Faculty Portal for Student Accommodations

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Logging into the Faculty Portal:
You can access the Faculty Portal for Student Accommodations in one of several ways:

1. You can go to the [drc.calpoly.edu](http://drc.calpoly.edu) webpage and click on the *Testing* link under the *Faculty and Staff* section on the far right:

   ![Faculty Portal Link](image1)

   Then click where it says “Go straight to your Faculty Portal for Student Accommodations”

2. You can also click on the *Faculty Portal* link found at the bottom of the emails you get from DRC Testing:

   ![Faculty Portal Link](image2)

   ![DRC Testing Information for Faculty](image3)

   ![DRC Alternative Testing Instructions webpage](image4)

   ![Thank You](image5)

   ![Disability Resource Center](image6)

   ![Cal Poly San Luis Obispo](image7)

   ![Rbg UH Student Services](image8)

   ![San Luis Obispo, CA 93407](image9)

   ![Email: drc@calpoly.edu](image10)

   ![Phone: (805) 756 - 1390](image11)

   ![Fax: (805) 756 - 5451](image12)

   ![Website: http://drc.calpoly.edu/](image13)

   ![NOTE](image14)

   ![For each of the options shown above, you may need to log in with your Cal Poly credentials if you are not already logged in to the Cal Poly portal.](image15)

   ![1](image16)
Navigating the Faculty Portal:

1. Once you are logged in, you will be prompted to read a FERPA Confidentiality Statement. You can then click on the *Continue to View Student Accommodations* button to access the Faculty Portal:

   ![Faculty Portal Image]

   ![Continue to View Student Accommodations]

2. You will then see an overview of all your students, the main accommodations they have requested, and a status area showing whether you have read the faculty notification letter via the Faculty Portal (the status does not update if you read the letter via email). When you click *View* next to a specific student's name, you can see the accommodation letter for that student:

   ![List of Students Who Requested Accommodation]

   ![Viewed Students]

Alternative Testing

The Faculty Portal also allows instructors to submit an Alternative Testing Agreement, see a list of exam requests scheduled by students, see the status of the request (if it was approved by disability services or not), and securely upload exams.

1. Once you are logged into the Faculty Portal, click on *Alternative Testing* on the far left side of your screen:
From here, you will be able to view each Alternative Testing Agreement you have filled out and can make modifications as needed. If you have not yet entered an agreement for a class, you can do so at this time.

2. Under Specify Alternative Testing Agreement, the Select Class drop-down allows you to select your class. Then, click the “Continue to Specify Alternative Testing Agreement” button:

3. You will be taken to the Alternative Testing Agreement form that you can fill out:

   ![Alternative Testing Agreement Form]

   **NOTE**: Once you have completed a Testing Agreement for one student in a class section, it will automatically be copied to all students in that section.

4. If you have already completed an Alternative Testing Agreement for a class, you can edit that agreement by selecting it from the drop-down list under the List Alternative Testing Agreement box. Then click the View button:
5. Once you have edited your Testing Agreement, click the *Update Alternative Testing Agreement* button at the bottom of the screen:

6. You can also copy an agreement from one section to another by using the *Copy to* function:

   ![Update Alternative Testing Agreement](image1)

   **IMPORTANT NOTE:** For each copied Testing Agreement, make sure you go in and change the exam dates and times to match that particular course section.

7. From *Alternative Testing*, you can also view a list of exam requests and their current status. In addition, you can securely upload an exam by clicking the *Upload Exam* link in the status section:

   ![List Alternative Testing Agreement](image2)

8. When you upload an exam, you can specify whether this same exam should be used for all students in that particular class and section (as indicated by the *Same Exams for Everyone* option circled in red below):

   ![Exam Request List](image3)
If you’d like to view a list of all students who have requested accommodations in each of your classes, click on **Student’s Courses**, which is located in the upper right corner of the screen:

For further assistance, you can contact DRC Testing at:

- **Phone**: 805-756-6087
- **Email**: drctesting@calpoly.edu
- **Website**: [DRC Testing Information for Faculty](https://drc.calpoly.edu/drc-testing-information-faculty)