

OSSOnline Instructor Portal

NEW: Through the OSSOnline Instructor Portal, you can now:

- View a list of all students with requested accommodations in your course(s)
- Search and sort students by course
- View the **Academic Accommodations Notice** for students
- Complete and view the **Faculty Alternative Testing Agreements** for exams proctored at the Testing Center and OSS
- View a list of exam requests made by your OSS student(s) with the ability to upload the exam through a secure and encrypted platform.

Important!: You will still receive students' **Academic Accommodations Notice** via email and the Notices will continue to contain a link for the corresponding **Faculty Alternative Testing Agreement**.

To Access the Instructor Portal: Log into the portal through the OSSOnline Login – Instructors button on the OSS website <https://www.ramapo.edu/oss/>

Requirements

- TRIO Student Support Services

STUDENTS

- Alternative Formats
- Alternative Testing/Exam Requests for Students
- Assistive Technology
- Campus Accessibility & Services
- Career Development Resources
- Coalition
- Housing Accommodations
- Notetaking
- OSSOnline Information & Tutorials
- OSS Services & Accommodations
- Text Message Notifications

FACULTY AND STAFF

- Alternative To Faculty
- Disabilities & Teaching Strategies/Accommodations
- What Faculty Need to Know about Students with Disabilities

PARENTS

ABOUT RAMAPO ACADEMICS ADMISSIONS & AID STUDENT LIFE ATHLETICS ALUMNI COMMUNITY PROGRAMS

OSS is open remotely during normal business hours, 8:30 AM – 4:30 PM, Monday through Friday.

Staff can be reached via their office phone number or via e-mail (please reference our "Contact Us" page for more information)

Quick Links / Info for New & Returning Students

- About Us/Our History
- Meet the OSS Staff/Contact Us
- Request Information or Register for Services
- TRIO Student Support Services

OSSOnline Login

OSSOnline Login INSTRUCTORS

Ramapo College of New Jersey supports the protections available to members of its community under Section 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and all applicable State, Federal, and International laws.

Next: Review the Instructor Authentication page and click *Continue to View Student Accommodations*

Welcome Sonia Doyle! My Profile My Mailbox (Sent E-Mails) Sign Out

My Dashboard Unified Blogs Staff Access Website Control Testing Center Proctor

Home >> Instructor Homepage >> Instructor Authentication Page

Login As Feature

Return to Staff

Home

OSS'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: **oss-mchip**

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

Academic Accommodations: You will see the List of Students who requested accommodations for all of your current semester courses. Click View to access the **Academic Accommodations Notice** for an individual student. **Reminder:** The notice will list the assigned OSS Advisor and contain the Faculty Alternative Testing Agreement Link.

Alternatively, you may export an excel spreadsheet of the list of students with their approved accommodations and other pertinent information.

Welcome Sonia Doyle! My Profile My Mailbox (Sent E-Mails) Sign Out

Previous Term Term: Summer 2021

Click to Expand Advanced Search Panel Sort Result: Last Requested (Newest First)

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:
 ■ AT: Alternative Testing

Export Search Result To CSV (Comma-Separated Values) File

Export Student Lists For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests Courses with Eligibility

View	CRN	SBJ	CRS	SEC	Student's Full Name	AT	Request Date
View	246810	OSS	303	04	Shy Sofia	Yes	05/07/2021
View	246810	OSS	303	04	Lola Bunny	Yes	04/29/2021
View	246810	OSS	303	04	Blunted Brian	Yes	04/29/2021
View	012345	OSS	222	03	Uni Corn	Yes	04/29/2021
View	012345	OSS	222	03	Shy Sofia	Yes	04/29/2021

Want to view the list by course? Click to Expand Advanced Search Panel, enter your course info and click search.

Overview - DSV4-LionHead

rainier.accessiblelearning.com/Ramapo/instructor/Overview.aspx?

Apps WordPress Ramapo Intranet Welcome to the Off... Handshake Cisco Webex Boards | Trello

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We are happy to help! Please email David Nast, Director at dnast@ramapo.edu to coordinate a demo with one of our team members.

Previous Term Term: Summer 2021

Click to Expand Advanced Search Panel Sort Result: Last Requested (Newest First)

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:
 ■ AT: Alternative Testing

Export Search Result To CSV (Comma-Separated Values) File

Export Student Lists For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests Courses with Eligibility

View	CRN	SBJ	CRS	SEC	Student's Full Name	AT
View	246810	OSS	303	04	Shy Sofia	Yes

kweek - Office Closed to: C-Wing, Laurel

kweek - Office Closed to: C-Wing, Laurel

th - Office Closed to: C-Wing, Laurel

kweek - Office Closed to: C-Wing, Laurel

8:14 PM 5/9/2021

Alternative Testing: This section of the portal will allow you to complete, review and/or update the **Faculty Alternative Testing Agreement(s)** for each of your course. If you have more than 1 course section, you may copy the content of a completed agreement to the other course section.

You will also be able to view any approved exam reservations, completed exams and have the ability to upload your exam securely through the portal.

Click *Alternative Testing* to enter the portal's alt testing page.

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RAMAPO COLLEGE OF NEW JERSEY

My Dashboard Unified Blogs Staff Access Website Control Testing Center Proctor

Home >> Instructor Homepage >> Overview

OVERVIEW Account

ANNOUNCEMENT

Welcome to the OSSOnline Instructor Portal

The OSSOnline Instructor Portal is designed for instructors to easily view and manage accommodation requests for students with disabilities. By I

- View a list of all students with requested accommodations in their course(s)
- Search and sort students by course
- View the Academic Accommodations Notice for students
- Complete and view the Faculty Alternative Testing Agreements for exams proctored at Laurel Testing Center and OSS
- View a list of exam requests made by your OSS student(s) with the ability to upload the exam through a secure and encrypted platform.

Important Dates

- May 28**
Flex Workweek - Office Closed
Applies to: C-Wing, Laurel Hall
- May 31**
Memorial Day - Office Closed
Applies to: C-Wing, Laurel Hall

For On Campus Exams that need OSS Proctoring: Select the class and click *Continue to Specify Alternative Testing Agreement*. This will bring you directly to the **Faculty Alternative Testing Agreement Form**.

If you Plan to Proctor the OSS student directly, have a virtual/online class or if you have no exams, then select the course and make the corresponding selection within the drop down option under **Type** for your corresponding class in the Proctoring Your Own Exam Box and click Confirm. You and the OSS student(s) will receive an automated email regarding this.

You may modify this selection and complete the Testing Agreement through the Instructor Portal at any point in the semester

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Home >> Instructor Homepage >> Alternative Testing

ALTERNATIVE TESTING List Exams Completed Exams Files Student

SPECIFY FACULTY ALTERNATIVE TESTING AGREEMENT

Select Class: **OSS 222.03 (SLN: 012345) - Test class #1**

Continue to Specify Faculty Alternative Testing Agreement

PROCTORING YOUR OWN EXAM

#1: IF YOU PLAN TO PROCTOR your OSS student directly and provide testing accommodations for OSS students in your course section including Virtual Courses through Canvas CHOOSE "I Will Proctor My Own Exams/Online/Take-Home Exams" in the pull-down menu of this box and click "CONFIRM." The form will disappear and register as complete.

#2: IF YOUR COURSE HAS NO EXAMS - CHOOSE "I Have No Exams" in the pull-down menu of this box and click "CONFIRM." The form will disappear and register as complete.

#3: FOR ON-CAMPUS EXAMS: IF YOU WANT ALTERNATIVE TESTING STAFF TO PROCTOR testing accommodations for an OSS student – SKIP THIS BOX, and IMMEDIATELY PROC Question #1 in the section below (if form was accessed through accommodation notice link) or by clicking in the section above **Continue to Specify Faculty Alternative T Agreement (if accessed through Instructor Portal)**.

Select Class: **OSS 222.03 (SLN: 012345) - Test class #1** Type: **Select One**

Confirm

LIST FACULTY ALTERNATIVE TESTING AGREEMENT

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

Select: **Select One** **View**

Faculty Alternative Testing Agreement: The form consists of different areas specifying testing conditions for your exam, dates and length of class time for your exams and how OSS can contact you. Upon clicking *Submit* at the end of the form, you will receive an automated email with a copy of the agreement. Any errors or future updates can easily be made through the Instructor Portal.

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Home > Instructor Homepage > Alternative Testing

ALTERNATIVE TESTING

Class: OSS 222.03 - Test Class #1 (CRN: 012345)

Views and Tools: Overview, Alternative Testing

Important Dates:

- May 28: Flex Workweek - Office Closed. Applies to: C-Wing, Laurel Hall
- May 31: Memorial Day - Office Closed. Applies to: C-Wing, Laurel Hall
- June 04: Flex Workweek - Office Closed. Applies to: C-Wing, Laurel Hall
- June 11: Flex Workweek - Office Closed. Applies to: C-Wing, Laurel Hall
- June 18: Juneteenth - Office Closed. Applies to: C-Wing, Laurel Hall
- June 25: Flex Workweek - Office Closed. Applies to: C-Wing, Laurel Hall
- July 02: Flex Workweek - Office Closed. Applies to: C-Wing, Laurel Hall
- July 09: Flex Workweek - Office Closed. Applies to: C-Wing, Laurel Hall
- July 16: Flex Workweek - Office Closed. Applies to: C-Wing, Laurel Hall

FACULTY ALTERNATIVE TESTING AGREEMENT DESCRIPTION

Type: **Faculty Alternative Testing Agreement [Summer 2021]**

The Testing Agreement is a form that outlines the proctoring instructions and guidelines you have set for students taking exams/quizzes in your course. This information is needed in order to proctor your exams for OSS students. You will only need to complete one testing agreement per course section.

Once the testing agreement is in place, student exam requests can be scheduled by OSS for exams taking place on campus. Student exam requests are due no later than 3 business days prior to the testing date. When a student's exam reservation is scheduled, you will receive an e-mail with the exam details that includes a secure encrypted link or you may use the Instructor Portal to upload the exam. These are the only approved way for faculty to provide their exams to OSS. If you have not already uploaded your exam, you will receive a reminder email 2 business days prior to the scheduled exam. Please use that link to upload your exam (which can be applied to all student requests received up to that point).

New! You will be able to view any scheduled exam reservations received by OSS and upload your exam directly through the **Instructor Portal**. If you do not receive an e-mail outlining your student's exam request or view it in the Instructor Portal, you should conclude that the student is planning to take the exam in class.

FACULTY / STAFF INSTRUCTION

Things to consider:

1. Please complete the Faculty Alternative Testing Agreement as early as possible. This will ensure a smooth alternative testing process for you and our students.
2. Please note that if you do not complete the form within 15 minutes, the page will refresh when you click "Submit", and you will need to start again.
3. Once you submit the form, you will get an automated email with a copy of your completed Alternative Testing Agreement.

New! You will be able to access, view and modify the testing agreement through the **Instructor Portal**. The portal is accessible through the OSSOnline Instructor Login on the OSS Website. If you need assistance with your testing agreement at any point, please email OSStests@ramapo.edu

Faculty Alternative Testing Agreement

1. We need to know a few important things when proctoring your OSS student's exams. You received this agreement because your student is eligible for testing accommodations. OSS proctoring is reserved for classes/exams being held in-person on campus. If you have questions or need assistance with test proctoring dilemmas or this form, please contact OSStests@ramapo.edu .
 - I acknowledge that the completion of this form is necessary in order to facilitate the proctoring of alternative testing for on campus exams through OSS.

Additional Note or Comment

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Additional Note or Comment

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Exam/Test Minutes

Final Minutes

Midterm Minutes

Quiz Minutes

Additional Information

Instructor Phone Number * :
Hint: Enter 10-digit number only.

Additional Note:

Submit Faculty Alternative Testing Agreement

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

For questions related to **Academic Accommodations**, please contact the assigned OSS Advisor listed in the Academic Accommodations Notice or in OSSOnline.

For assistance with **Alternative Testing** needs, please email OSStests@ramapo.edu.

We look forward to hearing from you!

Looking to complete the Faculty Alternative Testing Agreement and don't see your class listed in the drop down option? If your course is not listed, scroll down to see if an exam reservation was already submitted with no testing agreement in place – there will be a section highlighting the student, exam reservation and the status of the Testing Agreement from which you can access and update the form directly.

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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
<input type="checkbox"/>	OSS	222	03	Lola Bunny	Quiz	05/20/2021	11:00 AM	No Faculty Alternative Testing Agreement Specify Faculty Alternative Testing Agreement

STEP 3 - CONFIRMATION

Confirm Your Selections

No Exam Has Been Uploaded

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.



Wish to view your completed Testing Agreement? Within the Alternative Testing page, you can view the completed testing agreement, make updates and/or revise Exams Proctored by Instructor etc.

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COLLEGE OF NEW JERSEY

[Home](#) [Unified Blogs](#) [Staff Access](#) [Website Control](#) [Testing Center](#) [Proctor](#)

Instructor Homepage >> **Alternative Testing**

in As Feature

[Return to Staff](#)

and Tools

re Testing

nt Dates

week - Office Closed to: **C-Wing, Laurel**

Day - Office Closed to: **C-Wing, Laurel**

week - Office Closed to: **C-Wing, Laurel**

week - Office Closed to: **C-Wing, Laurel**

th - Office Closed to: **C-Wing, Laurel**

[List Exams](#) [Completed Exams Files](#) [Students' Courses](#)

LIST FACULTY ALTERNATIVE TESTING AGREEMENT

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

Select: **Select One** ▾ **View**

Copy to: ▾ **Copy**

EXAMS PROCTORED BY INSTRUCTOR OR CLASS WITHOUT EXAMS

- OSS 222.03 - Test class #1 [Action: [Cancel](#)]

No Exam Has Been Uploaded

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

For questions related to **Academic Accommodations**, please contact the assigned OSS Advisor listed in the Academic Accommodations Notice or in OSSOnline.

For assistance with **Alternative Testing** needs, please email OSSTests@ramapo.edu.

We look forward to hearing from you!

Alternative Testing – Exam Feature: You will be able to view exam reservations received by OSS that are being processed or approved for all your courses. [You will still receive an automated email when an exam reservation has been approved by OSS with the secure exam upload link]. To view the details of the exam reservation and the student’s approved accommodations, click *View Detail*.

Exam Upload: You may upload your exam securely through the Instructor Portal. Step 1 will indicate the available tool for the upload. To apply the same exam to more than 1 student reservation, check each reservation box. Then, click *Confirm Your Selection*.

The screenshot shows a web browser window with the URL rainier.accessiblelearning.com/Ramapo/instructor/Testing.aspx. The user is logged in as Sonia Doyle. The interface is divided into three steps:

- STEP 1 - SELECT ACTION:** Shows 'Available Tools:' with a dropdown menu set to 'Upload File to Exam(s)'.
- STEP 2 - SELECT FROM THE FOLLOWING COURSES:** Includes a hint: 'Check the box next to each student who should receive the exam you are uploading.' Below is a table with columns: SBJ, CRS, SEC, Student Name, Type, Date, Time, and Status. Two rows are visible, both with checkboxes selected. A blue arrow points to the first checkbox.
- STEP 3 - CONFIRMATION:** Features a 'Confirm Your Selections' button.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input checked="" type="checkbox"/>	OSS	303	04	Blunted Brian	Quiz	05/19/2021	01:00 PM	Approved - View Detail
<input checked="" type="checkbox"/>	OSS	303	04	Shy Sofia	Quiz	05/19/2021	01:15 PM	Approved - View Detail

Exam Upload Continued: This will take you to the exam upload page, where you can submit your exam and enter any notes for the Proctor.

The screenshot shows the 'ALTERNATIVE TESTING' upload page. The breadcrumb trail is 'Home >> Instructor Homepage >> Alternative Testing'. The page has a sidebar with navigation options like 'Login As Feature', 'Views and Tools', and 'Important Dates'. The main content area includes:

- ALTERNATIVE TESTING** header with sub-links: List Exams, Completed Exams Files, Students' Courses.
- UPLOAD INSTRUCTION:** A green cloud icon with an upward arrow. Instructions include:
 - 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):
 - OSS 303.04's **Quiz** for Blunted Brian Wednesday, May 19, 2021 at 01:00 PM.
 - OSS 303.04's **Quiz** for Shy Sofia Wednesday, May 19, 2021 at 01:00 PM.
 - Exam File Note (Optional):
 - Select File: **No file chosen**
 -

Green Checkmark = Successful Upload

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[Return to Staff](#)

Views and Tools

- Overview
- Alternative Testing

Important Dates

- May 28**
Flex Workweek - Office Closed
Applies to: C-Wing, Laurel Hall
- May 31**
Memorial Day - Office Closed
Applies to: C-Wing, Laurel Hall
- June 04**
Flex Workweek - Office Closed
Applies to: C-Wing, Laurel Hall
- June 11**
Flex Workweek - Office Closed
Applies to: C-Wing, Laurel Hall
- June 18**
Juneteenth - Office Closed
Applies to: C-Wing, Laurel Hall
- June 25**

 **EXAM WAS SUCCESSFULLY UPLOADED**

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

 **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):

- OSS 303.04's **Quiz** for Blunted Brian
Wednesday, May 19, 2021 at 01:00 PM.
- OSS 303.04's **Quiz** for Shy Sofia
Wednesday, May 19, 2021 at 01:00 PM.

Exam File Note (Optional):

Select File: **No file chosen**

Tip: If you click Alternative Testing tab (on the left hand side), you will return to the Alternative Testing page and view the upload. You can make any modifications if needed.

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LIST UPLOADED EXAM FILES (SORTED BY LAST UPLOADED)

View	Delete	SBJ	CRS	SEC	Student Name	Date	Time	Exam File Note
View	Delete	OSS	303	04	Shy Sofia	05/19/2021	01:00 PM	1 Note Card - double sided (File Name: (0509Y8S) Test Exam Upload.docx) Uploaded on: 05/09/2021 at 09:19:46
View	Delete	OSS	303	04	Blunted Brian	05/19/2021	01:00 PM	1 Note Card - double sided (File Name: (0509PRV) Test Exam Upload.docx) Uploaded on: 05/09/2021 at 09:19:46

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

For questions related to **Academic Accommodations**, please contact the assigned OSS Advisor listed in the Academic Accommodations Notice or in OSSOnline.

For assistance with **Alternative Testing** needs, please email OSSTests@ramapo.edu.

We look forward to hearing from you!

OF SPECIALIZED SERVICES

po College Of New Jersey

Alternative Testing – Additional Feature: You may view completed exams by clicking Completed Exam Files. Students' Courses will list students who have requested accommodations and who have completed exams with OSS.

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RAMAPO COLLEGE
OF NEW JERSEY

Unified Blogs Staff Access Website Control Testing Center Proctor

Instructor Homepage >> **Alternative Testing**

ALTERNATIVE TESTING

List Exams **Completed Exams Files** Students' Courses

LIST FACULTY ALTERNATIVE TESTING AGREEMENT

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

Select: **Select One** View

Copy to: Copy

EXAMS PROCTORED BY INSTRUCTOR OR CLASS WITHOUT EXAMS

- OSS 222.03 - Test class #1 [Action: [Cancel](#)]

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.

Questions?

We are happy to help! Please email David Nast, Director at dnast@ramapo.edu to coordinate a demo with one of our team members.