

Upload an Exam to the DSS Portal

1. Login using your SIU credentials.
2. From your dashboard select 'Alternative Testing' in left toolbar.



My Dashboard Unified Blogs Staff Access Website Control

Home >> Instructor Homepage >> Alternative Testing

ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses

SPECIFY ALTERNATIVE TESTING AGREEMENT

Select Class: **DISNEY 123.1 (SLN: X001) - INTRO TO DISNEY PRINCESSES**

[Continue to Specify Alternative Testing Agreement](#)

No Exam Has Been Uploaded

Questions? Contact Us!
Please contact our office if you have any questions regarding Alternative Testing request.

Disability Support Services
Student Health Center
2nd Floor, Suite 220
374 E. Grand Ave.
Phone: 618-453-5738
VP: 618-615-4492
disabilityservices@siu.edu

Logout
Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.
[Log Out](#)

3. Select the class that you are uploading exam for and confirm your selection.

Welcome Latika Jones! My Profile My Mailbox (Sent E-Mails) Sign Out

Views and TOOLS

- Overview
- Alternative Testing
- Notetaking Services

Logout
Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.
[Log Out](#)

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

Select: **Select One** [View](#)

Copy to: [Copy](#)

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"/>	DISNEY	123	1	Mickey Mouse	Exam	07/02/2021	11:30 AM	Processing - View Detail

STEP 3 - CONFIRMATION

[Confirm Your Selections](#)

4. Choose file and upload exam.

> Notetaking Services

Logout
Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.
[Log Out](#)

File Information

Exam(s): **DISNEY 123.1's Exam for Mickey Mouse**
Friday, July 02, 2021 at 11:30 AM.

Exam File Note (Optional):

Select File: [Choose File](#) **No file chosen**

[Upload Exam](#) [Back to List Upcoming Exams](#)

5. Confirm that your exam was successfully uploaded.

Login As Feature

[Return to Staff](#)

Views and Tools

- > Overview
- > Alternative Testing
- > Notetaking Services

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

ALTERNATIVE TESTING



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):

- DISNEY 123.1's **Exam** for Mickey Mouse
Friday, July 02, 2021 at 11:30 AM.

Exam File Note (Optional):

Select File: **No file chosen**