

Instructors- How to Alter an Alternative Testing Agreement

Accessing & Updating the Alternative Testing Agreement

You can access the MyDSS Instructor Portal through the link in the Student's Notice of Accommodation letter, the DSS Intranet page, or here: [MyDSS Instructor Portal Sign In Link](#)

You will then be directed to your **Instructor Authentication Page**.

Click the **Continue to View Student Accommodations** button.

Home >> Instructor Homepage >> Instructor Authentication Page

Home

DSS's Main Website

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

INSTRUCTOR AUTHENTICATION PAGE

Username: [svanwinke@columbiabasin.edu](#)

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

You will be directed to your MyDSS Instructor Portal **Overview** page.

In the **Views and Tools** sidebar menu, click on the **Alternative Testing** link

Views and Tools

Overview

Alternative Testing

Alternative Formats

Communication Access

OVERVIEW

ANNOUNCEMENT

Welcome to your DSS Instructor Portal.

This portal is designed for you to manage accommodations for students with disabilities who are enrolled in your courses.

You can:

You will be directed to the **Alternative Testing** page.

Select the class for which you are going to change the Alternative Testing Agreement

LIST ALTERNATIVE TESTING AGREEMENT

Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. 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: **AIM 301.1 (CRN: 1111) - AIM Advanced**

Copy to:

Click **View**.

You will be directed to the Alternative Testing Agreement where you can update your course's testing conditions.

When you are finished, click **Update Alternative Testing Agreement**