Logging into the Faculty Module:

1. Click on the Faculty Module link and login using your Cal Poly credentials (You may be immediately taken to the Faculty Module if you have already previously logged in to your Cal Poly portal)

2. 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 Module.

3. **Important Note**: Once you are in the Faculty Module, you will see a Sign-In button located in the upper right corner of your screen. Please disregard this button since you are already logged in.

4. 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 Module (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:
Alternative Testing

The Faculty Module 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 Module, click on Alternative Testing from the left side of your screen:

2. 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. In order to edit an agreement, use the drop-down arrow to select the appropriate class. Then click on the View button.

   NOTE: You can also copy an agreement from one section to another by using the “Copy to” function. If you use this feature, please make sure you update each section with the appropriate testing dates and times.

ALTERNATIVE TESTING

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: [ENGL 242.03 - American Lit: 1830-Present]  
Copy to: 

3. Once you have edited the agreement, click on the Update Alternative Testing Agreement button located at the bottom of the screen:

   Update Alternative Testing Agreement
4. 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:

<table>
<thead>
<tr>
<th>SB</th>
<th>CHS</th>
<th>SEC</th>
<th>Student Name</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM</td>
<td>127</td>
<td>51</td>
<td>[Image 72x505 to 563x619]</td>
<td>Exam</td>
<td>11/02/2017</td>
<td>08:00 AM</td>
<td>Approved - Upload Exam</td>
</tr>
<tr>
<td>CHEM</td>
<td>127</td>
<td>51</td>
<td>[Image 72x505 to 563x619]</td>
<td>Exam</td>
<td>11/02/2017</td>
<td>08:00 AM</td>
<td>Approved - Upload Exam</td>
</tr>
<tr>
<td>CHEM</td>
<td>127</td>
<td>51</td>
<td>[Image 72x505 to 563x619]</td>
<td>Exam</td>
<td>11/02/2017</td>
<td>08:10 AM</td>
<td>Approved - Upload Exam</td>
</tr>
<tr>
<td>CHEM</td>
<td>127</td>
<td>51</td>
<td>[Image 72x505 to 563x619]</td>
<td>Exam</td>
<td>11/02/2017</td>
<td>08:10 AM</td>
<td>Approved - Upload Exam</td>
</tr>
<tr>
<td>CHEM</td>
<td>127</td>
<td>51</td>
<td>[Image 72x505 to 563x619]</td>
<td>Final</td>
<td>12/07/2017</td>
<td>08:00 AM</td>
<td>Processing - Upload Exam</td>
</tr>
</tbody>
</table>

5. 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):

![Alternative Testing](Image 72x505 to 563x619)

View a list of all students who have requested accommodations in each of your classes.