How to submit a Testing Agreement for Faculty

Step 1 Log into your AIM account using your YCP Username and password <u>https://york.accessiblelearning.com/YCP/Instructor/Login.aspx</u>

Step 2 Select Alternative Testing

Welcome Lynda Garneri Hy Profile	My Hailbox (Sent E-Hails) Sign Out	
YORK		
• OF PENNSI	VANIA	
My Dashboard Unified Blogs	Staff Access Website Control Testing Center Proctor	
Home » Instructor Homepage » O	erview	
Login As Feature	OVERVIEW	Accommodation Requests Search Students' Eligibilities
Return to Staff	Previous Term Term: Summer 2022	Next.Term
∀ Views and Tools > Overview Alternative Testing	Click to Expand Advanced Search Panel	Sort Result: Last Requested (Newest Fiv) Sort
> Alternative Formats > Neterbiling Services	LIST OF STUDENTS WHO REQUESTED ACCOMMODATION	
Communication Access	Legend: • ALTT: Alternative Testing • TEXT: Alternative Formats	
∀ Important Dates	COMM: Communication Access NOTE: Notetaking Services	
 August 10 Closed for a meeting from 12:00 - 5:00 September 05 	Export Search Result To CSV (Comma-Separated Values) File Export Student Lists For Accommodation Export, Sort Column by: Alphabetically V Accommod	dation Requests Courses with Eligibility
Labor Dar - Campus Closed > October 10 Fail Break	View <u>CRN SBJ CRS SEC</u> Student's Full Name <u>ALTT NOT</u>	TE <u>TEXT</u> <u>COMM</u> Request Status
> October 11 Fall Break	hamorro Yes	06/07/2022 Read
1 Striker Service	CONFIDENTIAL hamorro Yes	06/07/2022 Read
Logout	on Feeney Yes	Yes 06/04/2022 Emailed

Step 3 Select the appropriate class from the drop down menu

	rry namox (sent c-mans) sign out		
Login As Feature	ALTERNATIVE TESTING	List Exams	Completed Exams Files Students' Courses
Return to Staff	SPECIFY TESTING DETAILS FOR STUDENT ACCESSIBILITIES SERVICES		
¥ Views and Tools	Selec	~	
Overview	Continue to Specify Testing Details for Student Accessibilities Services		
Alternative Testing			
Alternative Formats			
Notetaking Services	LIST TESTING DETAILS FOR STUDENT ACCESSIBILITIES SERVICES		
Communication Access			
¥ Important Dates	Hint: If you need to make any changes, please select the following Testing Details for Student Accessibilities Servicess and click View. If you would like to make a copy of your Testing		
August 10 Closed for a meeting from 12:00 - 5:00	Details for Student Accessibilities Services to another course, please use the following function to select your source Testing Details for Student Accessibilities Services and your other course.		
 September 05 Labor Day - Campus Closed 	Select: Select One View		
October 10 Fall Break	Copy ID: Select One Copy		
> October 11 Fall Break			
	STEP 1 - SELECT ACTION		
Logout	Available Tealer Upload File to Exam(c)		
Once you finish with your session,	Available roots: Oproad File to Exam(s)		
please do not forget to Log Out and Close Your Browser.			
Log Out	STEP 2 - SELECT FROM THE FOLLOWING COURSES		
Log out	Hint: Check the box next to each student who should receive the exam you are uploading.		
	SBJ CRS SEC Student Name Ty	rpe Date Tin	ie Status
			Approved - View Detail

Step 4 Complete the form!

How to submit a Exam and/or Exam Instructions

Step 1 Log into your AIM account using your YCP Username and password <u>https://york.accessiblelearning.com/YCP/Instructor/Login.aspx</u>

Step 2 Select Alternative Testing

Welcome Lynda Garner! My Profile	My Mailbox (Sent E-Mails) Sign Out					
YORK OF PENNSY	COLLEGE STUDENT AC	CESSIBILITY				
My Dashboard Unified Blogs	Staff Access Website Control Testing Cen	er Proctor				
Home » Instructor Homepage » Ov	verview					
Login As Feature	OVERVIEW			Accommodation	Requests Search St	dents' Eligibilities
Return to Staff	Previous Term	Term: Summer 20	22			Next Term
Views and Tools Overview	Click to Expand Advanced Search Panel			Sort Result: Last Re	quested (Newest	Fi 🕶 Sort
Alternative Testing Alternative Formats Notetaking Services	LIST OF STUDENTS WHO REQUESTED ACC	OMMODATION				
Communication Access Important Dator	Legend: • ALTT: Alternative Testing • COMM: Communication Access	TEXT: Altern NOTE: Note	ative Formats aking Services			
August 10 Closed for a meeting from 12:00 - 5:00 September 05 Labor Day - Campus Closed	Export Search Result To CSV (Comma-Separa Export Student Lists For Accommodation	ted Values) File n Export, Sort Column by: Alphabetically	 Accommodatio 	n Requests Courses w	rith Eligibility	
> October 10 Fall Break	View CRN SBJ CRS S	EC Student's Full Name A	IT NOTE	TEXT COMM	Request Date	Status
> October 11 Fall Break		hamorro	es		06/07/2022	Read
	CONFIDENTIAL	hamorro	es		06/07/2022	Read
Logout		Ion Feeney	es	Yes	06/04/2022	Emailed

Step 3 Select action of either "Upload File" or "Specify Instructions".

Step 4 Select the requested students and exams you would like to have the information applied.

Welcome Lynda Garner! My Profile 7 Occoper 10 Fall Break > Occober 11	Ny Mailbox (Sent E-Mails) Sign Out				
Fall Break Logout Once you finish with your session, please do not forget to Log Out and Close Your Browser. Log Out	STEP 1 - SELECT ACTION Available Tools: Upload File to Exam(s) Upload File to Exam(s) Specify Exam Instructions STEP 2 - SELE Export All Exam Details OURSES Hint: Check the box next to each student who should receive the exam you are uploading.				
	SBJ CRS SEC Student Name	Туре	Date	Time	Status
		Exam	08/08/2022	11:00 AM	Approved - <u>View Detail</u> Exam Uploaded: 6
		Exam	08/08/2022	11:00 AM	Approved - <u>View Detail</u> Exam Uploaded: 6
	CONFIDENTIAL	Exam	08/08/2022	11:00 AM	Approved - <u>View Detail</u> Exam Uploaded: 2
		Exam	08/08/2022	12:00 PM	Approved - <u>View Detail</u> Exam Uploaded: 6
		Exam	08/09/2022	11:00 AM	Cancelled
	STEP 3 - CONFIRMATION Confirm Your Selections				

Step 5 Download the form or complete the instructions as indicated.