DASS Online Portal: Faculty User Manual
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## I. Revision Control

Document Title: AIMs Faculty User Manual  
Author: Disability Accommodations & Support Services

<table>
<thead>
<tr>
<th>Date</th>
<th>By</th>
<th>Action</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/10/2023</td>
<td>Stacey Ayer/Jerry Garcia</td>
<td>Creation of Document</td>
<td>All pages</td>
</tr>
<tr>
<td>6/14/2023</td>
<td>Stacey Ayer</td>
<td>Edits and added staff page</td>
<td>5, 6, 7, 17, 18, 19</td>
</tr>
</tbody>
</table>
II. Logging into AIMS

1. Login URL link: https://denali.accessiblelearning.com/CS_UCI/Instructor
2. You will be directed to the MyCI Single Sign-On using DUO Authentication.
3. Once you have signed on with MyCI, the DASS Online System “INSTRUCTOR AUTHENTICATION PAGE” will open.
III. Overview Page

OVERVIEW page

The Overview page is a summary of all your classes where there are at least one or more DASS students enrolled. If there are no DASS students in one or more of your classes, the class will not be listed on your overview page.

Keep in mind that students can request their accommodations at any point of the semester. Best practice would be to check the Overview page occasionally, in case new students show up in the summary.

*If faculty login to the portal at home, the students last name will be in astricts to protect student identity.

List of Students who requested Accommodations

- Request Date-Is when the student requested the accommodation for that class
- Status- Blank means no action taken- DASS has not emailed the Faculty Notification Letter (FNL)
List of Students who requested Accommodations (Continuation)

- Faculty can read the FNL through the portal. Faculty do not need to wait for DASS to email it, but DASS will need to approve the request(s) before the FNL can be viewed.
  - Status- *Emailed* means the FNL has been emailed to faculty.
  - Status- *Read* means FNL has been read through AlMs by faculty.

OVERVIEW page

Clicking the View link

There will be a FNL for every student that request accommodations for each course. By clicking “View”.

<table>
<thead>
<tr>
<th>View</th>
<th>CRN</th>
<th>SBJ</th>
<th>CRS</th>
<th>SEC</th>
<th>Student’s Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>9998</td>
<td>ADA</td>
<td>200</td>
<td>01</td>
<td>Student Testuser</td>
</tr>
<tr>
<td>View</td>
<td>9999</td>
<td>ADA</td>
<td>100</td>
<td>01</td>
<td>Student Testuser</td>
</tr>
</tbody>
</table>
OVERVIEW page

View Faculty Notification Letter (FNL)

After you select “View” it will take you to the FNL emailed to you, providing the details of each accommodation that the student requested for a particular course.

You will see the time stamp of when the FNL was emailed and last viewed by you.
IV. Alternative Testing Page

**ALTERNATIVE TESTING page – List Exams**

After you select the course that you would like DASS to proctor and continue to Specify the Alternative Testing Contract, please fill out the Testing contract and submit.

*Note: Please fill out every portion of the Testing Contract. For any instructions/specifications, please be as detailed as possible.

Example- Open Book/ Open Notes/ Scantron required/ calculators allowed
ALTERNATIVE TESTING page – List Exams

Back to the Alternative Testing page, you can see all classes that have a completed contract. Here you can either view, edit, or copy a selected class contract.

If you have multiple courses or sections that have the same Testing Specifications, you can view contracts and copy a contract to another contract.

Select the class with the contract you would like to copy and then select the class you would like to copy that contract to.
**ALTERNATIVE TESTING page – List Exams**

When exams are scheduled with DASS, it will be listed on the Alternative Testing page.

Here you can View Testing accommodations for each student, and you can click View details to see full exam details.

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**Exams Approved and Completed**

The status will show as Completed after a student completes their exam proctored by DASS.
ALTERNATIVE TESTING page – List Exams

View details to see full exam details.
Uploading Exams

**Step 1** Select Action (Upload exam)

**Step 2** Select class you want to upload the exam for.
   Note: You can select multiple sections for one class if all sections have the same exam for upload

**Step 3** Confirm your selections
ALTERNATIVE TESTING page – List Exams

File Information

1. Add any additional Notes
2. Add Exam File
3. Upload exam
Once your Exam file has uploaded, the page will refresh with an *Exam was successfully Uploaded* notification.
ALTERNATIVE TESTING page – List Exams

The status listed on the Alternative Testing page will update to show that you have uploaded an exam for a course.

ALTERNATIVE TESTING page – List Exams

YOU CAN VIEW A LIST UPLOADED EXAM FILES SORTED BY LAST UPLOADED
**ALTERNATIVE TESTING page** – Student’s Courses

This page is an overview of each Course and student with accommodations and their scheduled exams.

This page will list if the student was a *No Show* or if they *Completed* their exam.

<table>
<thead>
<tr>
<th>Course</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Status</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA 190.01</td>
<td>Exam</td>
<td>12/26/2022</td>
<td>08:30 AM</td>
<td><strong>No Show</strong></td>
<td>Jerry Garcia (Email: <a href="mailto:jerry.garcia@csuci.edu">jerry.garcia@csuci.edu</a>)</td>
</tr>
<tr>
<td>ADA 290.01</td>
<td>Exam</td>
<td>01/12/2023</td>
<td>09:00 AM</td>
<td><strong>Completed (Taken)</strong> 09:00 AM - 10:00 AM Total: 1 Hours</td>
<td></td>
</tr>
<tr>
<td>ADA 390.03</td>
<td>Final</td>
<td>01/12/2023</td>
<td>01:00 PM</td>
<td><strong>Approved</strong> - View Detail</td>
<td>Jerry Garcia (Email: <a href="mailto:jerry.garcia@csuci.edu">jerry.garcia@csuci.edu</a>)</td>
</tr>
</tbody>
</table>

[Image of the ALTERNATIVE TESTING page]
V. Notetaking Services Page

*Note: “No notetaker assigned” does not mean they are not receiving notetaking accommodations. DASS offers different forms of notetaking accommodations. If you would like to know more about the other notetaking accommodation we offer, feel free to email notetaking@csuci.edu.
VI. DASS Office Contact Information

Disability Equity Statement

Disability Accommodations and Support Services (DASS) is committed to providing an inclusive and equitable environment for students with disabilities.

Office Phone: 805-437-3331
Email: accommodations@csuci.edu
Location: Arroyo Hall 210
Address: One University Drive Camarillo, CA 93012

Regular Office Hours

Monday through Friday: 8:30 a.m. – 5:00 p.m.
Closed Saturday and Sunday

Winter, Spring, & Summer Break Hours

Monday through Friday: 9:00 a.m. - 1:00 p.m.
Closed Saturday and Sunday
VII. Meet the DASS Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Nick Fuentes</td>
<td>Director of DASS</td>
</tr>
<tr>
<td>Valeri Cirino-Paez</td>
<td>Assistant Director of DASS</td>
</tr>
<tr>
<td>Emily Campagna</td>
<td>DASS Case Manager</td>
</tr>
<tr>
<td>Jodi Kautz</td>
<td>DASS Counselor</td>
</tr>
<tr>
<td>Stacey Ayer</td>
<td>DASS Analyst</td>
</tr>
<tr>
<td>Araseli Navarro</td>
<td>Note Taking Assistant</td>
</tr>
<tr>
<td>Valerie Cano</td>
<td>Alternative Media Specialist</td>
</tr>
<tr>
<td>Joleen Segura</td>
<td>Alternative Media Specialist</td>
</tr>
</tbody>
</table>