

# Faculty Portal for Student Accommodations

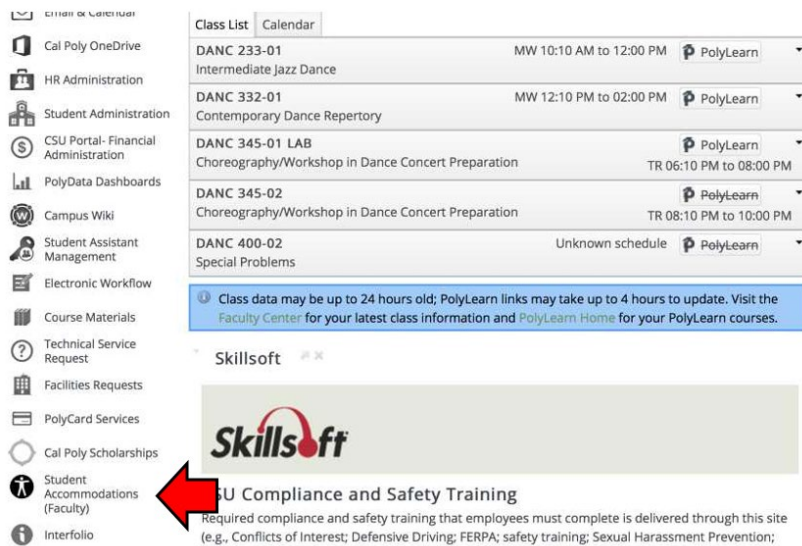
## Quick Links:

- [Logging into the Faculty Portal](#)
- [Navigating the Faculty Portal](#)
- [Alternative Testing](#)

## Logging into the Faculty Portal:

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

1. You can log in to your Cal Poly Portal and click on the *Student Accommodations (Faculty)* quick link under *My Apps* located on the far left side of the portal:



The screenshot shows the Cal Poly Portal's 'My Apps' section. On the left is a vertical menu with various links. A red arrow points to the 'Student Accommodations (Faculty)' link. To the right of the menu is a 'Class List' table with columns for course ID, name, schedule, and a 'PolyLearn' link. Below the table is a 'Skillssoft' banner for 'SU Compliance and Safety Training'.

| Class List  | Calendar  |
|---|---|
| DANC 233-01<br>Intermediate Jazz Dance                                | MW 10:10 AM to 12:00 PM <a href="#">PolyLearn</a> |
| DANC 332-01<br>Contemporary Dance Repertory                           | MW 12:10 PM to 02:00 PM <a href="#">PolyLearn</a> |
| DANC 345-01 LAB<br>Choreography/Workshop in Dance Concert Preparation | TR 06:10 PM to 08:00 PM <a href="#">PolyLearn</a> |
| DANC 345-02<br>Choreography/Workshop in Dance Concert Preparation     | TR 08:10 PM to 10:00 PM <a href="#">PolyLearn</a> |
| DANC 400-02<br>Special Problems                                       | Unknown schedule <a href="#">PolyLearn</a>        |

Class data may be up to 24 hours old; PolyLearn links may take up to 4 hours to update. Visit the [Faculty Center](#) for your latest class information and [PolyLearn Home](#) for your PolyLearn courses.

**Skillssoft**

**SU Compliance and Safety Training**  
Required compliance and safety training that employees must complete is delivered through this site (e.g., Conflicts of Interest; Defensive Driving; FERPA; safety training; Sexual Harassment Prevention; ...)

2. 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:



The screenshot shows the 'FACULTY AND STAFF' section of the drc.calpoly.edu website. A red arrow points to the 'Testing' link in the list of options.

**FACULTY AND STAFF**

- Testing
- Ten Things Faculty Should Know
- Faculty FAQs
- Faculty Room
- Access by Design
- Sample Syllabus Statements
- Faculty and Staff Interpreter/Transcriber Request Form

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

### DRC Testing Information for Faculty

The DRC is available to provide testing accommodations for students with disabilities; however, faculty may accommodate students directly as long as students receive their appropriate accommodations. DRC staff are available to consult with faculty regarding ways to provide accommodations in the classroom; call 805-756-1395 to speak with an access specialist.

For students who cannot be accommodated in class, instructors would provide the DRC with test proctoring information via our online Alternative Testing Agreement, and provide us with the exam by 2PM the day before the test date. Common testing accommodations include: additional time, an environment with limited distractions, adapted computers, scribe, and read-aloud software.

→ Go straight to your [Faculty Portal for Student Accommodations](#)



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

**Faculty Portal:** <https://york.accessiblelearning.com/CalPoly/instructor>

**DRC Alternative Testing Instructions webpage:** <https://drc.calpoly.edu/drc-testing-information-faculty>

Thank You!

Disability Resource Center  
Cal Poly San Luis Obispo  
Bldg 124 Student Services  
San Luis Obispo, CA 93407  
Email: [drc@calpoly.edu](mailto:drc@calpoly.edu)  
Phone: (805) 756 - 1395  
Fax: (805) 756 - 5451  
Website: <http://drc.calpoly.edu/>



**NOTE:** 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.

[Back to top](#)

### 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:

**CAL POLY**  
Student Affairs  
Disability Resource Center

My Dashboard | Unified Blogs | Staff Access | Website Control | Testing Center

Home » Instructor Homepage » Instructor Authentication Page

**Login As Feature**

[Return to Staff](#)

**Views and Tools**

- > Overview
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

**INSTRUCTOR AUTHENTICATION PAGE**

**REMINDERS**

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.

**Reminders:**

- 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](#)

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

Legend:

■ **ATS:** Alternative Testing

■ **ETX:** Alternative Formats

■ **COM:** Deaf and Hard of Hearing

■ **NTK:** Notetaking Services

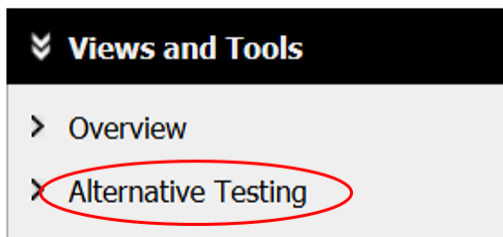
| View                 | CRN       | SBJ  | CRS | SEC | Student's Full Name | ATS | NTK | ETX | COM | Status  |
|----------------------|-----------|------|-----|-----|---------------------|-----|-----|-----|-----|---------|
| <a href="#">View</a> | ARCE21113 | ARCE | 211 | 13  |                     | Yes |     |     |     | Emailed |
| <a href="#">View</a> | ARCE21113 | ARCE | 211 | 13  |                     | Yes | Yes |     |     | Emailed |
| <a href="#">View</a> | ARCE21115 | ARCE | 211 | 15  |                     | Yes |     |     |     | Emailed |

[Back to top](#)

## 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.

- 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.

- 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:

### ALTERNATIVE TESTING

#### SPECIFY ALTERNATIVE TESTING AGREEMENT

Select Class: **ARCE 212.06 (SLN: ARCE21206) - Structures II**

If you need Cal Poly DRC to proctor your exams,

[Continue to Specify Alternative Testing Agreement](#)

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

Alternative Testing Agreement

1. How will exams be provided to the DRC?\*

- ☐ Upload exam to the secure DRC website by 2 pm the business day prior to the exam date. Upload instructions will be included in the reminder email you will receive.
- ☐ Email to [drctest@calpoly.edu](mailto:drctest@calpoly.edu) by 2 pm the business day prior to exam date.
- ☐ Professor drop off to DRC by 2 pm the business day prior to exam date. If delivering exam after 5 PM, please use the drop box located at the corner of Cuesta Avenue and South Perimeter (white mailbox).
- ☐ Student brings to DRC Testing Center at the time of the exam (in a sealed envelope provided by the instructor). Instructors are responsible for notifying students when and where to pick up the exam.
- ☐ This exam is a PolyLearn exam. No physical delivery needed.

**Additional Note or Comment**

**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:

LIST ALTERNATIVE TESTING AGREEMENT

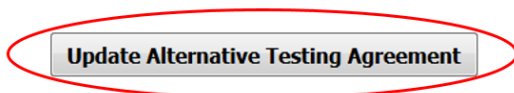
Hint: If you need to make any changes, please click on the following Alternative Testing Agreements. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select: ARCE 212.08 - Structures II View

Copy to: Select One Copy



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:

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: ARCE 212.08 - Structures II View

Copy to: ARCE 212.06 (SLN: ARCE21206) - Structures II Copy

**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 going to *Step 1 – Select Action* and making sure that *Upload File to Exam(s)* is visible:

**STEP 1 - SELECT ACTION**

Available Tools: **Upload File to Exam(s)** ▾

8. Then in Step 2, check the box next to each student who should receive the exam you are uploading:

**STEP 2 - SELECT FROM THE FOLLOWING COURSES**

Hint: Check the box next to each student who should receive the exam you are uploading.

|                          | SBJ  | CRS | SEC | Student Name |
|--------------------------|------|-----|-----|--------------|
| <input type="checkbox"/> | PHYS | 122 | 01  | [REDACTED]   |
| <input type="checkbox"/> | PHYS | 122 | 01  | [REDACTED]   |

9. In Step 3, click the *Confirm Your Selections* button:


**STEP 3 - CONFIRMATION**

**Confirm Your Selections**

10. You will be taken to a screen where you can upload your exam for all of the students you've selected. Click the *Choose File* (or *Browse*) button to locate the exam you wish to upload. In the *Exam File Note* field, you can include special instructions for our testing staff if needed. When ready, click the *Upload Exam* button. Repeat these steps if you have additional files for that exam, such as a formula sheet or a scantron:

**ALTERNATIVE TESTING**

---



**UPLOAD INSTRUCTION**

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **4 MB** per upload.
- View: [Acceptable File Types](#).

---

**File Information**

Exam(s):

- MATH 142.08's Exam for [REDACTED]  
Friday, November 16, 2018 at 12:15 PM.
- MATH 142.11's Exam for [REDACTED]  
Friday, November 16, 2018 at 01:10 PM.

Exam File Note (Optional):

Select File:  **No file chosen**

11. 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](mailto:drctesting@calpoly.edu)

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

[Back to top](#)