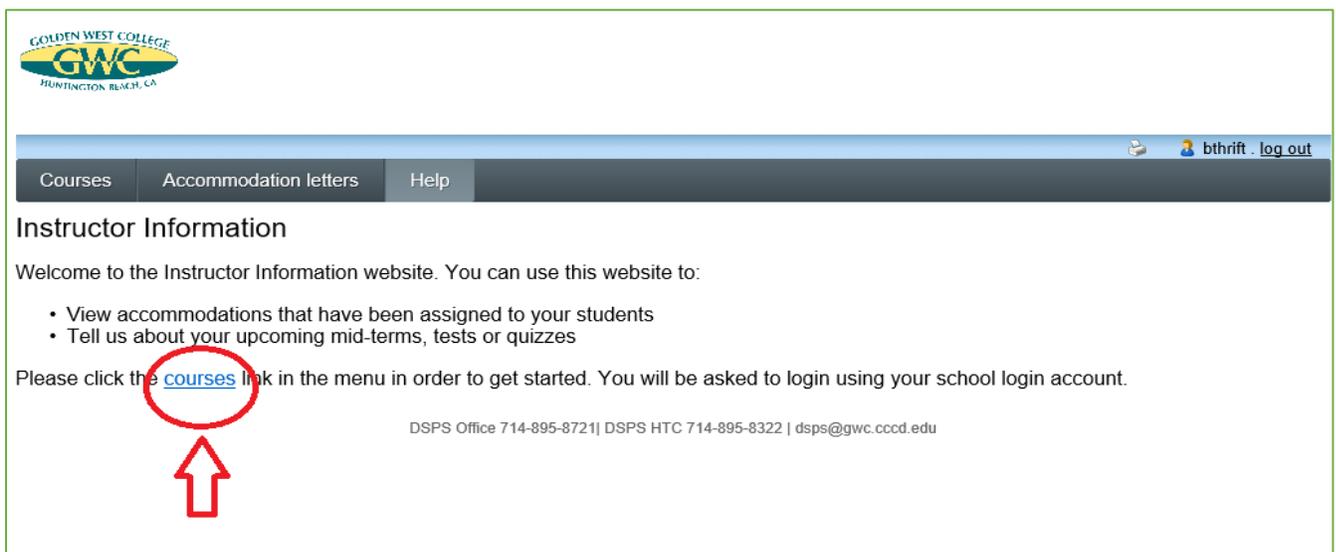


ClockWork INSTRUCTOR TUTORIAL

Welcome to the DSPSgo Exam Scheduling Instructor Tutorial! This is a two-part instructional guide that will show you how to retrieve the students' approved accommodations and submit testing information using our new user-friendly online system. Your participation as a faculty member is key in supporting the success of Disabled Students Programs & Services.

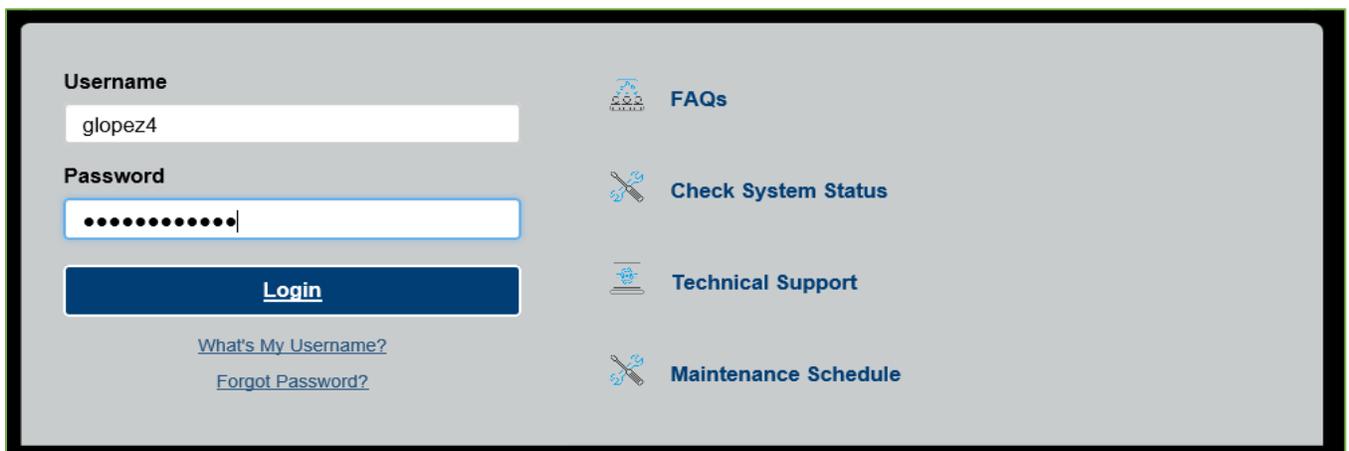
Part 1: How to access students testing accommodations.

1. Click on [DSPSgo](#) to access the online portal. You will also be able to access the online portal through our website.
2. After you have clicked on DSPSgo, you will now be on the Instructor Information homepage.
3. Click "courses" to view the information regarding any of your courses.



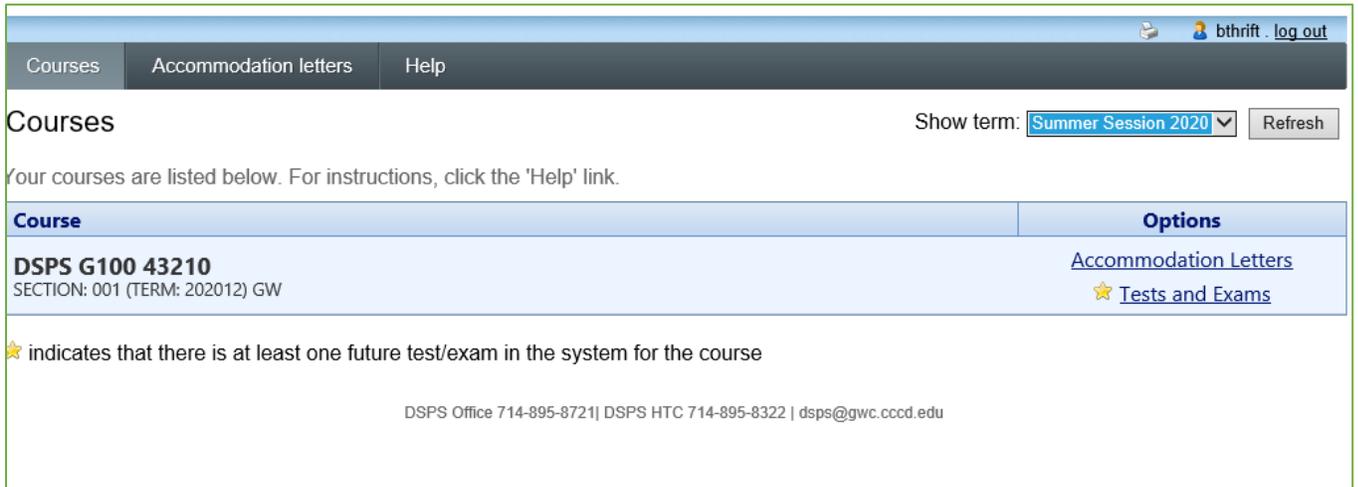
The screenshot shows the DSPSgo Instructor Information website. At the top left is the Golden West College (GWC) logo with the text "GOLDEN WEST COLLEGE", "GWC", and "HUNTINGTON BEACH, CA". To the right of the logo is a user profile icon and the text "bthrift . log out". Below the logo is a navigation bar with three tabs: "Courses", "Accommodation letters", and "Help". The main heading is "Instructor Information". Below the heading is a welcome message: "Welcome to the Instructor Information website. You can use this website to:" followed by a bulleted list: "• View accommodations that have been assigned to your students" and "• Tell us about your upcoming mid-terms, tests or quizzes". Below the list is a paragraph: "Please click the [courses](#) link in the menu in order to get started. You will be asked to login using your school login account." The word "courses" is circled in red, and a red arrow points to it from below. At the bottom of the page is the contact information: "DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | dsps@gwc.cccd.edu".

This page will request your MyGWC username and password. Simply enter the information and select "Login".



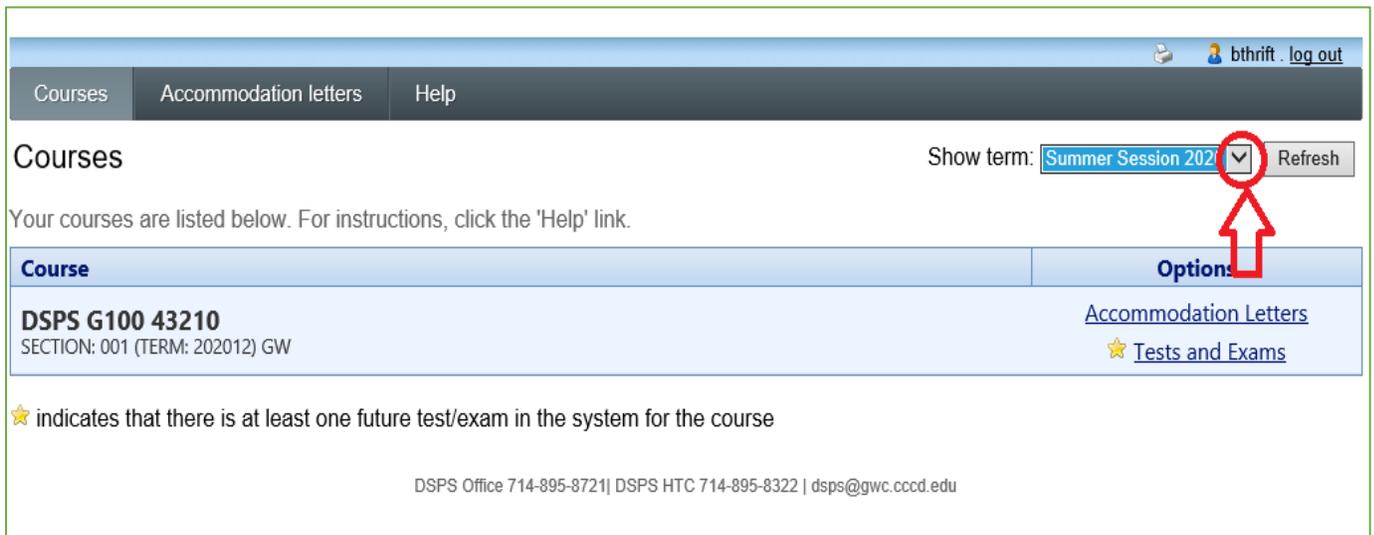
The screenshot shows the DSPSgo login form. On the left side, there are two input fields: "Username" with the text "glopez4" and "Password" with a masked password "••••••••••". Below the password field is a blue "Login" button. Below the "Login" button are two links: "What's My Username?" and "Forgot Password?". On the right side, there are four links with icons: "FAQs" (with a question mark icon), "Check System Status" (with a wrench and screwdriver icon), "Technical Support" (with a person icon), and "Maintenance Schedule" (with a wrench and screwdriver icon).

This page will display all courses that you are currently teaching for the selected term. The system will default to the current term based on the date accessed.



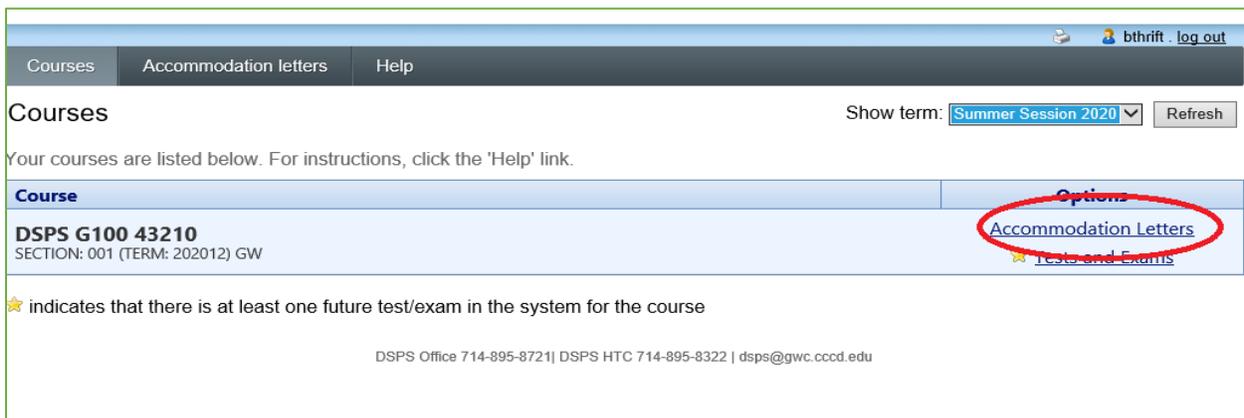
The screenshot shows a web interface with a navigation bar containing 'Courses', 'Accommodation letters', and 'Help'. The main content area is titled 'Courses' and includes a 'Show term:' dropdown menu set to 'Summer Session 2020' and a 'Refresh' button. Below this, a message states 'Your courses are listed below. For instructions, click the 'Help' link.' A table lists a course: 'DSPS G100 43210' with 'SECTION: 001 (TERM: 202012) GW'. The 'Options' column for this course contains links for 'Accommodation Letters' and 'Tests and Exams', with a star icon next to the latter. A note below the table explains that a star icon indicates at least one future test/exam. At the bottom, contact information for the DSPS Office and HTC is provided.

To change the term and view upcoming terms accommodations letters, please select the arrow next to the drop-down menu.



This screenshot is identical to the previous one, but a red circle highlights the downward-pointing arrow on the 'Show term:' dropdown menu, with a red arrow pointing to it from the right. This indicates the user should click this arrow to open the dropdown menu.

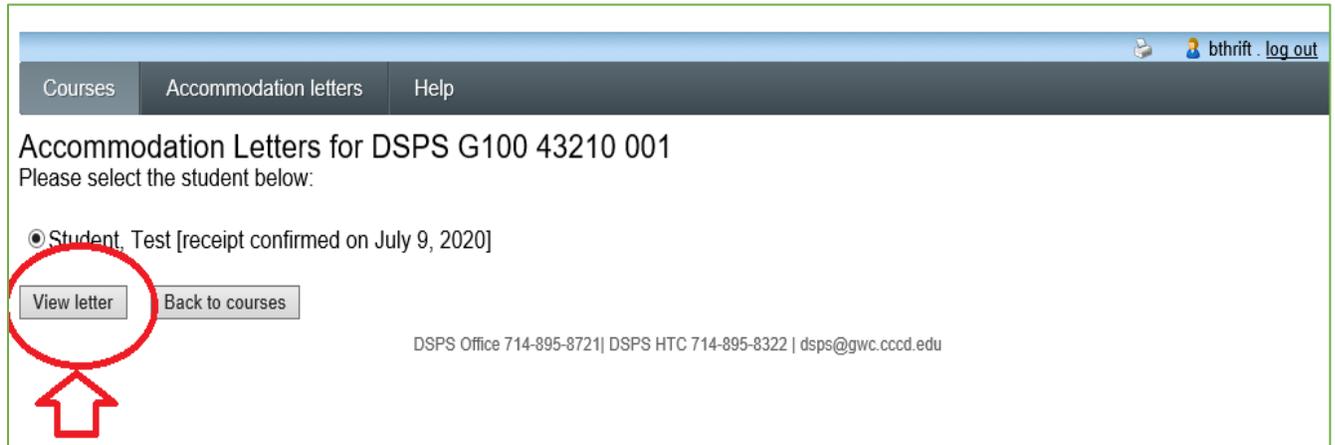
Select "Accommodations Letters" next to the appropriate course to see any students in a specific course who have requested accommodations.



This screenshot is identical to the previous ones, but a red circle highlights the 'Accommodation Letters' link in the 'Options' column of the course table. This indicates the user should click this link to view accommodation letters for the selected course.

On this page you will see all DSPS students who are enrolled in the selected course and have submitted letters of accommodation alongside any student whose accommodation letter you have confirmed receipt of.

Select the student whose accommodation letter you would like to view by clicking the button next to their name, and then select “view letter”.



The screenshot shows a web application interface with a dark blue header containing navigation tabs for "Courses", "Accommodation letters", and "Help". In the top right corner, there is a user profile icon labeled "bthrift" and a "log out" link. Below the header, the page title is "Accommodation Letters for DSPS G100 43210 001", followed by the instruction "Please select the student below:". A radio button is selected next to the text "Student, Test [receipt confirmed on July 9, 2020]". Below this text are two buttons: "View letter" and "Back to courses". The "View letter" button is circled in red, and a red arrow points upwards to it. At the bottom of the page, there is contact information: "DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | dsps@gwc.cccd.edu".

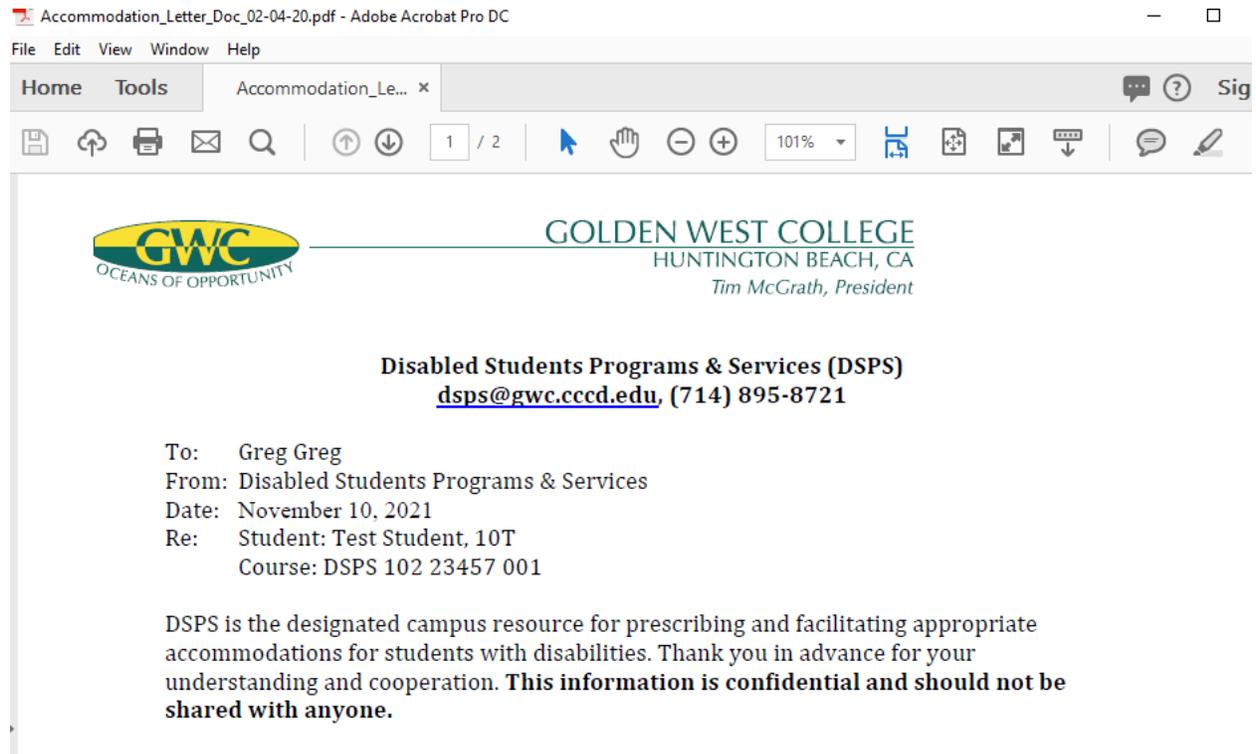
On the next page, please select the "Review PDF Letter" button.

The screenshot shows a web browser window with a dark navigation bar at the top containing 'Courses', 'Accommodation letters', and 'Help'. Below the navigation bar, the page title is 'Accommodations for Student, Test . 10T' and the user information is 'DSPS 102 23457 section 001 (202170): Greg'. The main content area is titled 'Step 1: Review the accommodations letter'. Below this title, there is a paragraph of text: 'When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.' A button labeled 'Review PDF Letter' is highlighted with a red rectangular box. Below the button, there is another section titled 'Step 2: Confirm receipt of the accommodations letter' with a paragraph of text: 'Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.' This is followed by a checkbox labeled 'I acknowledge that I have received and reviewed this Accommodation Letter' and a 'Submit' button. At the bottom of the page, there is a footer with contact information: 'DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | dsp@gw.cood.edu'.

The screenshot shows the same web page as above, but with a 'Save As' dialog box open over it. The dialog box is titled 'Save As' and shows the current location as 'This PC > Documents'. The left sidebar shows the 'Documents' folder selected. The main area of the dialog box displays a list of folders with columns for 'Name', 'Date modified', and 'Type'. The 'File name' field contains 'Accommodation_Letter_Doc_02-04-20 (1).pdf' and the 'Save as type' is set to 'Adobe Acrobat Document (*.pdf)'. The 'Save' and 'Cancel' buttons are visible at the bottom right of the dialog box. The background web page content is partially obscured by the dialog box.

Name	Date modified	Type
Zoom	7/6/2021 10:17 AM	File folder
xgen	8/11/2017 11:52 AM	File folder
Visual Studio 2017	8/11/2017 12:02 PM	File folder
Visual Studio 2005	3/4/2020 9:31 AM	File folder
ULUploader	3/4/2020 9:31 AM	File folder
SG	3/4/2020 9:31 AM	File folder
Scanned Documents	3/4/2020 9:31 AM	File folder
Outlook Files	4/24/2017 1:56 PM	File folder
Network Monitor 3	3/4/2020 10:05 AM	File folder
My Data Sources	3/4/2020 9:31 AM	File folder
maya	8/11/2017 11:51 AM	File folder

The student's accommodation letter including applicable accommodations and a general message are enclosed, please read it in its entirety. You may save or print this file for future reference.



After closing the file, please select the checkbox indicating that you have reviewed the letter and then select "Submit"

Courses Accommodation letters Help

glopez4 . log out

Accommodations for Student, Test . 10T DSPS 102 23457 section 001 (202170): Greg

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Review PDF Letter

Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

acknowledge that I have received and reviewed this Accommodation Letter

Submit

The date that the accommodation was viewed will be saved. Select the “Accommodation letters” button to view all letters that have been sent by students in your class.

Courses Accommodation letters Help

Accommodations for Student, Test . 10T DSPTS 102 23457 section 001 (202170): Greg

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

[Review PDF Letter](#)

Step 2: Confirm receipt of the accommodations letter

No action is required - you confirmed receipt of this Accommodations Letter on:
November 10, 2021 . 3:45 PM

DSPTS Office 714-895-8721 | DSPTS HTC 714-895-8322 | dspts@gwc.cood.edu

All accommodation letters that have been submitted for any of your classes during the term selected will display. Select “View letter” to view any file at a later time.

Courses Accommodation letters Help

Accommodation Letters Show term: **Fall Session 2021** Refresh

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

Course	Student	Date letter available	Your confirmation	Letter
DSPTS 102 23457 section 001 (202170)	Test Student	Nov 10, 2021	Nov 10, 2021	View letter
DSPTS G101 23454 section 001 (202170)	Test Student	Nov 2, 2021		View letter

DSPTS Office 714-895-8721 | DSPTS HTC 714-895-8322 | dspts@gwc.cood.edu

Part 2: Submit testing materials and information for students.

Courses Accommodation letters Help

Scheduled tests and examinations for:

DSPS G100 43210 section 001 (202012) GW : Bryson Thrift (2020 Jun 1 to Jul 31)

Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.

[Tell us about an upcoming test](#)

Date of test:

Tests and exams:

Type	Date of test	Class test time	Previously Submitted	Action confirmed file
Test	July 20 Monday (2020)	10:00 AM (120 minutes) <i>Last modified: 2020-07-09</i>	No	Passed cutoff - please call or email
Test	July 13 Monday (2020)	10:00 AM (120 minutes) <i>Last modified: 2020-07-09</i>	No	Passed cutoff - please call or email

DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | dsps@gwc.cccd.edu

- Click on the class that you want to create testing information.
- Here you can create test dates and time for students to access their test.

bthrift . log out

1. Test details

[2. Students](#)

[3. Test Information](#)

[4. Submit changes](#)

1. Test / Exam Information

Course: **DSPS G100 43210 sect. 001 (202012) GW**

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

Date of test (yyyy-mm-dd):

Test start time:

Test end time:

DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | dsps@gwc.cccd.edu

- You will be able to input the exam information.
- Select the date, and the start and end time for the exam.

bthrift . [log out](#)

[1. Test details](#)
2. Students
[3. Test Information](#)
[4. Submit changes](#)

2. Students scheduled to-date for DSPS G100 43210 sect. 001 (202012) GW

Below is the list of students that have registered to write this test with us so far. Please review this list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time	Acknowledge receipt
Test Student (10T)	July 28 Tuesday (2020)	10:00 AM to 2:10 PM	<input type="radio"/> I acknowledge receipt of this exam request and agree to provide a copy of the test. <input type="radio"/> I have questions about this request and will contact the disability services department

DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | dspd@gwc.cccd.edu

- If date and time are correct you can select and acknowledge that all information is correct.
 - o If there is an issue with the time that was request by the student, please contact DSPS at 714-895-8721
- Click “Next” once you are ready to move on.

bthrift . log out

[1. Test details](#)
[2. Students](#)
3. Test Information
[4. Submit changes](#)

3. Test Information for DSPS G100 43210 sect. 001 (202012) GW

Please Provide the following exam arrangement details:

1. Is this quiz/exam on CANVAS?

* Yes with lockdown browser only

Does quiz/exam required access code?

If you selected "Yes, this quiz/exam is on CANVAS" please read the following directions:

- Please adjust the student's time limit for ALL quizzes/exams to reflect their approved time extension listed on their Accommodation Letter. If you need any assistance please contact DSPS at (714) 895-8721 or dsps@gwc.cccd.edu.
- If the student is requesting to use Kurzweil (screen reader software) for this quiz/exam, you will need to provide an alternate testing format (i.e. Create exception for student in CANVAS that doesn't require Respondus Lockdown Browser, or provide a paper version of the quiz/exam).

2. Permissible Testing Support

No additional accommodations allowed
 Open Book
 Open Notes
 3x5 card
 Scientific/Non-Graphing Calculator
 Graphing Calculator
 Dictionary/Spell Check

Scantron Type
 Other

3. Exam Procurement Preferences

I will deliver the exam to DSPS by the date prior to the exam in the following manner:

* I will email the materials to dsps@gwc.cccd.edu

If the student arrives late to schedule exam, how would you like DSPS to handle?

Subtract amount of time late from allotted test time.
 After 10 minutes late, do not allow to take quiz/exam
 Other:

4. Exam Procurement Preference:

I would like DSPS to return the exam to me in the following manner:

* DSPS may electronically return the exam to my GWC email account

If the exam is to be returned via email, the students original exam should be:

* Shredded (5 busines days)

5. Additional Instructions:

6. Instructor Contact Information

* Preferred Contact Phone:

* Email:

Previous Next Cancel

DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | dsps@gwc.cccd.edu

- You can input if you will be using a lockdown browser and if a password is required for the exam
- You will also input how you will deliver the exam and how DSPS will return the exam
- Click "Next" when you are ready to move on.

bthrif . log out

[1. Test details](#)
[2. Students](#)
[3. Test Information](#)
4. Submit changes

4. Confirm exam details for DSPS G100 43210 sect. 001 (202012) GW

Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us.

Test details

DSPS G100 43210 sect. 001 (202012) GW
Tue July 28, 2020 . 10:00 AM - 12:05 PM

Test information

Drop List-1	Yes with lockdown browser only
Open Book	yes
Open Notes	yes
Graphing Calculator	yes

I will email the materials to dsps@gwc.cccd.edu

Subtract amount of time late from allotted test time. **yes**

_1 **DSPS may electronically return the exam to my GWC email account**

_2 **Shredded (5 business days)**

Preferred Contact Phone: **714-895-8721**

Email: **dsps@gwc.cccd.edu**

File upload

Note: If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the DSPS Office in advance of your scheduled test or exam. When uploading files here, please submit documents that may be accessed using standard business software such as 1) Word documents (.doc, .docx), 2) PDF's (.pdf), 3) Excel Spreadsheets (.xls, .xlsx), 4) Powerpoints (.ppt, .pptx), or 5) Images (.jpg, .png, .gif, .bmp, .tif).

Select test/exam file to submit:

Previously uploaded tests:

Please note that you must click the [Submit changes](#) button in order to confirm your test to us.

[Please print a copy for your records.](#)

- This is the confirmation page that will have the test information.
- You will also be able to upload exams here as well.



 bthrift . log_out

[Courses](#) [Accommodation letters](#) [Help](#)

Test / Exam submission complete

Thank you for submitting your test / exam.

[Back to courses list](#)

[Back to test listing](#)

[Logout](#)

DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | dspd@gwc.cccd.edu

- Completion
- You can go back to the test list to make any edits or go on to the next course.