

EXAM SCHEDULING INSTRUCTOR MANUAL

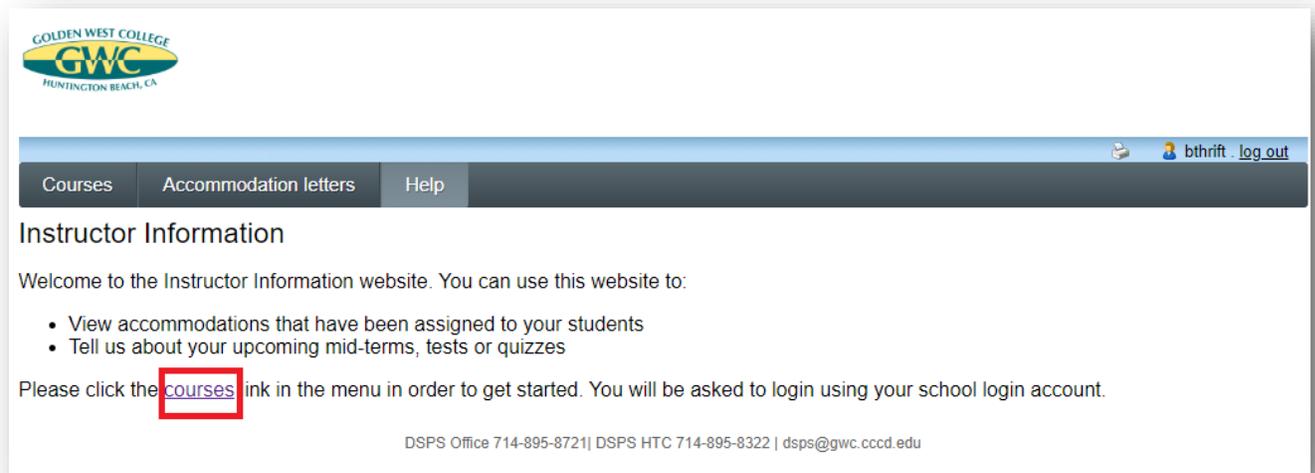
Welcome to the DSPSGo Exam Scheduling Instructor Tutorial! This is a two-part instruction manual that will show you how to access and submit testing information using our new user-friendly online system. Your participation as a faculty member is key in supporting the success of Disabled Students Programs & Services.

Part 1: How to access course testing Information

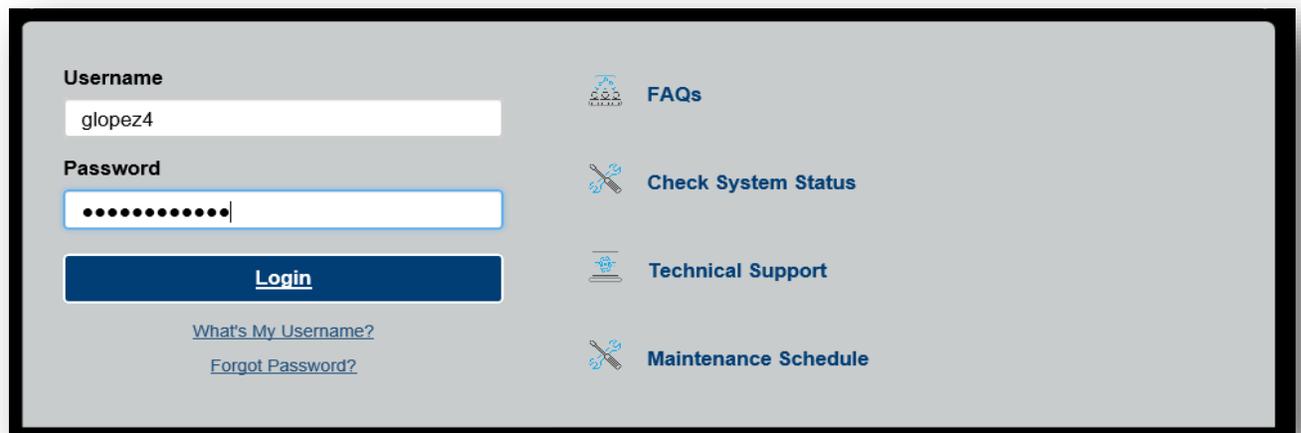
Step 1: Click on [DSPSGo](#) to access the online portal. You will also be able to access the online portal through our website.

Step 2: After you have clicked on DSPSGo you will now be on the Instructor Information homepage.

Step 3: Click courses to sign in and view the information regarding any of your courses.



Step 4: After you have clicked on courses this page will request your MyGWC username and password. Simply enter the information and select login.



Step 5: 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 access.

The screenshot shows a web interface for viewing courses. At the top, there are navigation tabs: 'Courses', 'Accommodation letters', and 'Help'. The 'Courses' tab is active. Below the tabs, the page title is 'Courses'. To the right, there is a 'Show term:' dropdown menu currently 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 follows with two columns: 'Course' and 'Options'. The table contains one row for the course 'DSPS G100 43210' with 'SECTION: 001 (TERM: 202012) GW'. The 'Options' column for this course has two links: 'Accommodation Letters' and 'Tests and Exams'. Below the table, a note with a star icon says: '★ indicates that there is at least one future test/exam in the system for the course'. At the bottom, contact information is provided: 'DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | dsps@gwc.cccd.edu'.

Step 6: To change the term and view upcoming Test and Exams, please select the arrow next to the drop-down menu.

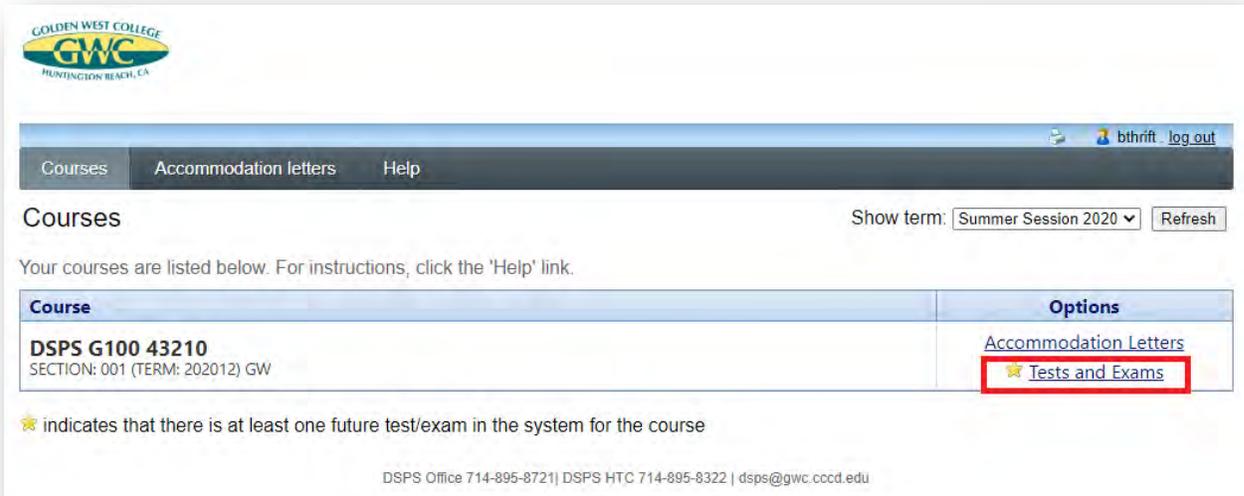
This screenshot is identical to the previous one, showing the 'Courses' page. The only difference is that a red rectangular box highlights the 'Summer Session 2020' dropdown menu in the 'Show term:' field, indicating the step to click the arrow to change the term.

Part 2: Submit testing materials and information for students.

We will demonstrate how to submit testing materials and information to DSPS using our user-friendly online system, DSPSgo.

* Please note that all testing materials are stored on a secure GWC server and treated as highly confidential. Only the instructor who provided the exam and certified DSPS staff members may access these materials.

Step 1: To begin, instructors should first log in and select the courses using a step shown in part 1. Once on this page the user should select the test and exams button for the applicable course.



GOLDEN WEST COLLEGE
GWC
HUNTINGTON BEACH, CA

bthrift . log out

Courses Accommodation letters Help

Courses Show term: Summer Session 2020 Refresh

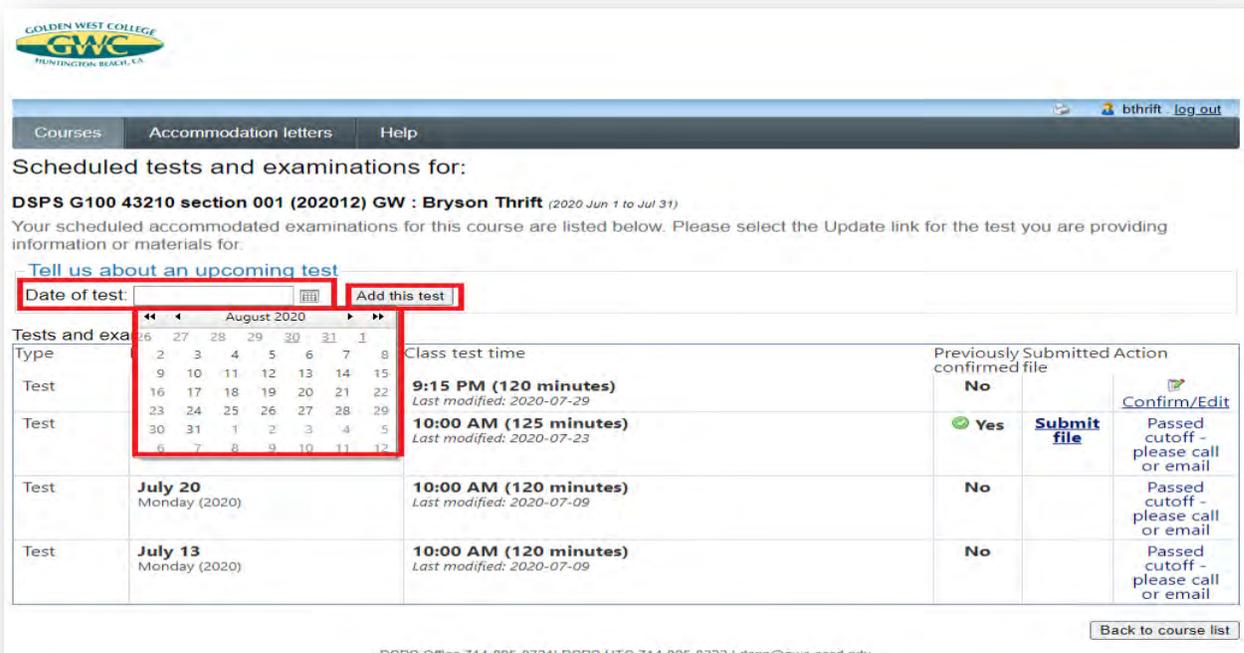
Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
DSPS G100 43210 SECTION: 001 (TERM: 202012) GW	Accommodation Letters ★ Tests and Exams

★ indicates that there is at least one future test/exam in the system for the course

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

Step 2: On this page select the mini calendar to expand the calendar view, use the arrow shown here to navigate between the months. Please select the actual date that the test will be held for your course and click “Add this test” to continue.



GOLDEN WEST COLLEGE
GWC
HUNTINGTON BEACH, CA

bthrift . log out

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	Class test time	Previously Submitted Action confirmed file	
Type		No	Confirm/Edit
Test	9:15 PM (120 minutes) Last modified: 2020-07-29	Yes <input checked="" type="checkbox"/>	Submit file Passed cutoff - please call or email
Test	10:00 AM (125 minutes) Last modified: 2020-07-23	No	Passed cutoff - please call or email
Test	July 20 Monday (2020)	No	Passed cutoff - please call or email
Test	July 13 Monday (2020)	No	Passed cutoff - please call or email

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

Step 3: The course date previously selected will automatically populate on this page. You will be able to cancel at any time during the next few steps to start over. Select the menu clock to the right of the test start time text box to select the time the exam will start. Repeat this for the time the course will end as shown here.

*If your course does not start or end at any of the available times you may delete and type the minutes using your keyboard. Please do not include any additional testing time as our office will account for any extra time. When done click "Next".

The screenshot shows the '1. Test / Exam Information' section. The course is 'DSPS G100 43210 sect. 001 (202012) GW'. The date of test is '2020-08-07'. The test start time is '9:15 PM' and the test end time is '11:15 PM'. A 'Time Picker' window is open, showing a grid of time slots from 6:00 AM to 11:45 PM. The '11:15 PM' slot is highlighted. There are 'Cancel' buttons for the time picker and the main form.

Step 4: Review the students who have scheduled this test with our office, the scheduled test time and duration. Now if the student has scheduled a test time that does not match the time or length of the test for your class please contact the DSPS office at 714-895-8721 or dsps@gwc.cccd.edu. When done select "Next".

The screenshot shows the '2. Students scheduled to-date for DSPS G100 43210 sect. 001 (202012) GW' section. Below the heading is a 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. A table is shown with the following data:

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

At the bottom of the page, there are 'Previous', 'Next', and 'Cancel' buttons. The DSPS Office contact information is provided at the bottom: DSPS Office 714-895-8721 | DSPS-HTC: 714-895-8322 | dsps@gwc.cccd.edu

Step 5: This page asks detailed information on how the test will be transported and administered. Please complete the requested questions regarding your test parameters and select "Next".

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 business days)

5. Additional Instructions:

6. Instructor Contact Information

* Preferred Contact Phone: 714-895-8721
* Email: dsps@gwc.cccd.edu

Previous Next Cancel

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

Step 6: This page allows instructors to review the listing information and upload documentation. Click the select button to search for the actual examination file. Navigate to the folder in your computer that holds test and materials. Select the file that needs to be uploaded and click open if a file has been correctly uploaded. You should see the file name to the right of a select box. When done select “Submit Changes”.

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

Dmp List-I	Yes with lockdown browser only
Open Book	yes
Open Notes	yes
Graphing Calculator	yes

I will email the materials to dsp@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: **dsp@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.](#)

Step 7: You have successfully submitted your Test/Exam information. Select “Back to the test listing”, you will be brought back to the scheduled examination page. You may add additional tests or modify existing tests there. If you have multiple files you may send the additional files to dsps@gwc.cccd.edu

*Please remember to log out when you are done.



The screenshot shows a web portal interface for Golden West College. At the top left is the college logo with the text "GOLDEN WEST COLLEGE", "GWC", and "HUNTINGTON BEACH, CA". A navigation bar contains links for "Courses", "Accommodation letters", and "Help". On the right side of the navigation bar, there is a user profile icon labeled "bthrift" and a "log out" link. The main content area displays the heading "Test / Exam submission complete" followed by the message "Thank you for submitting your test / exam." Below this message are three buttons: "Back to courses list", "Back to test listing", and "Logout". At the bottom of the page, contact information is provided: "DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | dsps@gwc.cccd.edu".