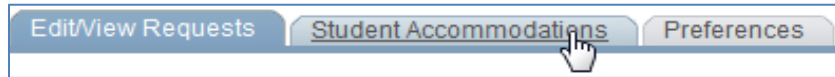


# Center for Students with Disabilities

## Faculty Instructions

To access the faculty functions for Students with Disabilities, first log into **Campus Connect**. Click the last icon (the compass) in the top-right menu, then select 'Navigator'. Go to **Self Service** → **Faculty Center** → **Instructor Resources** → **Students with Disabilities**

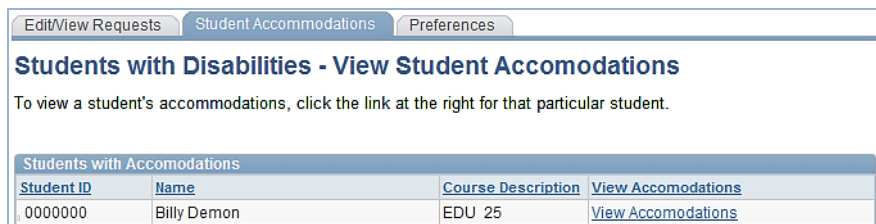


There are three pages within the Students with Disabilities section of Campus Connect. Use the tabs along the top to move between these pages.

### STUDENT ACCOMMODATIONS

The second tab is Student Accommodations. The Student Accommodations page replaces the former paper Accommodations Letter that students used to present to faculty. This page verifies a student’s CSD enrollment and allows you to view the accommodations assigned to a student in accordance with their medical documentation on file with CSD and ADA legislation, Section 504. Student use accommodations at their discretion based on class and/or test format.

On this page, you will see a list of the students in your courses for the current term who have given CSD permission to communicate with you about their classroom/instruction-related accommodations that support their disabilities.



### View Accommodations

If you click on the View Accommodations link next to the student information,

Student ID	Name	Accommodation	Available for Test
0000000	Billy Demon	Exams in a Separate Room (distraction minimization)	<input checked="" type="checkbox"/>
0000000	Billy Demon	Extended Test Time: 1.5x	<input checked="" type="checkbox"/>

you will see a list of that student’s accommodations. Accommodations which relate to test taking are checked in the **Available for Test** column. This page allows you to view accommodations for only one student at a time.

## VIEW & ACCEPT/DECLINE REQUESTS FOR CSD EXAM PROCTORING

Students who have accommodations that include test-related items will be able to request the Center for Students with Disabilities (CSD) proctored exams through self-service. The first tab shows the exams that have been scheduled and/or requested from your students for proctoring by CSD.

Requested Tests										
Test Date	Start Time	Student	Course Descr	Scheduled Test Status	Deliver Test To CSD Via	Deliver Test to Faculty Via	Accept Request	Decline Request	View/Edit Request	
1 09/10/2012	2:00PM	Billy Demon	EDU 25	New			<a href="#">Accept Request</a>	<a href="#">Decline Request</a>	<a href="#">View/Edit Request</a>	

When an exam is requested, you will see options to Accept, Decline or View/Edit the exam details.

### Decline Request

If you decline a request, you must provide a reason, eg., “Test was cancelled and will be rescheduled,” or “This is a take home exam.” CSD may contact you to discuss. Please note that you can’t override the testing accommodations defined by CSD. You can only decline a particular date and time for the exam.

**Students with Disabilities - Decline Request**

Cancel prior test requests here. Make sure to give a reason like "The professor cancelled the test" then click 'OK?'.  
If you do not want to cancel this test, click cancel.

Reason

### Accept Request

If you accept the request, you will be taken to the View/Edit Requested Test page. Once you click **Accept Request**, you can continue to view and edit the details.

## VIEW AND EDIT REQUESTED TEST DETAILS


### View/Edit Requested Test Page

Once you click **Accept Request**, you will be taken to the View/Edit Requested Test page. This page shows you the details regarding the test and allows you to provide instructions and send test materials to CSD.

### Test Schedule

In the test schedule section of the page, you will need to choose the **Time Allotted for Class**. Click the magnifying

glass to select from a pop-up list provided in 5 minute increments. Then, indicate whether **untimed testing** is allowed; select **Yes** or **No** from the drop-down menu.

<b>Date:</b> 09/10/2012	<b>Start Time:</b> 2:00PM
<b>Test Location:</b> Loop Campus	
<b>Time Allotted for Class:</b> <input type="text" value="0"/> 	<b>Is untimed testing allowed ?</b> <input type="text" value=""/>

### Proctoring Instructions

<b>Additional Information:</b>	
<b>Proctoring Instructions:</b> <input type="text"/>	
<b>Exam Delivery: To CSD:</b> <input type="text" value="Email"/>	<b>Back to Professor:</b> <input type="text" value="Email"/>
<b>Delivery Instructions:</b> <input type="text"/>	
<b>Alternate Faculty Email:</b> <input type="text"/>	<b>Alternate Faculty Phone:</b> <input type="text"/>
<b>Other Instructions:</b> <input type="text"/>	

**Additional Information:** This is specific information and special student needs for CSD proctoring. Faculty are not able to edit this text.

**Proctoring Instructions:** Please type in all proctoring instructions. CSD will not assume something is allowable for proctoring unless that information is entered. If you have already provided default instructions in your Preferences, they will appear here.

**Exam Delivery:** Indicate your preference for delivering the exam to CSD and from CSD back to you. These fields may be pre-filled based on your preferences.

**Alternate Faculty Email and Phone:** Indicate how to contact you during the exam, if necessary.

**Other Instructions:** If you have additional instructions or information to add that was not one of the drop-down menu choices, please enter text here.

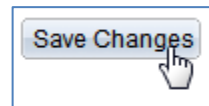
## Exam & Other Exam Materials for Dropbox Submissions

Exam & Other Exam Materials						<a href="#">Add Attachment</a>
	Unique Filename	File Size (bytes)	Last Update Date/Time	by	View Attachment	
1	test.docx	12639	08/16/2012 6:27:36PM	JDONELAN	<a href="#">View Attachment</a>	-

Under this section, there is a link to **Add Attachment** on the right side of the page. This allows you to attach files to the test request, e.g., charts, formula sheet, visuals. Files already attached will appear in the Exam and Other Exam Materials list. To view each file, click the **View Attachment** link. The history of the test details is in the list.

### Save Changes

In order to save your changes, you will need to click on the **Save Changes** button on the bottom left of the page.



When you do this, you will see the following message:

**Message**

Instructions and materials ready? (30400,34)

Are all of your instructions and test materials complete and uploaded and ready for delivery to the Center for Students with Disabilities (CSD)?

Yes will send your instructions and material to CSD and set the test status to ready.

No will just save the changes you have made without sending the instructions and materials to CSD.

If you click the **Yes** button, your instructions and materials will be sent to CSD and the status of the exam will be set as ready for CSD to administer.

If you click **No**, your changes will be saved, but you will still be able to come back and edit them later.

## PREFERENCES

The Preferences page allows you to set default proctoring instructions. These instructions will automatically be used on the exam detail for accepted exams. You may edit the default preferences at any time or edit your preferences within an individual exam.

### Preferred Delivery Options

Preferred Delivery Options allows you to set a default manner in which you will deliver test materials to CSD. Tests materials may be delivered via **Dropbox** (by attaching them to the exam details), **Email**, **Campus Mail**, **Fax**, or **Professor** (by dropping off at the Loop or Lincoln Park CSD office.)\* You have the same choices for how the completed exam will be returned to you.

You may also add notes regarding exam delivery in this section.

The screenshot shows two sections of the preferences page. The top section, titled "Preferred Delivery Options", contains two dropdown menus: "Test to proctoring" set to "Dropbox" and "Test returned via:" set to "Email". Below these is a text area for "Additional Instructions:" with a help icon and a vertical ellipsis. The bottom section, titled "Preferred Proctoring Instructions", contains a text area for "Default Proctoring Instructions:" with the text "Calculator allowed. This may NOT be a graphing calculator. Textbook and notes are not allowed." and a help icon with a vertical ellipsis.

### Preferred Proctoring Instructions

Preferred Proctoring Instructions provides you a place to enter any general instructions regarding exams for your class (e.g. calculator needed, notes allowed, textbook allowed, textbook not allowed.)

### Campus Address

Campus Address shows your current campus address; if this is in error you need to correct it.

### Campus Connect Contact Information

Campus Connect Contact Information shows your current preferred email address and phone number. Links are provided to take you to the appropriate page to change these if needed.

### Preferred Alternate Contact Information

Preferred Alternate Contact Information allows you to specify an email and or phone number other than your preferred selection that should be used if CSD needs to contact you during an exam.

The screenshot shows three sections of the preferences page. The top section, titled "Campus Addresses", lists: "Campus Lincoln Park Campus", "Building SAC", "Floor 2nd Floor", "Room 284", and "Mail Drop Instr Tech Development - #284". The middle section, titled "Campus Connect Contact Information", lists: "Email Address jdonelan@depaul.edu" with a link "Update Preferred Campus Email", and "Telephone 773/325-7681" with a link "Update Preferred Campus Phone". The bottom section, titled "Preferred Alternate Contact Information", has two input fields: "E-Mail:" and "Phone:".

#### \*CSD Office Locations:

Lincoln Park, Student Center #370  
Loop, Lewis Center #1420