



**DISABILITY
ACCOMMODATIONS
& SUPPORT SERVICES**

C H A N N E L
I S L A N D S

DASS Online Portal: Faculty User Manual

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I. Revision Control

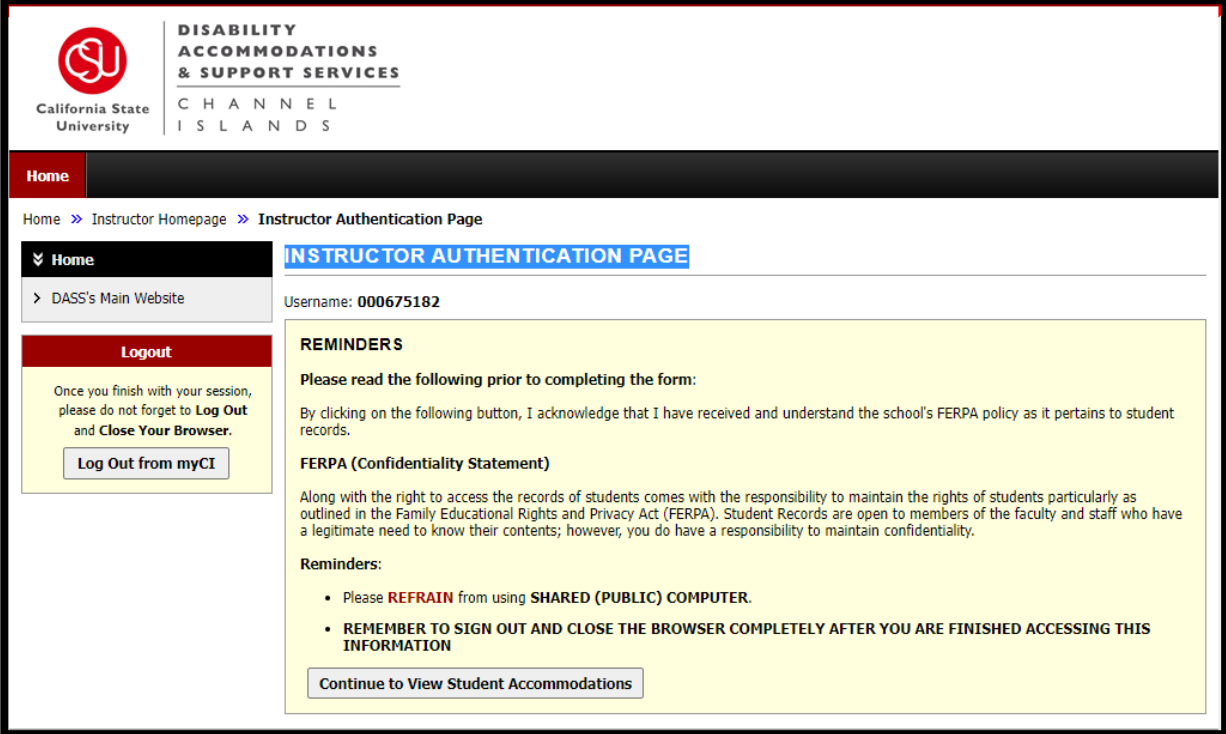
Document Title: AIMS Faculty User Manual

Author: Disability Accommodations & Support Services

Date	By	Action	Pages
1/10/2023	Stacey Ayer/Jerry Garcia	Creation of Document	All pages
6/14/2023	Stacey Ayer	Edits and added staff page	5, 6, 7, 17, 18, 19

II. Logging into AIMS

1. Login URL link:
<https://denali.accessiblelearning.com/CSUCI/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.



The screenshot displays the 'INSTRUCTOR AUTHENTICATION PAGE' for the Disability Accommodations & Support Services (DASS) at California State University Channel Islands. The page features a navigation menu with 'Home' and 'Logout' options. The 'Logout' section includes a warning: 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.' and a 'Log Out from myCI' button. The main content area shows the username '000675182' and a 'REMINDERS' section. The reminders include a FERPA (Confidentiality Statement) and a list of instructions: 'Please REFRAIN from using SHARED (PUBLIC) COMPUTER.' and 'REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION'. A 'Continue to View Student Accommodations' button is located at the bottom of the reminders section.

III. Overview Page

OVERVIEW page

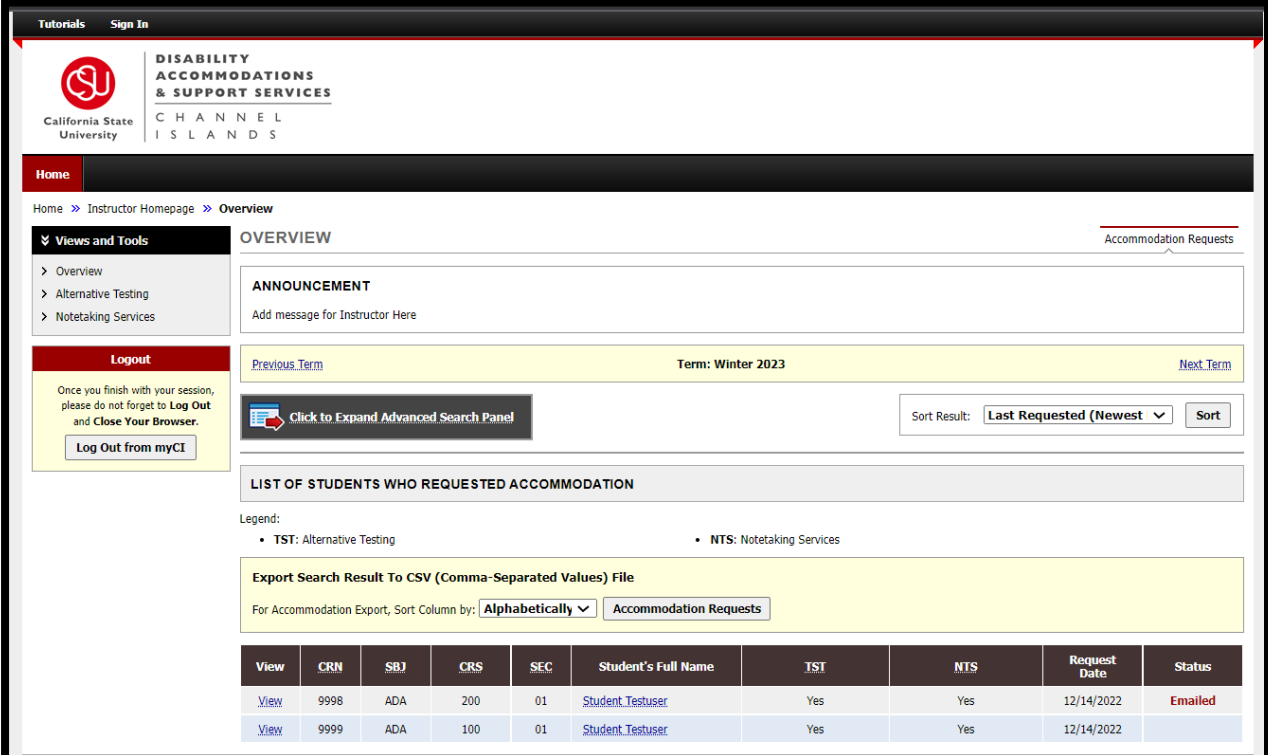
The Overview page is a summary of all your classes where there are at least one or more DASS students enrolled. If there are no DASS students in one or more of your classes, the class will not be listed on your overview page.

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)



The screenshot shows the 'Overview' page for an instructor. It includes a navigation menu on the left with 'Views and Tools' (Overview, Alternative Testing, Notetaking Services) and a 'Logout' button. The main content area has an 'ANNOUNCEMENT' section, a 'Previous Term' and 'Next Term' selector (currently set to 'Winter 2023'), and a 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION'. Below this is a legend for 'TST: Alternative Testing' and 'NTS: Notetaking Services', and an 'Export Search Result To CSV' option. A table at the bottom lists student requests with columns for View, CRN, SBJ, CRS, SEC, Student's Full Name, TST, NTS, Request Date, and Status.

View	CRN	SBJ	CRS	SEC	Student's Full Name	TST	NTS	Request Date	Status
View	9998	ADA	200	01	Student.Testuser	Yes	Yes	12/14/2022	Emailed
View	9999	ADA	100	01	Student.Testuser	Yes	Yes	12/14/2022	



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 AIMs 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".

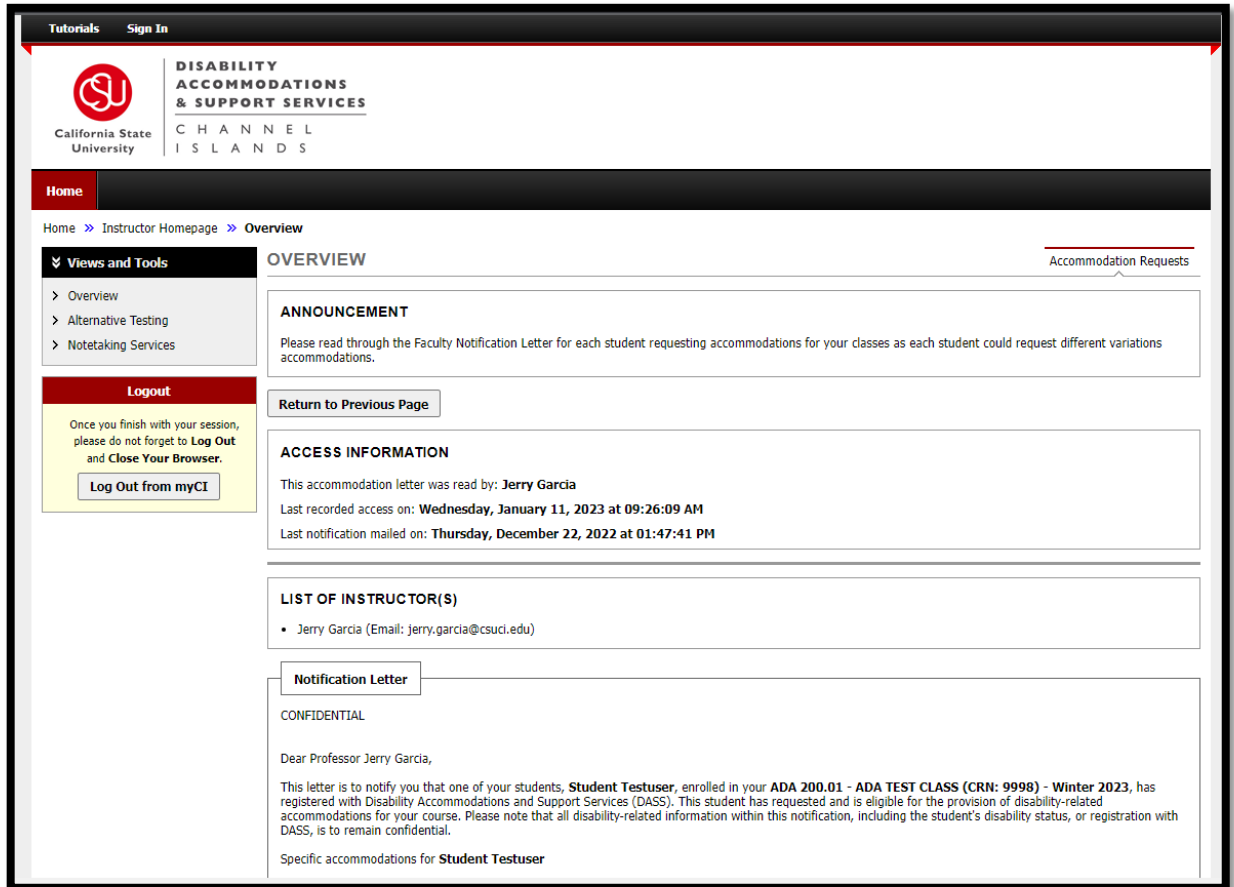
View	CRN	SBJ	CRS	SEC	Student's Full Name
View	9998	ADA	200	01	Student Testuser
View	9999	ADA	100	01	Student Testuser

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.



The screenshot shows the 'Overview' page of the Disability Accommodations & Support Services system. The page header includes the university logo and navigation links for 'Tutorials' and 'Sign In'. The main content area is titled 'OVERVIEW' and contains several sections:

- Views and Tools:** A sidebar menu with options for 'Overview', 'Alternative Testing', and 'Notetaking Services'.
- Logout:** A yellow box with a 'Log Out from myCI' button and a message: 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.'
- ANNOUNCEMENT:** A section with the text: 'Please read through the Faculty Notification Letter for each student requesting accommodations for your classes as each student could request different variations accommodations.' Below this is a 'Return to Previous Page' button.
- ACCESS INFORMATION:** A section stating: 'This accommodation letter was read by: Jerry Garcia', 'Last recorded access on: Wednesday, January 11, 2023 at 09:26:09 AM', and 'Last notification mailed on: Thursday, December 22, 2022 at 01:47:41 PM'.
- LIST OF INSTRUCTOR(S):** A list containing 'Jerry Garcia (Email: jerry.garcia@csuci.edu)'.
- Notification Letter:** A section with the text: 'CONFIDENTIAL', 'Dear Professor Jerry Garcia,', and a paragraph: 'This letter is to notify you that one of your students, Student Testuser, enrolled in your ADA 200.01 - ADA TEST CLASS (CRN: 9998) - Winter 2023, has registered with Disability Accommodations and Support Services (DASS). This student has requested and is eligible for the provision of disability-related accommodations for your course. Please note that all disability-related information within this notification, including the student's disability status, or registration with DASS, is to remain confidential.' Below this is the text: 'Specific accommodations for Student Testuser'.

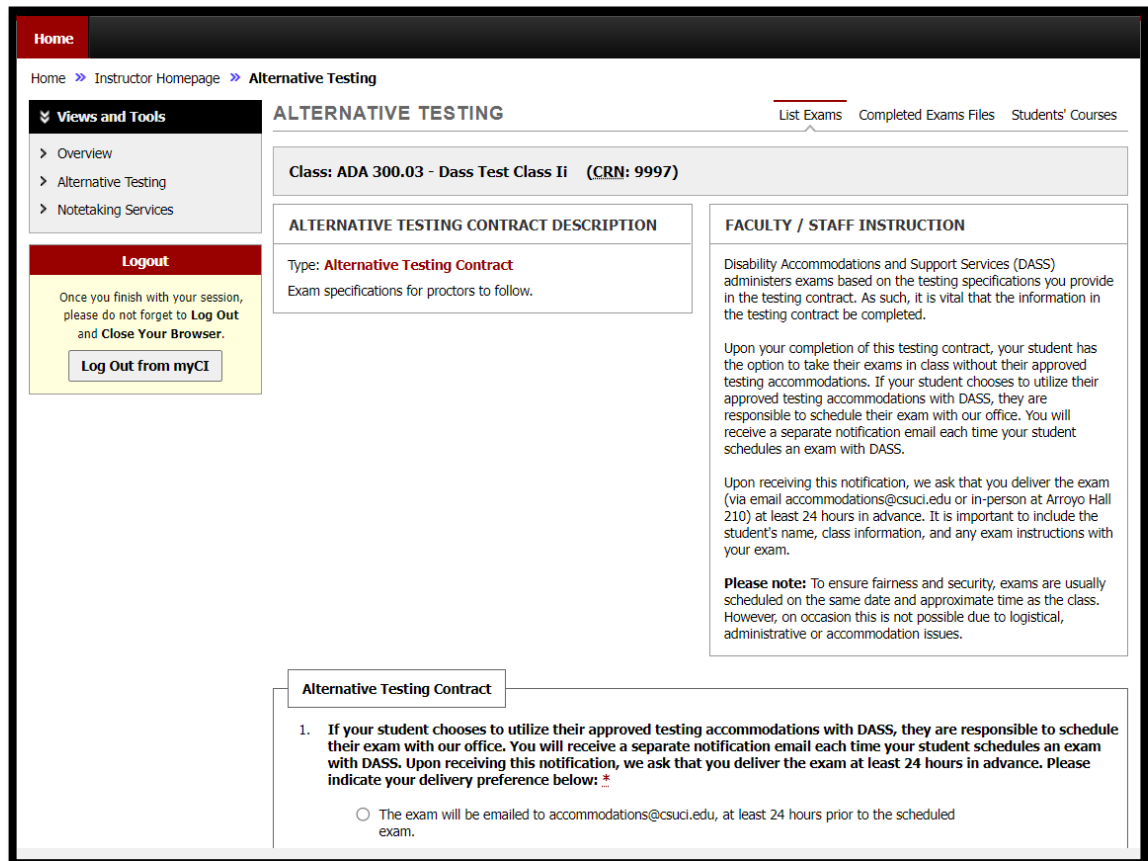
IV. Alternative Testing Page

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



Home > Instructor Homepage > Alternative Testing

ALTERNATIVE TESTING

Class: ADA 300.03 - Dass Test Class Ii (CRN: 9997)

ALTERNATIVE TESTING CONTRACT DESCRIPTION

Type: **Alternative Testing Contract**
Exam specifications for proctors to follow.

FACULTY / STAFF INSTRUCTION

Disability Accommodations and Support Services (DASS) administers exams based on the testing specifications you provide in the testing contract. As such, it is vital that the information in the testing contract be completed.

Upon your completion of this testing contract, your student has the option to take their exams in class without their approved testing accommodations. If your student chooses to utilize their approved testing accommodations with DASS, they are responsible to schedule their exam with our office. You will receive a separate notification email each time your student schedules an exam with DASS.

Upon receiving this notification, we ask that you deliver the exam (via email accommodations@csuci.edu or in-person at Arroyo Hall 210) at least 24 hours in advance. It is important to include the student's name, class information, and any exam instructions with your exam.

Please note: To ensure fairness and security, exams are usually scheduled on the same date and approximate time as the class. However, on occasion this is not possible due to logistical, administrative or accommodation issues.

Alternative Testing Contract

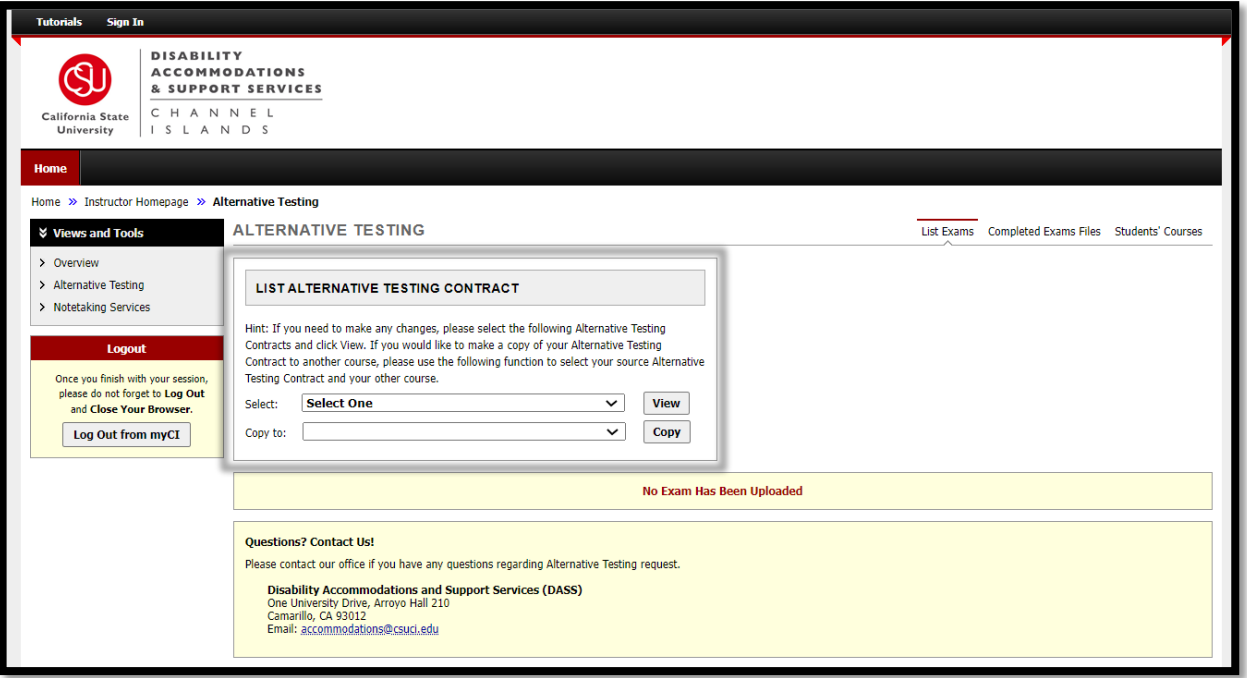
1. If your student chooses to utilize their approved testing accommodations with DASS, they are responsible to schedule their exam with our office. You will receive a separate notification email each time your student schedules an exam with DASS. Upon receiving this notification, we ask that you deliver the exam at least 24 hours in advance. Please indicate your delivery preference below: *
 - The exam will be emailed to accommodations@csuci.edu, at least 24 hours prior to the scheduled exam.

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.



The screenshot shows the 'ALTERNATIVE TESTING' page with a sidebar on the left containing 'Views and Tools' (Overview, Alternative Testing, Notetaking Services) and a 'Logout' section. The main content area is titled 'ALTERNATIVE TESTING' and features a 'LIST ALTERNATIVE TESTING CONTRACT' form. The form includes a hint, a 'Select' dropdown menu with 'Select One' selected, a 'Copy to:' dropdown menu, and 'View' and 'Copy' buttons. Below the form, a yellow message box states 'No Exam Has Been Uploaded'. At the bottom, there is a 'Questions? Contact Us!' section with contact information for Disability Accommodations and Support Services (DASS).



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.

STEP 1 - SELECT ACTION

Available Tools: ▾

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"/>	ADA	100	01	Student Testuser View Accommodations Extra Time 2.0x, Private Room, Reader- Kurzweil Software	Exam	01/12/2023	09:00 AM	Approved - View Detail
<input type="checkbox"/>	ADA	200	01	Student Testuser View Accommodations	Final	01/12/2023	01:00 PM	Approved - View Detail

STEP 3 - CONFIRMATION

No Exam Has Been Uploaded

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

Disability Accommodations and Support Services (DASS)
 One University Drive, Arroyo Hall 210
 Camarillo, CA 93012
 Email: accommodations@csuci.edu

Exams Approved and Completed

The status will show as *Completed* after a student completes their exam proctored by DASS.

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"/>	ADA	100	01	Student ***** View Accommodations	Exam	01/12/2023	09:00 AM	Completed (Taken)
<input type="checkbox"/>	ADA	200	01	Student ***** View Accommodations	Final	01/12/2023	01:00 PM	Approved - View Detail



California State University

DISABILITY ACCOMMODATIONS & SUPPORT SERVICES

CHANNEL ISLANDS

ALTERNATIVE TESTING page – List Exams

View details to see full exam details.

Tutorials Sign In

DISABILITY ACCOMMODATIONS & SUPPORT SERVICES
CHANNEL ISLANDS

Home

Home > Instructor Homepage > Alternative Testing

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 from myCI

ALTERNATIVE TESTING

List Exams Completed Exams Files Students' Courses

Exam Detail

Student Name: **Student Testuser**

School ID: **00000003**

Course: **ADA 100.01 - DASS TEST CLASS (CRN: 9999)**

Request Type: **Exam**

Location: **Not Specified**

Date: **01/12/2023**

Time: **09:00 AM**

Services Requested

- o Extra Time 2.0x
- o Private Room
- o Reader- Kurzweil Software

Status: **Approved**

No Exam Has Been Uploaded

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

Disability Accommodations and Support Services (DASS)
One University Drive, Arroyo Hall 210
Camarillo, CA 93012

ALTERNATIVE TESTING page – List Exams

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

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 checked="" type="checkbox"/>	ADA	100	01	Student Testuser View Accommodations	Exam	01/12/2023	09:00 AM	Approved - View Detail

STEP 3 - CONFIRMATION

Confirm Your Selections

No Exam Has Been Uploaded

Questions? Contact Us!

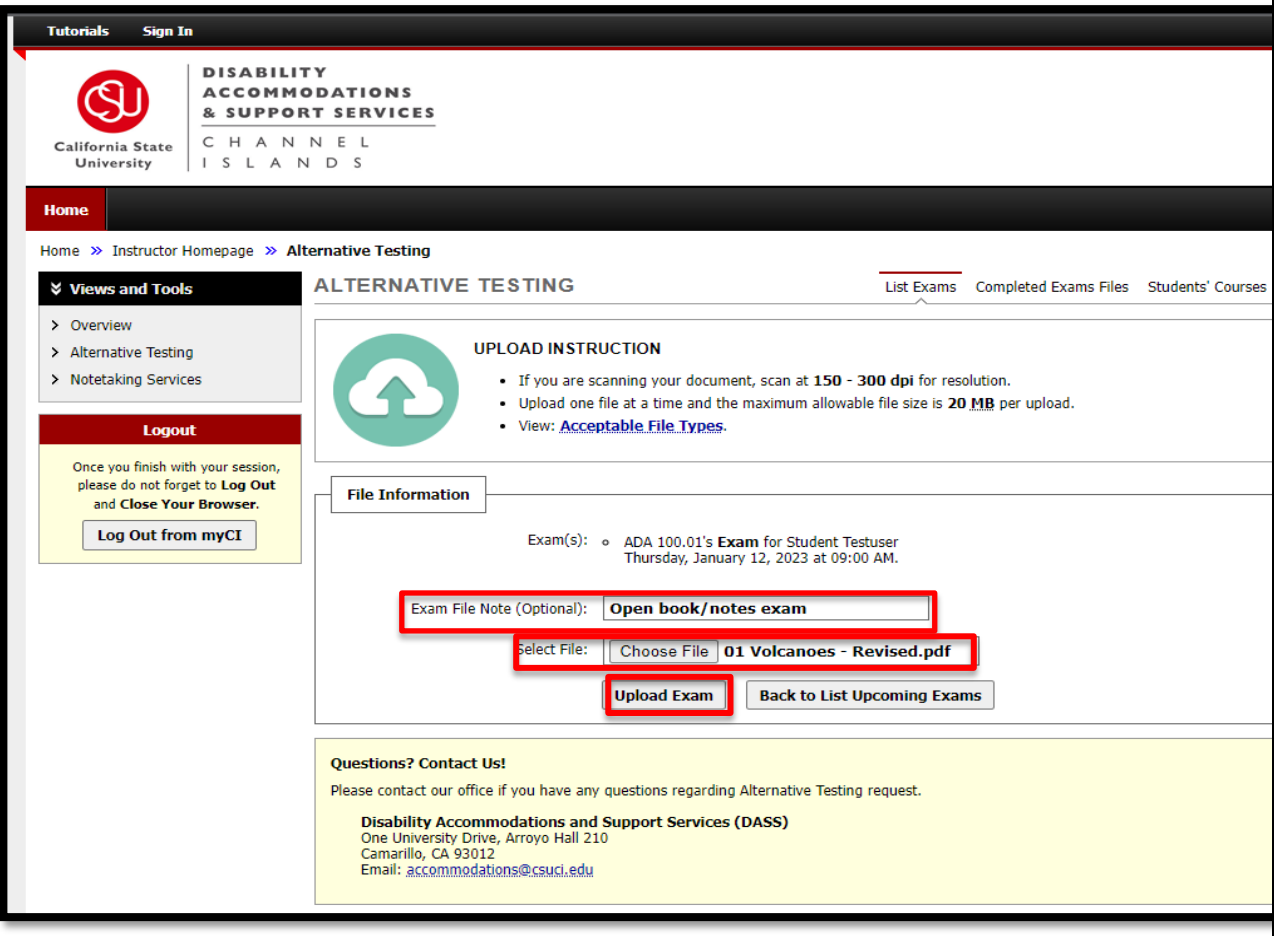
Please contact our office if you have any questions regarding Alternative Testing request.

Disability Accommodations and Support Services (DASS)
 One University Drive, Arroyo Hall 210
 Camarillo, CA 93012
 Email: accommodations@csuci.edu


ALTERNATIVE TESTING page – List Exams

File Information

1. Add any additional Notes
2. Add Exam File
3. Upload exam



Tutorials Sign In


DISABILITY ACCOMMODATIONS & SUPPORT SERVICES
 C H A N N E L
 I S L A N D S


Home

Home » Instructor Homepage » Alternative Testing

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 from myCI](#)

ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses


UPLOAD INSTRUCTION

- If you are scanning your document, scan at **150 - 300 dpi** for 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): ○ ADA 100.01's **Exam** for Student Testuser
Thursday, January 12, 2023 at 09:00 AM.

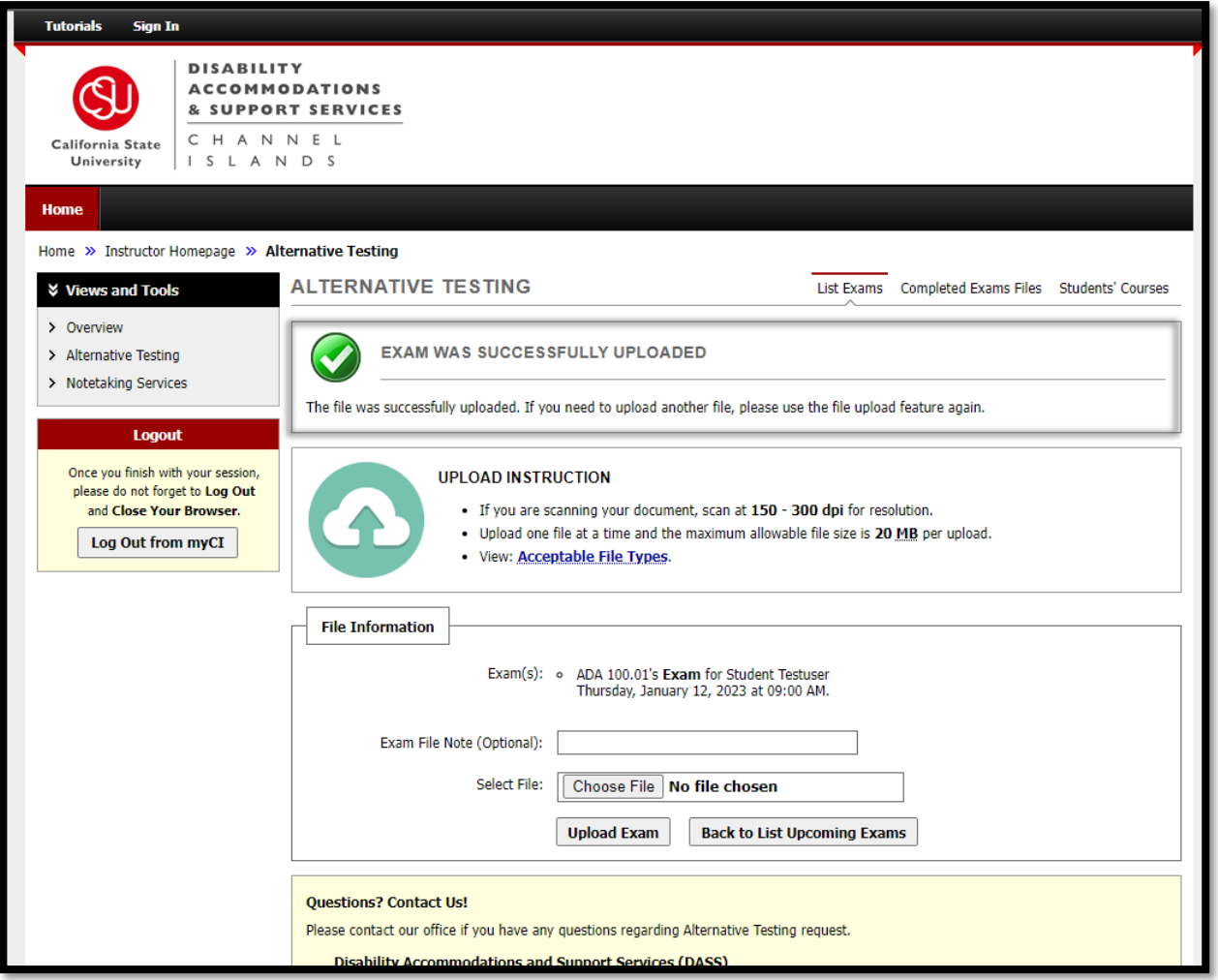
Exam File Note (Optional):

Select File:

Questions? Contact Us!
 Please contact our office if you have any questions regarding Alternative Testing request.
Disability Accommodations and Support Services (DASS)
 One University Drive, Arroyo Hall 210
 Camarillo, CA 93012
 Email: accommodations@csuci.edu

ALTERNATIVE TESTING page – List Exams

Once your Exam file has uploaded, the page will refresh with an *Exam was successfully Uploaded* notification



The screenshot shows the 'ALTERNATIVE TESTING' page in a web browser. At the top, there are navigation links for 'Tutorials' and 'Sign In'. The page header includes the California State University logo and the text 'DISABILITY ACCOMMODATIONS & SUPPORT SERVICES' and 'CHANNEL ISLANDS'. Below the header is a 'Home' button and a breadcrumb trail: 'Home >> Instructor Homepage >> Alternative Testing'. A left-hand menu titled 'Views and Tools' contains links for 'Overview', 'Alternative Testing', and 'Notetaking Services'. A 'Logout' section below the menu contains a message: 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.' and a 'Log Out from myCI' button. The main content area is titled 'ALTERNATIVE TESTING' and has sub-navigation for 'List Exams', 'Completed Exams Files', and 'Students' Courses'. A prominent green notification box with a checkmark icon states 'EXAM WAS SUCCESSFULLY UPLOADED' and 'The file was successfully uploaded. If you need to upload another file, please use the file upload feature again.' Below this is an 'UPLOAD INSTRUCTION' section with a cloud upload icon and a list of instructions: 'If you are scanning your document, scan at 150 - 300 dpi for resolution.', 'Upload one file at a time and the maximum allowable file size is 20 MB per upload.', and 'View: Acceptable File Types.' A 'File Information' section shows 'Exam(s): ADA 100.01's Exam for Student Testuser Thursday, January 12, 2023 at 09:00 AM.' and an 'Exam File Note (Optional):' text box. Below that is a 'Select File:' section with a 'Choose File' button, 'No file chosen' text, and 'Upload Exam' and 'Back to List Upcoming Exams' buttons. At the bottom, a yellow box contains the text 'Questions? Contact Us! Please contact our office if you have any questions regarding Alternative Testing request. Disability Accommodations and Support Services (DASS)'.



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.

Status

Approved - [View Detail](#)

Exam Uploaded: 1

ALTERNATIVE TESTING page – List Exams

YOU CAN VIEW A LIST UPLOADED EXAM FILES SORTED BY LAST UPLOADED

LIST UPLOADED EXAM FILES (SORTED BY LAST UPLOADED)

List Upcoming Exam Files
Show All Completed Exam Files

Download	Delete	SDJ	CRS	SEC	Student Name	Date	Time	Exam File Note
Download	Delete	ADA	100	01	Student Testuser	01/12/2023	09:00 AM	Open book/notes exam (File Name: (0111RVS) 01 Volcanoes - Revised.pdf) Uploaded on: 01/11/2023 at 10:41:32 AM



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.

Tutorials Sign In

Home

Home >> Instructor Homepage >> Alternative Testing

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 from myCI

ALTERNATIVE TESTING

List Exams Completed Exams Files Students' Courses

ADA 100.01 - Dass Test Class

Students Who Have Requested Accommodation:

- Student *****

List of Instructor(s):

- Jerry Garcia (Email: jerry.garcia@csuci.edu)

Student Name	Type	Date	Time	Status
Student *****	Exam	12/26/2022	08:30 AM	No Show
Student *****	Exam	01/12/2023	09:00 AM	Completed (Taken) 09:00 AM - 10:00 AM Total: 1 Hours

ADA 200.01 - Ada Test Class

Students Who Have Requested Accommodation:

- Student *****

List of Instructor(s):

- Jerry Garcia (Email: jerry.garcia@csuci.edu)

Student Name	Type	Date	Time	Status
Student *****	Final	01/12/2023	01:00 PM	Approved - View Detail

ADA 300.03 - Dass Test Class II

Students Who Have Requested Accommodation:

- Student *****

List of Instructor(s):

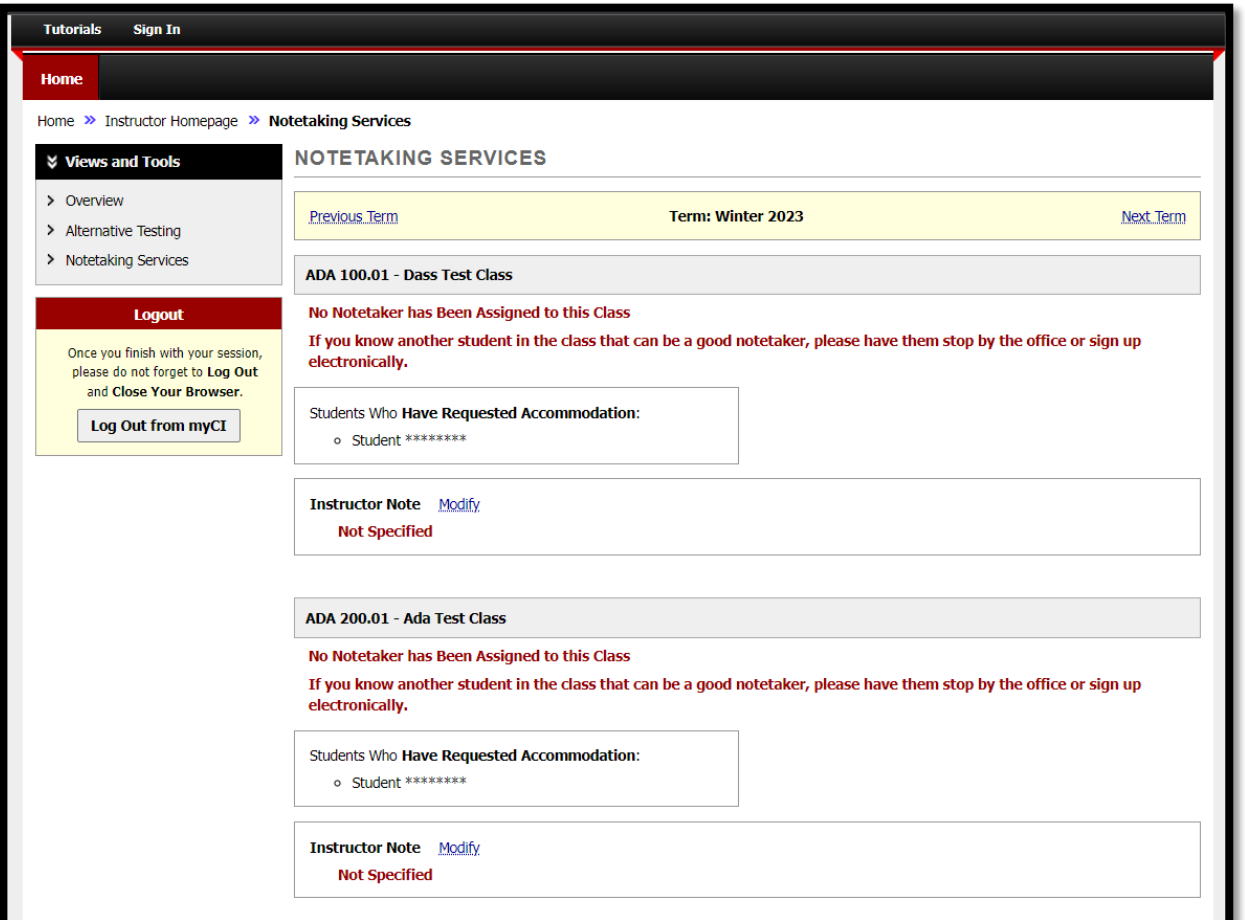
- Jerry Garcia (Email: jerry.garcia@csuci.edu)

V. Notetaking Services Page

NOTETAKING SERVICES page

This page will show classes and the student that requested notetaking services.

***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.



The screenshot displays the 'NOTETAKING SERVICES' page. At the top, there are links for 'Tutorials' and 'Sign In'. Below that is a 'Home' button. The breadcrumb trail reads 'Home >> Instructor Homepage >> Notetaking Services'. On the left, there is a 'Views and Tools' menu with options for 'Overview', 'Alternative Testing', and 'Notetaking Services'. Below the menu is a 'Logout' section with a message: 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.' and a 'Log Out from myCI' button. The main content area is titled 'NOTETAKING SERVICES' and shows the current term as 'Term: Winter 2023'. There are two class entries:

- ADA 100.01 - Dass Test Class**: A message states 'No Notetaker has Been Assigned to this Class' and 'If you know another student in the class that can be a good notetaker, please have them stop by the office or sign up electronically.' Below this, a box lists 'Students Who Have Requested Accommodation:' with one student listed as 'Student *****'. An 'Instructor Note' section shows 'Not Specified' with a 'Modify' link.
- ADA 200.01 - Ada Test Class**: A similar message is displayed, along with a list of students who have requested accommodations (one student listed as 'Student *****') and an 'Instructor Note' section showing 'Not Specified' with a 'Modify' link.



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

			
<p>Dr. Nick Fuentes <i>Director of DASS</i></p>	<p>Valeri Cirino-Paez <i>Assistant Director of DASS</i></p>	<p>Emily Campagna <i>DASS Case Manager</i></p>	<p>Jodi Kautz <i>DASS Counselor</i></p>
			
<p>Stacey Ayer <i>DASS Analyst</i></p>	<p>Araseli Navarro <i>Note Taking Assistant</i></p>	<p>Valerie Cano <i>Alternative Media Specialist</i></p>	<p>Joleen Segura <i>Alternative Media Specialist</i></p>



California State
University

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