OSSOnline Instructor Portal

<u>NEW:</u> 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.
- Schedule an exam --- You can view an approved exam and NOW you can upload in advance if the put the exam date. No need to wait for the reservation!

ImportantI: 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.

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



<u>Next</u>: Review the Instructor Authentication page and click *Continue to View Student Accommodations*



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

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

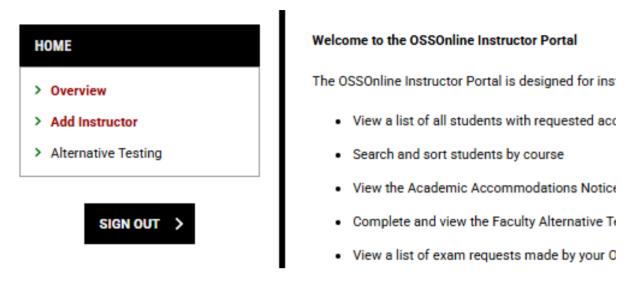
STUDE	INTS WH	O REQUES	TED ACCON	IMODATIO	NS	
REFINE	SEARCH	>				
łï	EXPOR	RT DATA: S	TUDENTS			
Record	is Found:	9 (Showing	j: 1 - 9)			
View	PDF	CRN	Subject	Course	Section	Student's Full Name
View	PDF	54321	PUR	101	01	Disorganized *******
View	PDF	12345	ADND	101	1	Disorganized *******
View	PDF	98765		101		

Want to view the list by course? Click *REFINE SEARCH*, enter your course info and click search.

<u>Alternative Testing</u>: 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.



For On Campus Exams that need OSS Proctoring: Select the blue *Courses without Faculty Alternative Testing Agreement* text within the FACULTY ALTERNATIVE TESTING AGREEMENT box.

XAMS IN PLACEHOLDER	FACU	ULTY ALTERNATIVE T	ESTING AGRE	EME_	COURSES MISSI	NG EXAM DATES		EXAMS WITHOUT FILES UP	LOADED
Exams Scheduled without Faculty Alternative Testing Agreement		Agreem Total Courses with Fa Total Gourses with Fa Testing Agree	ent culty Alternati		Number of Co	2 Durses without Exam	Dates	N umber of Exams withou	rt Files Uploaded
PCOMING EXAMS SCHEDULED									
	5)								
Records Found: 2 (Showing: 1 - 2)		CRN Subject	Course	Section	Full Name	Туре	Exam Date	Time Range	Campus
TEP 1: SELECT EXAMS (FOR BULK ACTION Records Found: 2 (Showing: 1 - 2) Status	Detail	CRN Subject 12345 ADND	Course 101	Section 1	Full Name	Type Final	Exam Date 05/14/2025	Time Range 08:00 AM - 09:30 AM (90)	Campus C205 OSS Main Office

This will bring you to a list of your classes that need their testing agreement specified. Please select *Specify Alternative Testing Agreement*. This will bring you directly to the **Faculty Alternative Testing Agreement Form**.

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

Previous Term	Term: Spring 2025
Navigate To:	Courses without Faculty Alternative Testing Agreement
Records Found: 1 (Showing: 1	- 1)
PUR 101.01 - OSS PUR	SE PURCHASING FOR PERFECT PEOPLE (CRN: 54321)
Status: Not Specified - Specify Course Meeting Times:	y Faculty Alternative Testing Agreement
	M, 01/21/2025 - 05/13/2025
Summary:	
 Number of Students Re 	questing Alternative Testing: 3.

If you Plan to Proctor the OSS student directly, have a virtual/online class or if you have no exams, then make the corresponding selection within the drop down option under Exam Management Method for your corresponding class in the AVAILABLE OPTIONS FOR [CLASS] box. Then use the second drop down menu under Confirm Task and select Confirm to Proceed. Finally select SUBMIT YOUR SELECTION. You and the OSS student(s) will receive an automated email regarding this.

PROCTORING YOUR OWN EXAM	AVAILABLE OPTIONS FOR OSS 201.01
 #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 the 'AVAILABLE OPTIONS' box and then also select 'Confirm to Proceed.'' You will then need to select "SUBMIT YOUR SELECTION" under form submission at the bottom of this page. #2: IF YOUR COURSE HAS NO EXAMS – CHOOSE 'I Have No Exams' in the pull-down menu of the 'AVAILABLE OPTIONS' box and then also select 'Confirm to Proceed.'' You will then need to select 'SUBMIT YOUR SELECTION' under form submission at the bottom of this page. #3: FOR ON-CAMPUS EXAMS: IF YOU WANT ALTERNATIVE TESTING STAFF TO PROCTOR testing accommodations for an OSS student select 'OSS WILL PROCTOR EXAMS' in the pull-down menu of the 'AVAILABLE OPTIONS' box and then also select 'SUBMIT YOUR SELECTION' under form submission at the bottom of this page. 	Exam Management Method *: ⑦ OSS Will Proctor Exams Confirm Task *: Confirm to Proceed
FORM SUBMISSION	
SUBMIT YOUR SELECTION >	

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. Once you have filled this out click *Submit and Specify Exam Dates* at the end of the form.

e: Required fields are marked with an asterisk (*).	
OURSE INFORMATION	LIST OF QUESTIONS
Course: PUR 101.01 - OSS PURSE PURCHASING FOR PERFECT PEOPLE (CRN: 54321)	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 *
nformation Regarding Faculty Alternative Testing Agreement Dear Faculty,	I acknowledge that the information I provide on this form will be applied solely for this specific course number and section.
/e've updated the process for the Faculty Alternative Testing Agreement or Spring 2025. Here's a quick guide:	I am aware that the guidelines I provide in this form will determine the format our proctors and Alternative Testing staff will follow for students' assessments, scheduling and delivery.
 Complete the Agreement Promptly: Please fill out one form per course section as early as possible. This ensures a smooth exam scheduling and proctoring process for your students. 	Additional Comment:
 15-Minute Completion Window: Note that if the form is not completed within 15 minutes, it will reset when you click "Submit". 	
3. Confirmation Email:	Exam Return Method: How would you like to receive completed exams? Please choose one: *
After submission, you'll receive an automated email with a copy of your Agreement. Keep this for reference.	 OSS Student Delivery to Department Drop Box In a Signed & Sealed Envelope (Please specify department below).
Password Submission and Exam Uploading:	 Electronic submission for online exams (Specify any return instructions below).
Please note that for efficient exam coordination, we request that passwords for exams and any necessary files be submitted by the business day prior to the exam date. This is especially important for exams scheduled on Mondays, as submissions should be made by the preceding Friday and not on weekends. This timeline ensures that all	 Scan to Instructor (Please specify your Ramapo email address below). Note: Hard copy/original will be sent via interoffice mail to Instructor's Department Drop Box; Tests proctored in the Laurel Hall Testing Center may result in a delay in hard copy delivery. Kindly allow up to 7 days for hard copy delivery.
materials are available and in place for the students' use without delays.	Additional Comment:
We appreciate your cooperation and commitment to ensuring a smooth esting experience for your students. For assistance, please email us at DSStests@ramapo.edu	

FORM SUBMISSION

SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >

NEW: One of the main new features of this update is that you can now specify exam dates in advance. This will allow your students reservations to be automatically accepted. Additionally you no longer need to wait for students to make a reservation to upload your exam. This can be done as you are specifying the exam dates. Once you have specified your exam dates 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.

TIP: You can add an approval grace period to allow your students to make those exam reservations a few days before or after the main testing date.

FACULTY ALTERNATIVE TESTING AGREEMENT LIST EXAM DATES COPY	FACULTY ALTERNATIVE TESTING AGREEMENT
te: Required fields are marked with an asterisk (*).	
XAM DETAIL	UPLOAD EXAM FILE
ype*: Select One ✓	Note: Exam files can be added on a continual basis. File Title:
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).	Select File: ⑦ Choose File No file chosen
Approval Grace Period: Select Type V Number of Business Days V	
ïime: ⑦ Select ✔ Select ✔ itandard Length Of Exam (In Minutes) *:	
Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.	
additional Note For Staff: ⑦	
ORM SUBMISSION	

NEW: Exam Instructions are another new feature added in this update. This is a section that goes along with Specifying exam dates. These are instructions that can be individually added to each exam. This is meant for exam passwords or if there are instructions that apply to only certain exams. These can be added when specifying an exam date within the exam instructions box.

iote: Required fields are marked with an asterisk (*).		
EXAM DETAIL	EXAM DATE INSTRUCTIONS	UPLOAD EXAM FILE
Type *: Select One v Date *: Hitt: Enter date in the following format Month//Day/Year (i.e. 12/31/2025). mm/dd/yyyy Approval Grace Period: Select Type v Number of Business Days v Time: Select Select v Standard Length Of Exam (in Minutes) *: Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours. Additional Note For Staff:	Does your exam require a password?* Yes, the exam will have a password Yes, but password is not yet known. No, the exam will not have a password. If so, what is the password for this exam? Are there any special instructions for this exam?	Note: Exam files can be added on a continual basis. File Title: Select File: ① (Choose File) No file chosen

If you know your exam will be password protected but do not yet know what that password will be you can select Yes, but password is not yet known. You can come back and add the password at a later date.

To do this you must select Faculty Alternative Testing Agreement in the top right corner of the alternative testing page.

ALTERNATIVE TESTING	» FACULTY ALTERNATIVE TESTING AGREEMENT	г		
	UF	PCOMING EXAMS	COMPLETED FILES	FACULTY ALTERNATIVE TESTING AGREEMENT
Previous Term		Term: Sp	ring 2025	
Nuclear To				
Navigate To:	View All Courses		<u>·</u>	

Then select View/Modify Faculty Alternative Testing Agreement



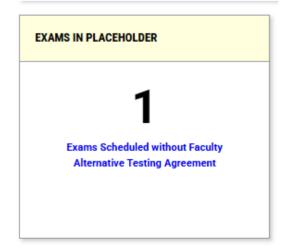
And then **LIST EXAM DATES**

ADND 101.1	- OSS ADVANCE	DUNGEONS AND DR	AGONS (CRN: 12345)
FACULTY ALTERNAT	IVE TESTING AGREEMENT	LIST EXAM DATES COPY FACU	LTY ALTERNATIVE TESTING AGREEMENT
LIST EXAM DATES	3		
Modify	Delete	Туре	Date
Modify	Delete	Exam/Test	Thursday, May 22, 2025
ADD ADDITIONAL	EXAM DATE		
Note: Required fields	are marked with an asterisk	:(*).	
EXAM DETAIL			EXAM DATE INSTRUCTIONS

This will take you to a section where you can modify previously specified exams and add additional exam dates.

FACULTY ALTERNATIVE TESTING AGREEMENT LIST EXAM DATES COPY FACE	JLTY ALTERNATIVE TESTING AGREEMENT
e: Required fields are marked with an asterisk (*).	
XAM DETAIL	EXAM DATE INSTRUCTIONS
ype *: Exam/Test v ate *: Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). 05/23/2025 : pproval Grace Period: Select Type v Number of Business Days v ime: ①	Does your exam require a password? * Yes, the exam will have a password Yes, but password is not yet known. No, the exam will not have a password. If so, what is the password for this exam?
10 AM 05 tandard Length Of Exam (In Minutes) *: Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours. 60	Are there any special instructions for this exam?

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, check 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.



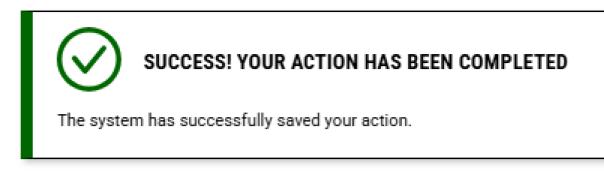
Wish to view your completed Testing Agreement? Within the Alternative Testing page, you can view the completed testing agreement, make updates and/or revise Exams Proctored by Instructor etc.

Course Meeting Times: • TF 11:30 AM - 12:50 PM, 01/21/2025 - 05/13/2025 Summary:	Status	: View/Modify Faculty Alternative Testing Agreement
· · · · · ·	ourse	• Meeting Times:
Summary:	0	TF 11:30 AM - 12:50 PM, 01/21/2025 - 05/13/2025
	Summ	ary:
 Number of Students Requesting Alternative Testing: 1. 	٥	Number of Students Requesting Alternative Testing: 1.
 Total Exams Scheduled: 1. 	0	Total Exams Scheduled: 1.
		PLEASE REMEMBER TO SPECIFY EXAM DATES.

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 number of student exam reservations you would like to attach the file too. Step 2 is where you will upload the file. Then, click *Upload File*.

TEP	1: SELECT EXAMS (FOR BULK A	CTIONS)							
Recor	rds Found: 1 (Showing: 1 - 1)								
	Status	Detail	CRN	Subject	Course	Section	Full Name	Туре	Exam Dat
	Processing	Detail	12345	ADND	101	1	Shy ******	Exam/Test	05/23/20
lote: F	Required fields are marked with a	n asterisk (*).		_					
	Required fields are marked with a								
UPC Pleas uplos		n asterisk (*).							
Pleas uplos File 1	OMING EXAM FILE UPLOAD se select at least one exam from aded through this method will on	n asterisk (*).							
UPC Pleas uplos File 1	OMING EXAM FILE UPLOAD se select at least one exam from aded through this method will on Title *:	n asterisk (*).							



<u>Tip:</u> 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.

STEF	STEP 1: SELECT EXAMS (FOR BULK ACTIONS)										
Records Found: 2 (Showing: 1 - 2)											
	Status	Detail	CRN	Subject	Course	Section	Full Name				
	Approved	Detail	12345	ADND	101	1	Shy *******				
	Processing View File ∽	Detail	12345	ADND	101	1	Shy *******				

Alternative Testing – Additional Feature: You may view completed exams within the Alternative Testing section of OSS Online. Students' Upcoming Exams Scheduled will list students who have requested accommodations and who have completed exams with OSS.

UPCOMING EXAMS SCHEDULED											
STEP 1: SELECT EXAMS (FOR BULK ACTIONS)											
Records Found: 2 (Showing: 1 - 2)											
	Status	Detail	CRN	Subject	Course	Section	Full Name	Туре	Exam Date	Time Range	
	Completed	Detail	12345	ADND	101	1	Shy ********	Final	05/14/2025	A 09:00 AM - 10:30 AM (90)	

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.