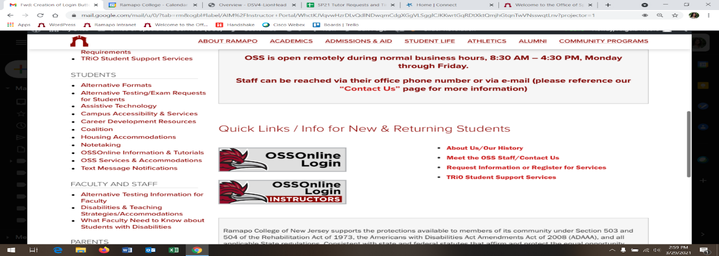
**OSSOnline Instructor Portal**

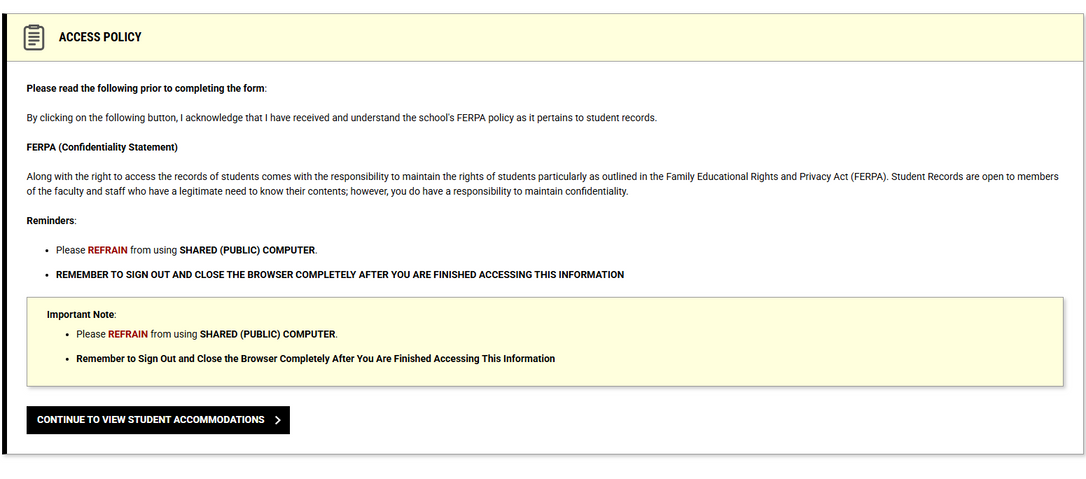
**NEW:** Through the OSSOnline Instructor Portal, you can now:

* 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.
* 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!

**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****.*

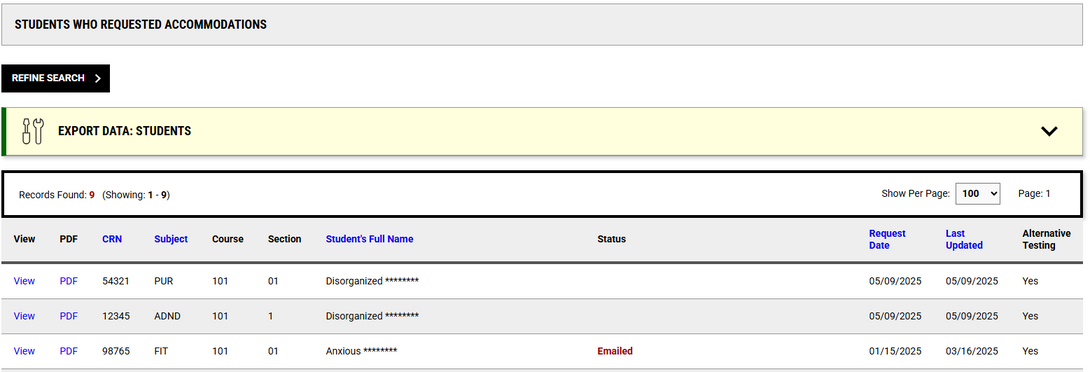
**To Access the Instructor Portal:** Log into the portal through the OSSOnline Login – Instructors button on the OSS website <https://www.ramapo.edu/oss/>



**Next:** Review the Instructor Authentication page and click *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.

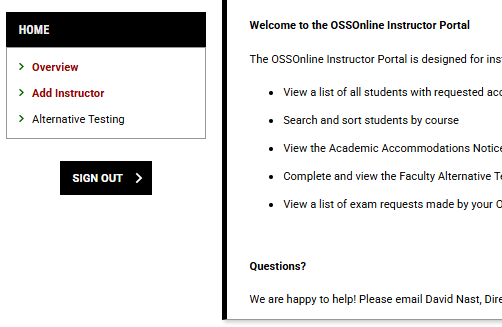


**Want to view the list by course?** Click ***REFINE SEARCH***, enter your course info and click search.

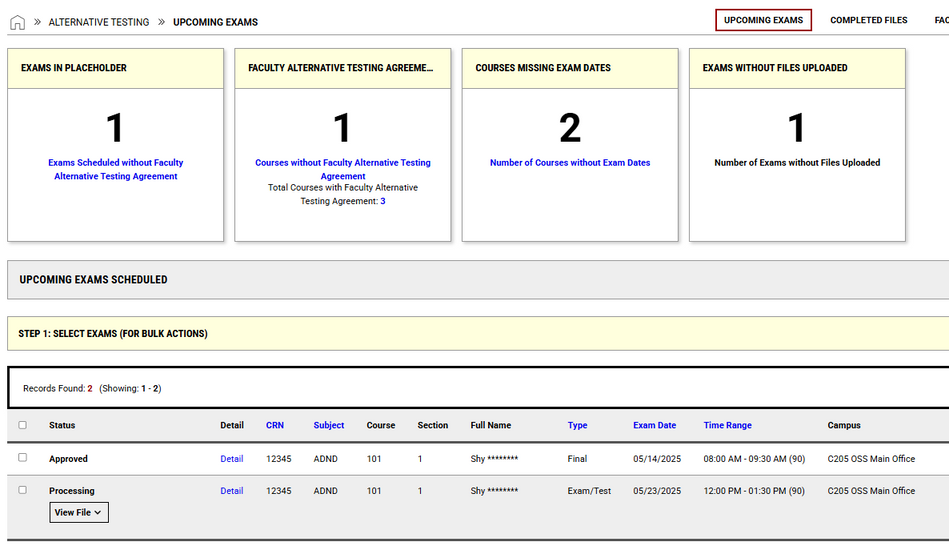
**Alternative Testing:** This section of the portal will allow you to complete, review and/or update the **Faculty Alternative Testing Agreement**(s) for each of your course. If you have more than 1 course section, you may copy the content of a completed agreement to the other course section.

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.

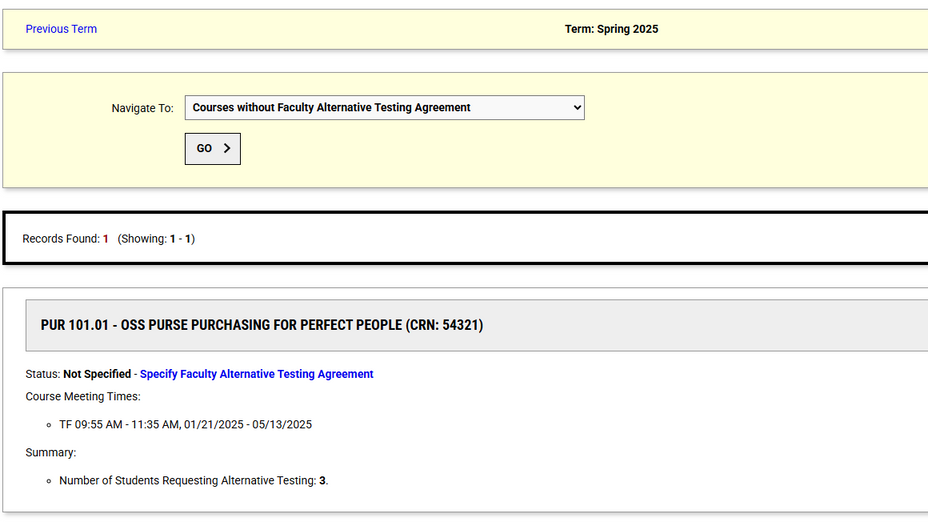


**For On Campus Exams that need OSS Proctoring**: Select the blue *Courses without Faculty Alternative Testing Agreement* text within the FACULTY ALTERNATIVE TESTING AGREEMENT box.

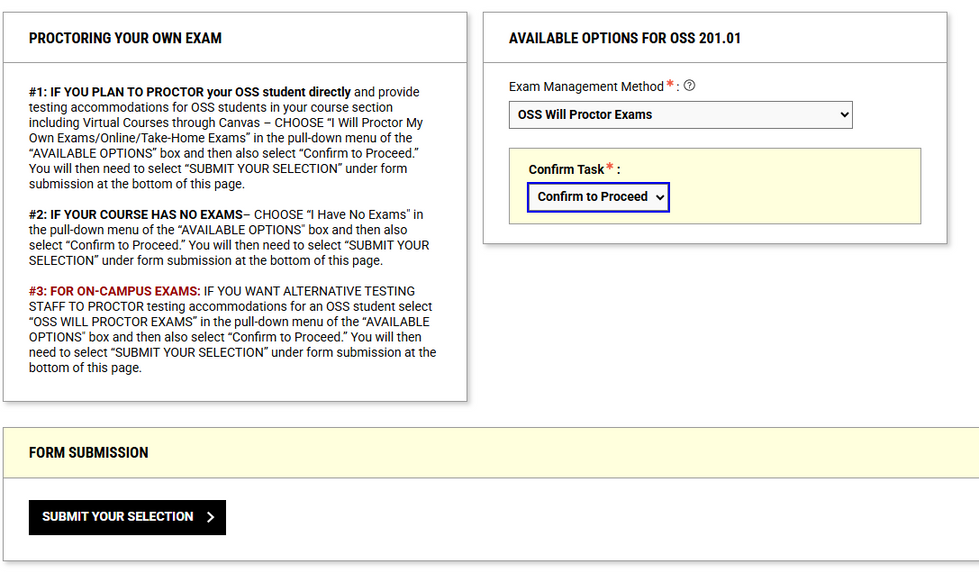


This will bring you to a list of your classes that need their testing agreement specified. Please select *Specify Alternative Testing Agreement.* This will bring you directly to the **Faculty Alternative Testing Agreement Form**.

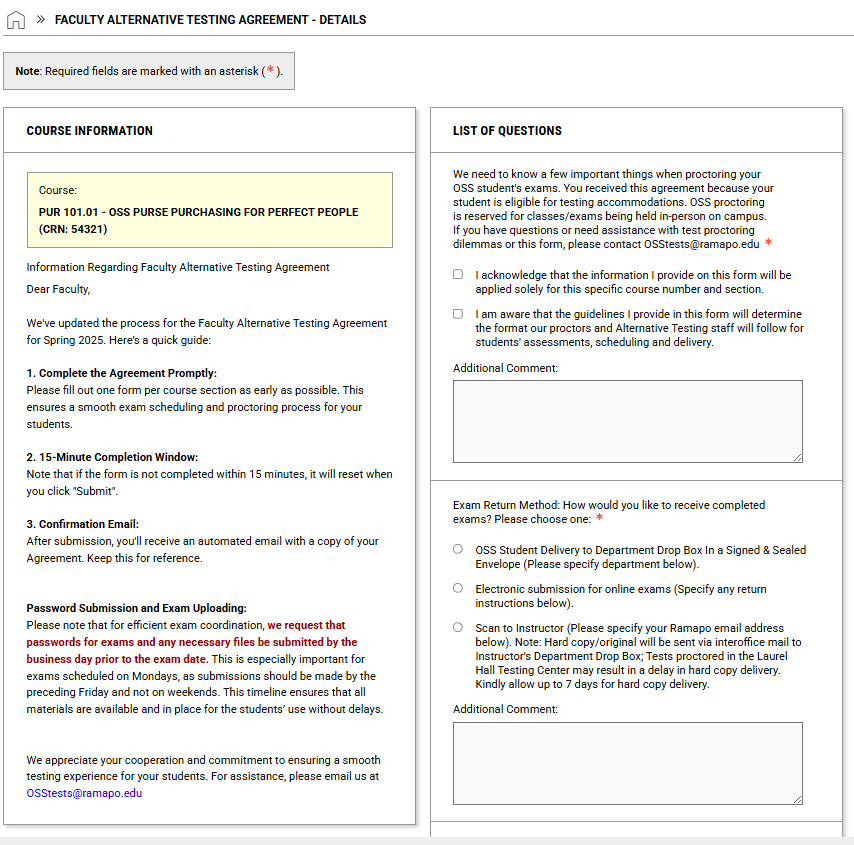
\*You may modify this selection and complete the Testing Agreement through the Instructor Portal at any point in the semester\*

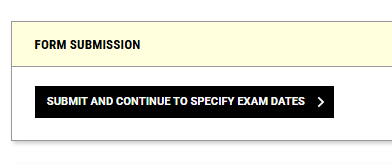


**If you Plan to Proctor the OSS student directly, have a virtual/online class or if you have no exams**, then make the corresponding selection within the drop down option under **Exam Management Method** for your corresponding class in the AVAILABLE OPTIONS FOR [CLASS] box. Then use the second drop 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.



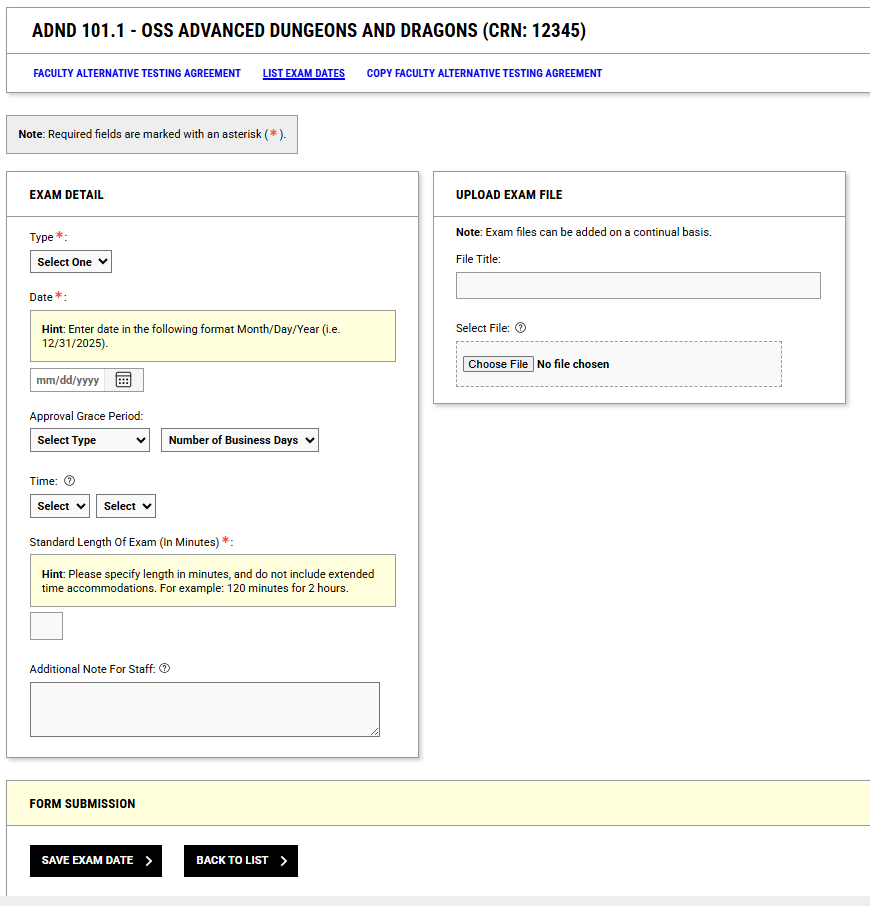
**Faculty Alternative Testing Agreement:** The form consists of different areas specifying testing conditions for your exam, dates and length of class time for your exams and how OSS can contact you. Once you have filled this out click *Submit and Specify Exam Dates* at the end of the form.



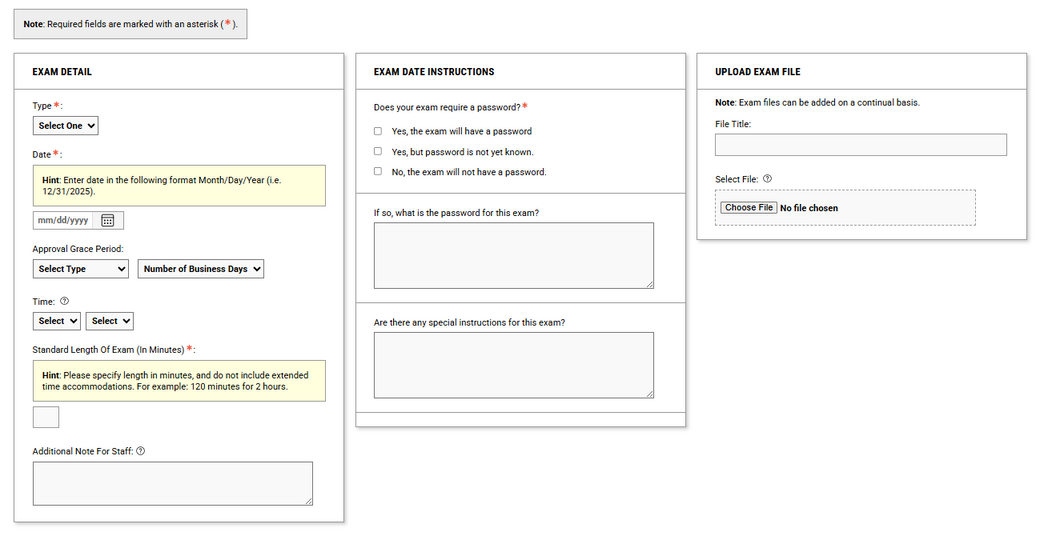


**NEW**: One of the main new features of this update is that you can now specify exam dates in advance. This will allow your students reservations to be automatically accepted. Additionally you no longer need to wait for students to make a reservation to upload your exam. This can be done as you are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

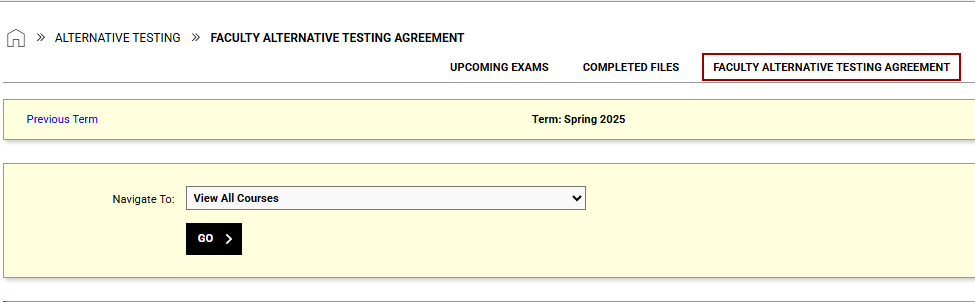


**NEW:** Exam Instructions are another new feature added in this update. This is a section that goes along with Specifying exam dates. These are instructions that can be individually added to each exam. This is meant for exam passwords or if there are instructions that apply to only certain exams. These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

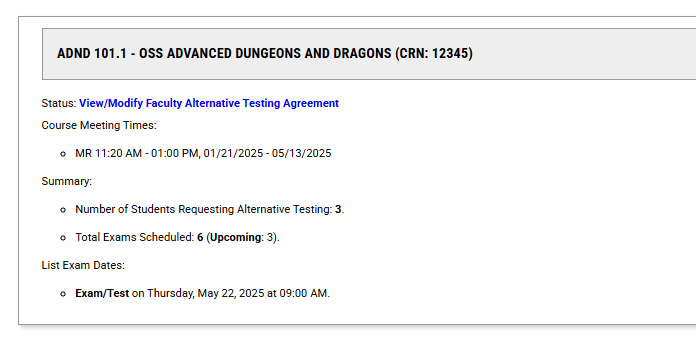


If you know your exam will be password protected but do not yet know what that password will be you can select Yes, but password is not yet known. You can come back and add the password at a later date.

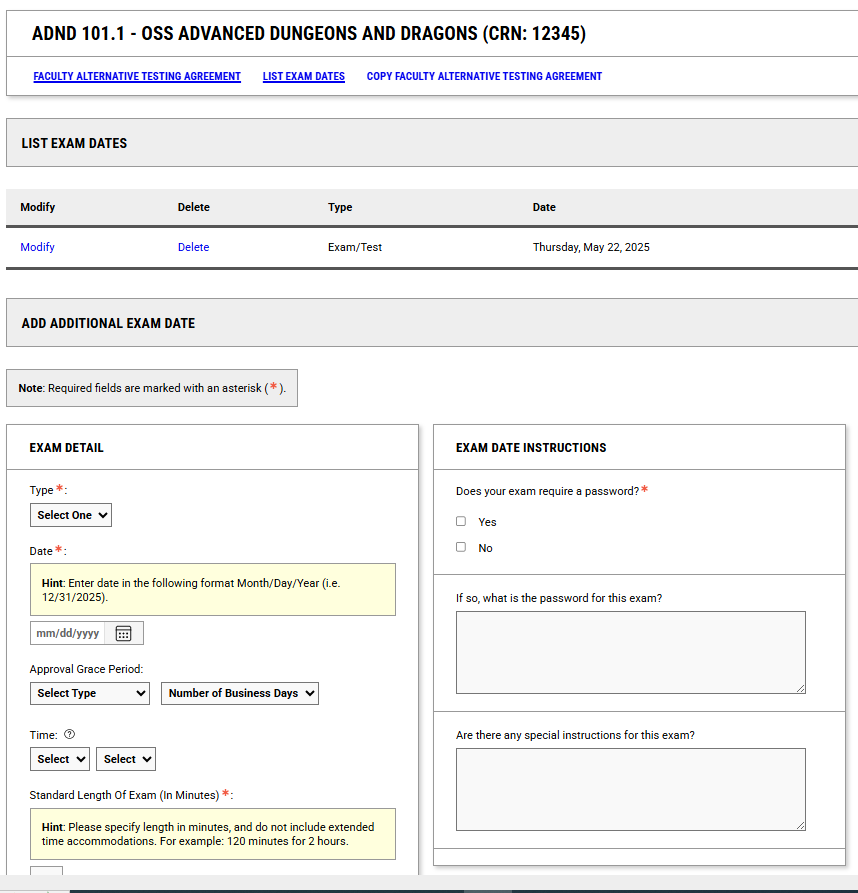
To do this you must select Faculty Alternative Testing Agreement in the top right corner of the alternative testing page.



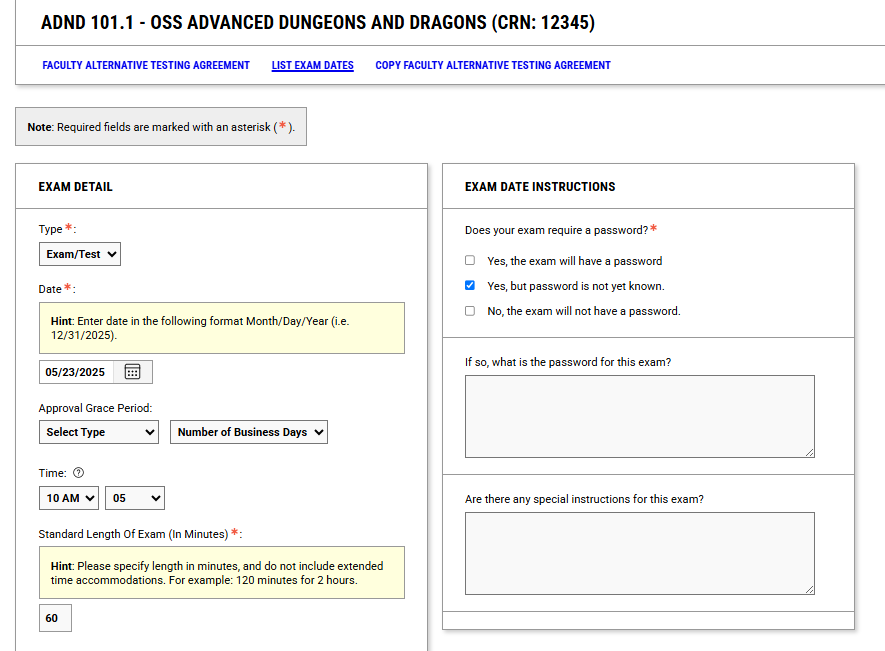
Then select View/Modify Faculty Alternative Testing Agreement



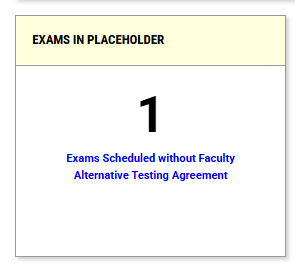
And then **LIST EXAM DATES**



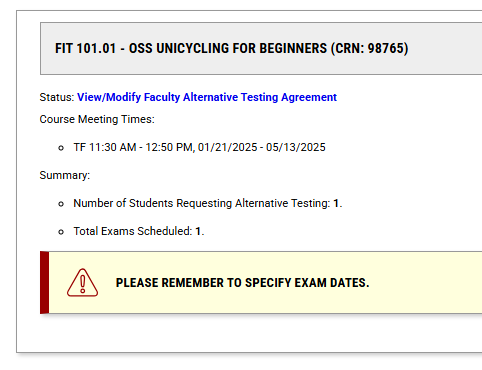
This will take you to a section where you can modify previously specified exams and add additional exam dates.



**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.

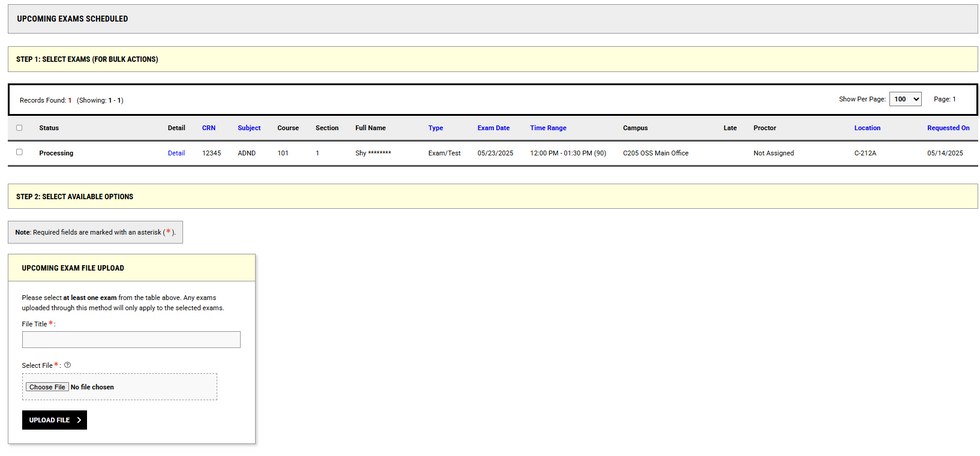


**Wish to view your completed Testing Agreement?** Within the Alternative Testing page, you can view the completed testing agreement, make updates and/or revise Exams Proctored by Instructor etc.

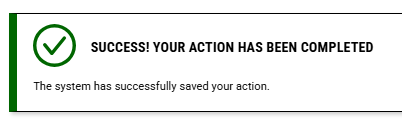


**Alternative Testing – Exam Feature:** You will be able to view exam reservations received by OSS that are being processed or approved for all your courses. [You will still receive an automated email when an exam reservation has been approved by OSS with the secure exam upload link]. To view the details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

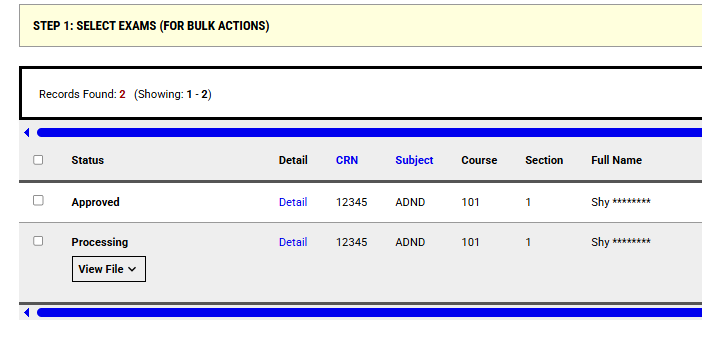
**Exam Upload:** You may upload your exam securely through the Instructor Portal. Step 1 will indicate the number of student exam reservations you would like to attach the file too. Step 2 is where you will upload the file. Then, click *Upload File.*



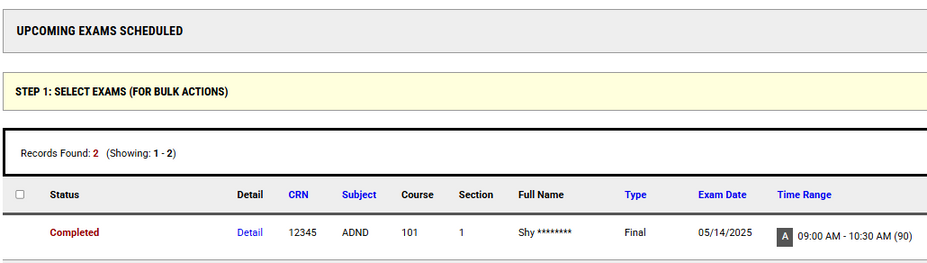
Green Checkmark = Successful Upload



**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.



**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.



**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.