

# **Quick Guide to MyAEC Faculty Portal**

## Log-In Basics

- 1. Visit <u>www.sjsu.edu/aec</u> and click on the <u>Faculty Portal</u> icon. <u>YouTube Tutorial</u>
- 2. Faculty reads the FERPA agreement and clicks "Continue to View Student Accommodations"



3. Next page will provide an overview of all their students, the main accommodations they requested, and if the instructor has read their faculty notification letter (only notification letter was read the letter through instructor access)

My Dashboard	Unified Blogs	Staff Access	Website	Control	Testing Center	Notetaker	Transcriber						
lome » Instructo	or Homepage » Ov	verview	38	25				9					
℅ Views and To	ools	OVERVIE	w						Accommo	odation Request	s Search St	idents' Eli	gibiliti
<ul><li>&gt; Overview</li><li>&gt; Alternative Testing</li></ul>		Previous Term Term: Fall 2010 Next									t Ter		
<ul> <li>Alternative For</li> <li>Notetaking Ser</li> <li>Deaf and Hard</li> </ul>	mats vices of Hearing	Click	to Expand Ad	Ivanced Sear	rch Panel			Sort	Result:	Course Inform	ation	٥	Sort
Log	jout	LIST OF S	TUDENTS W	HO REQUI	ESTED ACCOM	MODATION							
Once you finish with you please do not forget to I and Close Your Brow Log Out	with your session, forget to Log Out Your Browser. Out	Legend: • TST: Alt • COM: D	ernative Testing eaf and Hard of	g F Hearing		- A - N	TF: Alternative For TK: Notetaking Se	rwats					
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Log		View     1       View     1       View     1       View     1	CRN         SB           2718         ADE           5545         AR           3372         BAI	D 321 D 321 T 691 D 641	RS         SEC           142         001           199         009           158         002	Natasja Krogh Getulio's Betano Haris Gunadi	ourt	Yes	Yes Yes	Yes Yes	Yes Yes	Rea	id id

## What can faculty do in Faculty Portal:

#### Search Student Eligibilities:

On the top right is a link to search student's eligibilities. Selecting that option will allow faculty to see a list of student's emails that can be exported.

Selecting the Click to Advanced Search Panel displays a list of eligibilities that the instructor can search by.

				L	LIST STUDENTS' ELIGIBILITIE	S			
RVIEW		Accommodation Requests	Search Students' Eligib						
ious Term	Term: Fall 2010		Next 1		Click to Hide Advanced Se	earch Panel			
STUDENTS' ELIGIBILITIE	S				Accommodation Term:	2010 - Fall	•		
Click to Expand Advanced	Search Panel				Part of Last Name:				
·					Part of Last Name:				
ort Search Result to CSV (Co	mma-Separated Values) File				STUDENT'S ELIGIBILITY				
port Student Lists Export Stud	dent Lists with Courses				Alternative Formate				
					Alternative Formats				
r of Records Found: 15	Show Limit: 100 o per Page Update				Braille	0	Daisy/html	0	E-Text
ig Records: 1 - 15	Navigate to Page: 1 O Go Previous Next				Image description				
Full Name	Email								
ilio's Betancourt	test@accessiblelearning.com			ſ	Alternative Testing				
/ Byrd	rob.armas22@accessiblelearning.com				Calculator	0	CCTV-test		Computer
erine Cordova	rob.armas@accessiblelearning.com				Dragon	0	Extra Time 1.50x	0	Extra Time 2.0
					JAWS-test	0	Large Print-test	0	Minimum Dist
					Proctor	0	Refreshable Braille-test	0	Scheduling ou
					Screen mannification-test		Tests at DRC		Vocalize durin

#### **Export Student Eligibilities**

TEXT: Alternative Formats			<ul> <li>EXAM: Alternative Testing</li> </ul>				
xport Search Resu	t To CSV (Comma	-Separated Values) File					
Free of Chadrand Links	Export Student	t Accommodation Requests	Export Stude	nt Courses with Eligibility			

- 1. Export Student List will export all student's eligibility.
- 2. Export Student Accommodation Requests. Exports the students requested accommodations.
- 3. Export Student Courses with Eligibility. Combines the two reports for both the students eligibilities and requested accommodations.

#### Notetaking: View assigned Notetakers- YouTube Tutorial

Under View and Tools on the left hand side, click on Notetaking Services.

Faculty see who has been assigned:

ADED 32142.001 - Principles Of Teaching	
No Notetaker has Been Assigned to this Class	
If you know another student in the class that can be a good electronically.	notetaker, please have them stop by the office or sign up
	7
Students Who Have Requested Accommodation:	

# Alternative Testing: view/update testing contact, view list of scheduled exams, upload exams: <u>YouTube Tutorial</u>

Under View and Tools on the left hand side, click on Alternative Testing.

Instructor should identify if they are proctoring own exams or submit a testing contract for disability services to proctor.

Class: CLS 49011.006 - Clin Microbiology:app (CRN	: 15016)		
ALTERNATIVE TESTING CONTRACT DESCRIPTION	FACULTY / STAFF INSTRUCTION		
Type: Testing Agreement Sample	Here are instructions for faculty/staff filling out the contract.		
Use this contract if you are using our usual agreement terms.			

#### Faculty can see a list of exams requests:



#### Faculty can upload exams:

ploading Instructions: load.	Please scan yo	document at 150 dpi as the scanner i	resolution. The maximum allowable	e file size is <b>1 MB</b> per
File Information				
	Class:	AD 64158.002 - LEADERSHIP/MAN	AGERIAL ASSMT (CRN: 13372)	
St	udent Name:	anuel Vaca		
	Exam Date:	5/26/2015		
	Exam Time:	9:00 AM		
Exam File No	te (Optional):			
Same Exams	for Everyone:	No \$		
		ote: Select Yes, only if everyone in the c	lass will the same exam.	
	Select File:	Choose File No file chosen		
		Upload Exam Back to List Upcomin	ng Exams	
ST OF EXAMS UPLO	DADED			
portant Note: For secu	rity purposes,	u will receive a 6-digit random code	in your email before you can down	load the file.
e code is only availabl	e for 20 minu	Please use caution while deleting exa	m file because it will not be recover.	hle