Uploading Exams/Quizzes/Finals

Faculty will received an email Professor Notification when a student has submitted a request for an exam.
Log into [mySSD Faculty portal](#).
Click on 'Alternative Testing' under the Views and Tools on the left hand side.

The next page will prompt you to do the following:
Step 1: Select, 'Upload File to Exams'.
Step 2: Select the course you wish to upload the exam for.
Step 3: Confirm your selection.

STEP 1 - SELECT ACTION

Available Tools: Upload File to Exam(s) ⌄

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	Type	Date	Time	Status
☑	INTRO	005	001	Victor D Bulldog	Exam	08/04/2021	09:30 AM	**Approved** - View Detail

STEP 3 - CONFIRMATION

Confirm Your Selections

Choose the file you wish to upload. Once you have uploaded your exam, click 'Upload Exam'.

ALTERNATIVE TESTING   List Exams   Completed Exams Files   Students' Courses

UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: **Acceptable File Types**.

File Information

Exam(s): ▪ INTRO 005.001's **Exam** for Victor D Bulldog
Wednesday, August 04, 2021 at 09:30 AM.

Exam File Note (Optional): | Hiking EXAM 1 |

Select File: | Choose File | **Intro_Hiking_Exam1.docx**

| Upload Exam | | Back to List Upcoming Exams |

A green circle with a white checkmark will appear once the exam has been successfully uploaded.

ALTERNATIVE TESTING   List Exams   Completed Exams Files   Students' Courses

EXAM WAS SUCCESSFULLY UPLOADED

The file was successfully uploaded. If you need to upload another file, please use the file upload feature again.

View/Delete an Exam

If a faculty needs to change out an exam prior to the date and time that the student(s) take(s) the exam, the faculty can go into their mySSD faculty portal, click 'Alternative Testing' and scroll down to **LIST UPLOADED EXAM FILES (SORTED BY LAST UPLOADED).**

LIST UPLOADED EXAM FILES (SORTED BY LAST UPLOADED)

List Upcoming Exam Files				Show All Completed Exam Files				

View	Delete	SBJ	CRS	SEC	Student Name	Date	Time	Exam File Note
View	Delete	INTRO	005	001	Victor D Bulldog	08/04/2021	09:30 AM	Revised Intro to Hiking Exam (File Name: (0727CEM) Intro_Hiking_Exam1_update.docx) **Uploaded on:** 07/27/2021 at 07:22:14 AM

Viewing an exam will prompt a download of an exam. When 'View' is clicked, an email will be sent to you with a code for verification. You will have 20 minutes to enter the code. Once the verification code is entered click 'Verify Code' and the exam will be downloaded.

ALTERNATIVE TESTING

List Exams   Completed Exams Files   Students' Courses

Important Note: Code for Verification was sent to your email.

Please check your email right away since the code is only available for **20 minutes**. If you need a new code, simply click on **Back to Exam List**, try to download the file again.

Important Note: Verification code will **APPLY** to all available exams per login session.

Verification

Code *:   NX5W6M

[Verify Code]   [Back to Exam List]

To delete an exam, simply click on 'Delete' and the exam will be deleted. Faculty would then follow the steps listed above to upload exams/quizzes/finals. **NOTE** If you are uploading a revised version of the exam within 1-2 hours of the scheduled exam, please call the Testing Accommodation Specialist to notify them of the change.