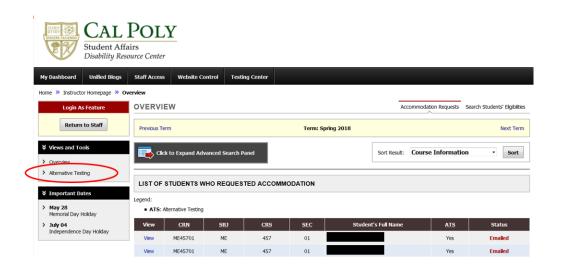
Copying Testing Agreements in the Faculty Portal

If you are teaching multiple sections of a course, you only need to complete one testing agreement for that course. You can copy the completed testing agreement to other sections in that course. Here are instructions how to do this:

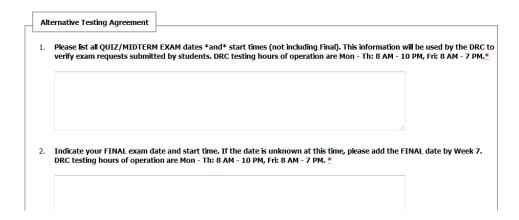
1. After you've logged into your faculty portal, click on the *Alternative Testing* link on the far left side of the page under the *Views and Tools* heading:



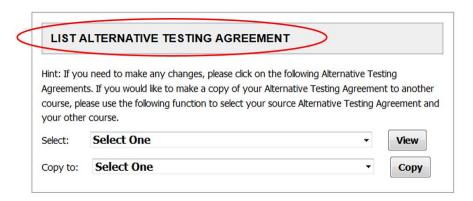
2. You will then be taken to the *Alternative Testing* page. If you have not yet completed (or copied) a testing agreement for each of your course sections, you will see a box at the top of the screen labeled *Specify Alternative Testing Agreement*. Below that is a form field labeled *Select Class*. When you click the drop-down, you'll see each of the courses and their sections listed:



3. To complete a testing agreement for a course in which you have not yet filled one out, simply choose that course from the drop-down list and click the *Continue to Specify Alternative Testing Agreement* button. You will be taken to a form you can fill out. **Helpful Hint:** To avoid being timed out, gather required information before beginning this form.

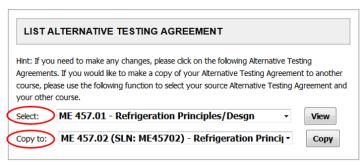


4. If you have already completed one testing agreement for a course, then you can go to the *List Alternative Testing Agreement* box to copy that completed testing agreement to each of the other sections in that course:

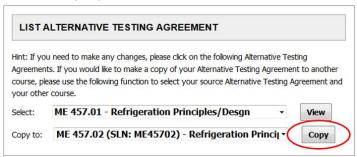


5. When you're ready to copy a completed testing agreement from one course section to another section (in the same course), go to the *Select* drop-down box and choose the completed testing agreement that you want to copy information from.

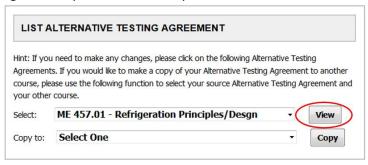
Next, go to the *Copy To* drop-down box and select the course section where you want to send that information. In this case, we're going copy the information from ME 457.01 over to ME 457.02:



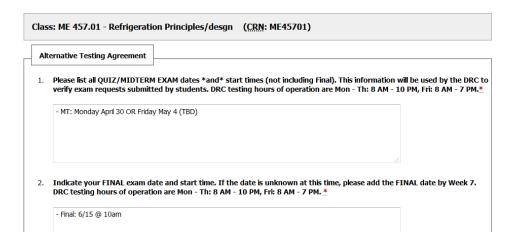
6. Now simply click the *Copy* button and your testing agreement answers from one section will be automatically copied to another section in the same course:



7. **IMPORTANT**: If there are any differences between the details of both sections, select the testing agreement you need to modify and click the *View* button:



8. You will be taken to the testing agreement where you can make any needed changes. For example, if exam dates and times differ between the various sections, you can update each testing agreement with the appropriate information:



9. Once you are finished updating the agreement, scroll to the bottom and click the *Update Alternative Testing Agreement* button:



For further assistance, you can contact DRC Testing at:

Phone: 805-756-6087

Email: drctesting@calpoly.edu

Website: https://drc.calpoly.edu/drc-testing-information-faculty