

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:

The screenshot shows the Cal Poly Student Affairs Disability Resource Center Faculty Portal. The 'Alternative Testing' link in the 'Views and Tools' sidebar is circled in red. The main content area shows an 'OVERVIEW' section for 'Term: Spring 2018' and a table titled 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION'.

View	CRN	SBJ	CRS	SEC	Student's Full Name	ATS	Status
View	ME45701	ME	457	01	[REDACTED]	Yes	Emailed
View	ME45701	ME	457	01	[REDACTED]	Yes	Emailed

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:

The screenshot shows the 'ALTERNATIVE TESTING' page. The 'SPECIFY ALTERNATIVE TESTING AGREEMENT' heading is circled in red. Below it is a 'Select Class' dropdown menu with 'ME 457.02 (SLN: ME45702) - Refrigeration Principles/Desgn' selected, and a 'Continue to Specify Alternative Testing Agreement' button.

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.

Alternative Testing Agreement

1. Please list all QUIZ/MIDTERM EXAM dates *and* start times (not including Final). This information will be used by the DRC to verify exam requests submitted by students. DRC testing hours of operation are Mon - Th: 8 AM - 10 PM, Fri: 8 AM - 7 PM.*

2. Indicate your FINAL exam date and start time. If the date is unknown at this time, please add the FINAL date by Week 7. DRC testing hours of operation are Mon - Th: 8 AM - 10 PM, Fri: 8 AM - 7 PM.*

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:

LIST ALTERNATIVE TESTING AGREEMENT

Hint: If you need to make any changes, please click on the following Alternative Testing Agreements. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select: Select One View

Copy to: Select One Copy

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:

LIST ALTERNATIVE TESTING AGREEMENT

Hint: If you need to make any changes, please click on the following Alternative Testing Agreements. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select: ME 457.01 - Refrigeration Principles/Desgn View

Copy to: ME 457.02 (SLN: ME45702) - Refrigeration Princij Copy

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:

LIST ALTERNATIVE TESTING AGREEMENT

Hint: If you need to make any changes, please click on the following Alternative Testing Agreements. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select: **ME 457.01 - Refrigeration Principles/Desgn**

Copy to: **ME 457.02 (SLN: ME45702) - Refrigeration Princij**

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:

LIST ALTERNATIVE TESTING AGREEMENT

Hint: If you need to make any changes, please click on the following Alternative Testing Agreements. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select: **ME 457.01 - Refrigeration Principles/Desgn**

Copy to: **Select One**

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:

Class: ME 457.01 - Refrigeration Principles/design (CRN: ME45701)

Alternative Testing Agreement

1. Please list all QUIZ/MIDTERM EXAM dates *and* start times (not including Final). This information will be used by the DRC to verify exam requests submitted by students. DRC testing hours of operation are Mon - Th: 8 AM - 10 PM, Fri: 8 AM - 7 PM. *

- MT: Monday April 30 OR Friday May 4 (TBD)

2. Indicate your FINAL exam date and start time. If the date is unknown at this time, please add the FINAL date by Week 7. DRC testing hours of operation are Mon - Th: 8 AM - 10 PM, Fri: 8 AM - 7 PM. *

- Final: 6/15 @ 10am

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>