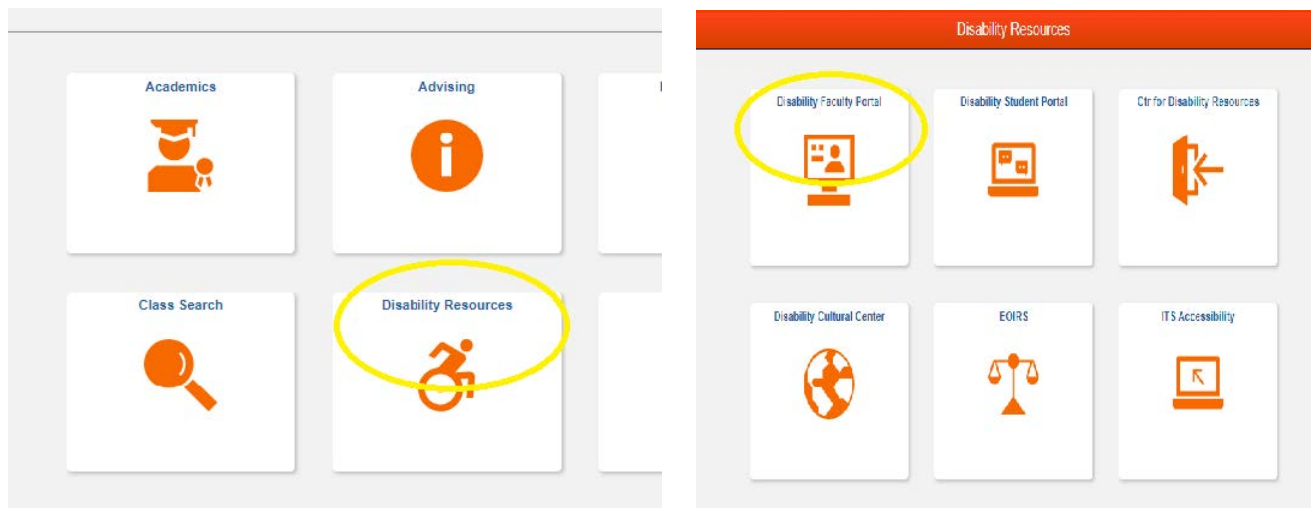
If at any time you have questions or concerns regarding:

- **The Faculty Portal** – please contact Blair Jones at cdraccommodate@syr.edu, or by calling the front desk at (315) 443-4498
- **Exams** – please contact cdrexams@syr.edu, or by calling the exams desk at (315) 443-3606/4231
- **A student registered with our office** – please contact either the Disability Access Coordinator listed on the student's Accommodation Letter, or email CDRspecialist@syr.edu. If you need immediate assistance you can call the front desk and ask to speak to the on-call access coordinator at (315) 443-4498
- **The Center for Disability Resources in general** – please contact the front desk at disabilityresources@syr.edu or (315) 443-4498 or visit our website at disabilityresources.syr.edu

Logging In

Log in through your MySlice. Click the Disability Resources tile, then click the **Disability Faculty Portal** tile.

**If you are a TA and taking classes, or if you have taken a class within the past 2 years, to see students' accommodation letters, it is important that when you sign into to MySlice, you do so as Faculty and not as Student.



Viewing Accommodation Letters

When an accommodation letter is generated, you will receive an email notification indicating you have a student with a disability in your course. You will be directed to the **Disability Faculty Portal** to view the Accommodation Letter.

When you log in you will see **Letters to Review**, was added to the faculty portal home page. This gives easy access to view student accommodation letters. Letters are organized per course. Click on the course tab and then "**Review**" to view the students accommodation letter. To remove the letters from this section, sign at the bottom of the letter. Signing each letter is a great way to track which letters you have viewed.

You can return anytime to view letters by clicking **Accommodation Letters** located on the side menu. A list will show, starting with the most recent letter received.

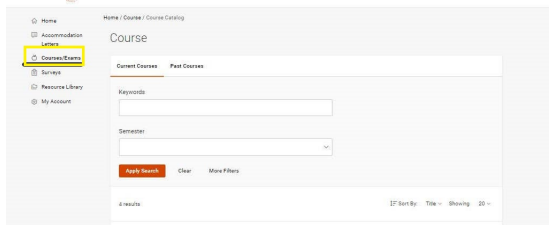
Test Sign Ups

You can view details about students who have signed up for an exam by accessing the **Courses /Exams** tab and selecting the particular course.

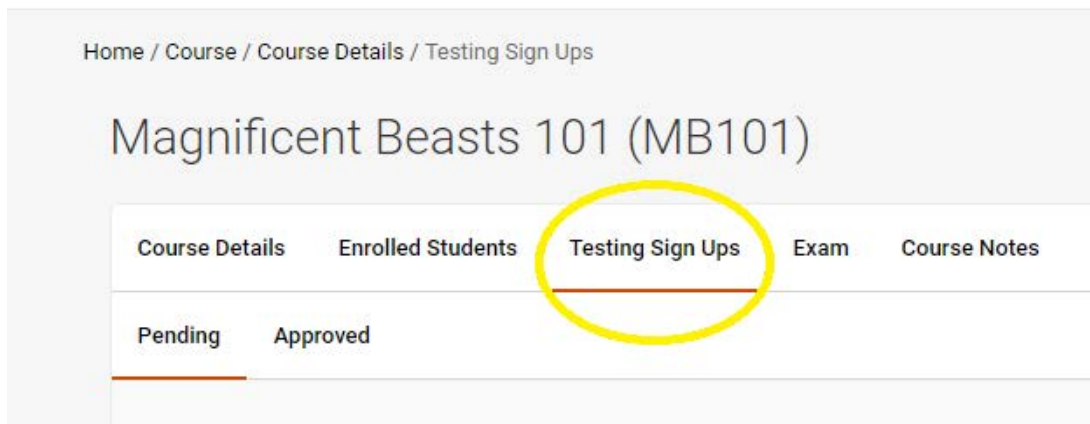
"Test Room Bookings to Review" gives easy access to view student test room bookings.

Exam bookings are organized per course. Click **"Review"** to view the students booking.

Faculty can add exam for the course the booking is for from this section.



To return to the overall listing of your courses, you can click on the **/Course/** at the top of your screen. Next, click on the **Testing Sign Ups** tab.

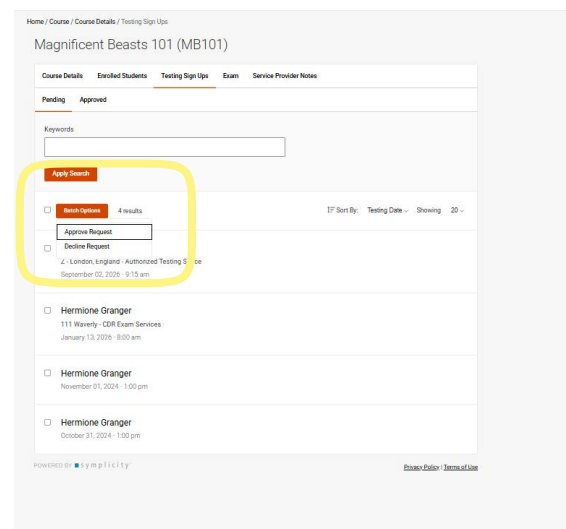


You will see a list of students who have signed up to take your exams at CDR and the dates and times they have signed up. Note that there are two tabs **"Pending"** and **"Approved"**.

Approving and Declining Student Test Sign-Ups

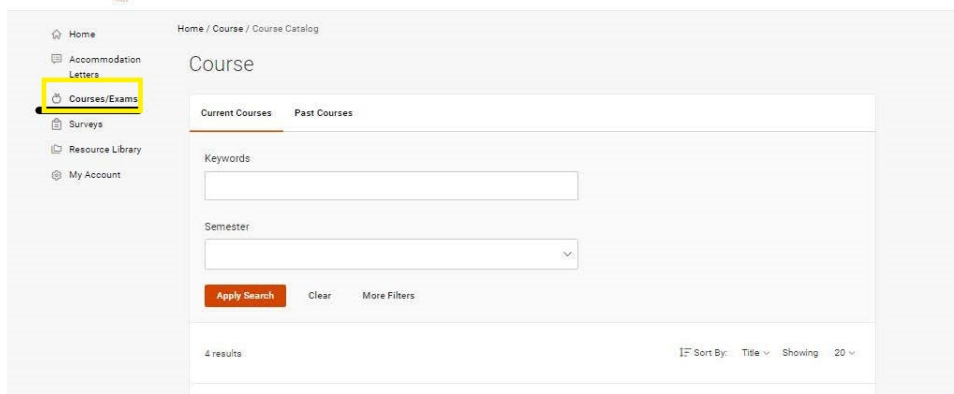
Please select a student's name to access more details regarding their test sign up. To approve or decline testing sign-ups, you can either check the individual check boxes next to their names, or check the check box next to the **"Batch Options"** button to select all sign-ups. And then click the orange button labeled **"Batch Options"** then choose to Approve or Decline the request(s).

If at any time you get stuck in a course, you can click **"Cancel"** and you will return to the **"Course Listing."**

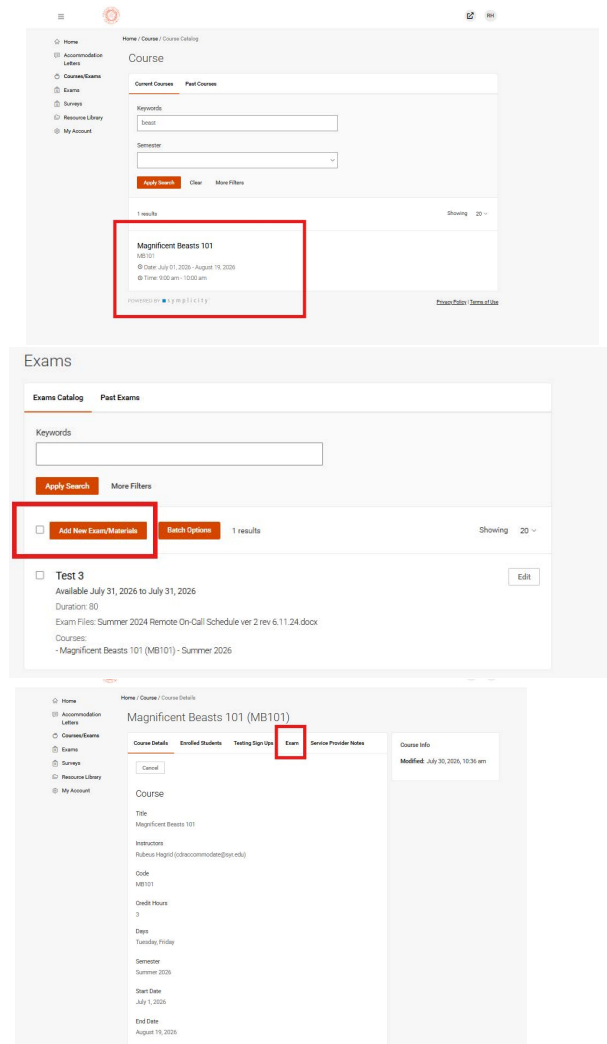


Uploading Exams

Exams can be uploaded through the **Courses/Exams** tab.



Your current courses will be displayed. You should click the title of the course for which you want to upload your exam.



Completing the Exam Information Form

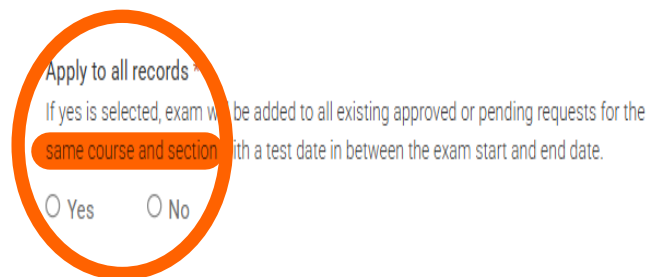
You will be asked to complete several questions:

1. Title of the Exam
2. Attachments – You can upload multiple files at once
3. Exam Start Date – earliest a student can take this exam.
4. Exam End Date – latest date a student can take this exam.
5. Apply to all records – Yes or No
6. Contact Information for instructor or TA during exam. Either cell phone for texts or a monitored email.
7. In-Class Test Length
8. Paper or Online-Based Exam
9. Add Password if Applicable
10. Approved Exam Materials – there will be a list to check off. Be sure to upload a Gradescope with your exam if you plan to use it.
11. Other Approved Materials
12. Additional Faculty Notes
13. Hold Paper Copies for pick-up from CDR

*Click Yes if you want all students to take this exam **who are in the same section** and signed up to take the exam between the start and expiration dates given. Click Submit.

You can select multiple sections for the exam to be uploaded if there is one exam for all sections. If each section has a different exam please select each section the exam applies to.

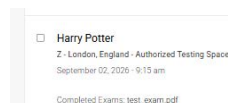
To know if your exam material has been uploaded properly, look at the main Exam tab in your course. Your upload was successful if you see it listed and the last line of information says Exam Files: [name of your exam_date.docx].



Completed Exams

All completed exams will be uploaded to the **Faculty Portal** unless marked **"Hold for Pickup"** and **during final exams when all exams will be pick-up only**.

1. Log into the Disability Faculty Portal via MySlice.
2. Use the Courses/Exams tab along the left navigator bar
3. Select the course you wish to view
4. Select the "Testing Sign-Ups" tab and then the Approved sub-tab. There will be a list of students who have signed up/taken an exam this semester. **Do NOT click on the student's name**. Hover your cursor below the student's name to where it says completed exam, which has been renamed to reflect the course, date, faculty name, and student name. The text will be highlighted in red when you hover over it. For example, **Completed Exams: PSY205, 1-31, Dumbledore - Potter, Harry**
5. exam in CDR. If you have questions, please call 315-443-3606.

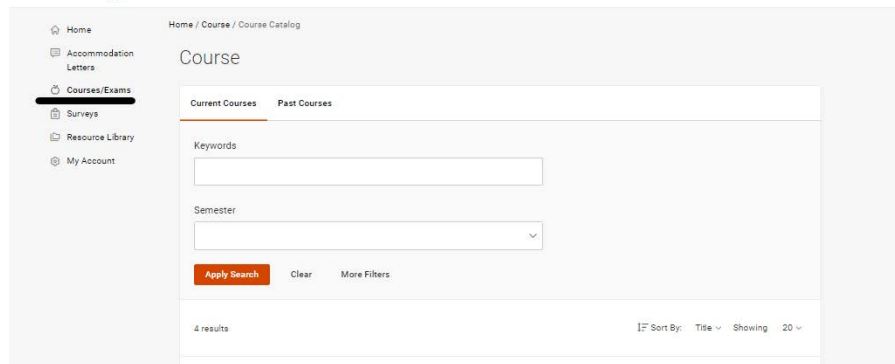


* If you do not see a completed exam, it has not been uploaded yet, or the student did not take the

Viewing Course Notes

If there is a peer note taker assigned to your course, below, please find the instructions for how you can review the submitted notes in the portal.

From your home screen, click the **Courses/Exams** tab.



Your current courses will be listed under **Current Courses**. Click on the course for which you want to view the course notes.

All uploaded notes for your courses will be listed, along with the time they were uploaded and the name of the person who uploaded them. **Views** lists how many times each individual note document has been opened. Please note that if there are multiple students receiving these notes, that this number is a cumulative of all of these students' views. To view the notes, click on **Download PDF**.

