

# Disabled Students Program Portal Faculty/Proxy Instructions

## 1. Login

Access the Disabled Students Program website at: <http://dsp.sa.ucsb.edu/services/> or by clicking on **ACCESS SERVICES PORTAL**.



Upon logging in you will be greeted with a screen displaying several tabs: Instructor Letters, Proctor Requests, Exam Accommodations, Manage Course Contacts and Logout.

A screenshot of the Instructor Home page. At the top, there's a navigation bar with tabs: 'Home' (which is highlighted in yellow), 'Instructor Letters', 'Proctor Requests', 'Exam Accommodations', 'Manage Course Contacts', and 'Logout'. Below the navigation bar is a blue header bar with the text 'INSTRUCTOR HOME'. The main content area has a white background. It starts with a welcome message: 'Welcome to the Disabled Students Program online system.' followed by a paragraph explaining the transition to an electronic system. The paragraph reads: 'By clicking on the tabs above, you can view accommodation requests for students currently enrolled in courses you teach. These will eventually replace the paper letters you have been accustomed to received at the beginning of each quarter. As we make the transition to a completely electronic method of facilitating exam accommodation requests, we hope that it will ease your burden in arranging for exam rooms, proctors and picking up/dropping off exams for our students.' At the bottom of the content area, there's another message: 'If you have any questions, comments or would like to give us feedback on this new system, you may contact Mark Grosch, our Adaptive Technology Specialist at [mark.grosch@sa.ucsb.edu](mailto:mark.grosch@sa.ucsb.edu)'.

## 2. Instructor Letters

Click on the tab marked **Instructor Letters**. This page contains a list of instructor letters submitted by all DSP Students who are enrolled in courses you are teaching for the current quarter.

The screenshot shows a web interface for viewing instructor letters. At the top, there is a horizontal menu bar with tabs: Home, Instructor Letters (which is highlighted in blue), Proctor Requests, Exam Accommodations, Manage Course Contacts, and Logout. Below the menu, a blue header bar contains the text "VIEW COURSE INSTRUCTOR LETTERS" on the left and "WINTER 2009" with a dropdown arrow on the right. A note below the header states: "NOTE: Only courses for which an Instructor Letter has been submitted will appear below." Underneath this note, a course listing is shown: "CHEM 6BL (MW 6:00-9:50) [ENROLL CODE: 06171]". To the left of the course name is the student's name, "Nicolas", and to the right is a blue "View Letter" button.

In order to view the full text of any letter, simply click on the button marked **View Letter** and the full text of the letter from DSP will appear. Please note that this letter only verifies that the student is eligible for one or more exam services and is NOT a request for a proctor for a given exam.

The text of the letter will provide you with the full name of the student, their email address and their phone number. It will also explain your responsibility to provide the exam accommodations requested under the Americans with Disabilities Act. A list of services for which the student is approved will also be displayed. Please note that some of these services may not pertain to the type of exam you are administering (for example, while a student may qualify for extended time for essay exams, this may not be an appropriate accommodation for a math course). Only you, the instructor, know beforehand the type of exam you will administer for your course, so we provide you with as much information as possible so that you can be prepared when a student submits their Proctor Request.

The letter may be printed by clicking on the print icon which will format the letter for printing.

To return to the list of Instructor Letters, simply click on the **Back** button at the bottom of the letter.

## Example of an Instructor Letter:

**VIEW INSTRUCTOR LETTER** **WINTER 2009** 

**REQUESTER INFO**  Print This Letter

Name: Nicolas  
Email: [@umail.ucsb.edu  
Phone: 555-555-5555](mailto:@umail.ucsb.edu)

**COURSE INFO**  
Course: CHEM 6BL  
Instructor(s):  
Meeting Time: MW 6:00-9:50

**INSTRUCTOR LETTER**

Date: 1/12/2009  
Professor(s):  
Course: CHEM 6BL / :// MW 6:00-9:50  
Student: Nicolas

The Americans with Disabilities Act mandates that institutions of higher education provide reasonable and appropriate accommodations to students with qualifying disabilities to allow equal access to educational opportunities. Instructors are not required to compromise the integrity of course material or to grade students who receive accommodations more or less leniently than other students in the class. The Disabled Students Program (DSP) is charged with insuring that the institution meets its obligations to provide services to students who are eligible for reasonable accommodation. The above named student has provided DSP with appropriate documentation supporting a request for the academic accommodation(s) as recommended below. Please note that depending on the format of your exam(s), some of these accommodations may not apply to exams administered in your course.

**Essay Exams 200%**  
**Short Answer Exams 200%**  
**Multiple Choice Exams 200%**

Your departmental administrative assistant or departmental ADA representative will provide an additional test room so the student can complete his/her test if the original test site is not available past the designated time. Please coordinate this with the appropriate person in your department.

**Alternate Exam Setting:** You, your departmental administrative assistant or departmental ADA representative will provide a private setting or an alternate setting for the test site. If you require a proctor for the exam, please discuss this with the student and complete a Proctor Request Form provided by the student. It is the student's responsibility to notify the DSP office at least 7 days in advance; we will then provide a proctor.

Additionally, this student qualifies for the following supplemental exam aids which will be provided by DSP:

- Four Function Calculator
- Spellchecker
- Laptop
- Exam Reader
- Exam Writer
- Exam Tracker
- Modified Exam Format - Please contact Disabled Students Program for further details

If, at any time you would like to review a summary of all DSP students enrolled in your courses who are to receive exam accommodations for a given quarter, please log onto our website as an instructor and you will be able to view this information.

Our online system for instructors may be located by visiting our web page at <http://dsp.sa.ucsb.edu> and clicking on the button marked DSP Services Portal on the left hand side of your screen. Should you have any questions about this request for an accommodation, please contact me as soon as possible.

David Dunlop  
Disabled Students Program  
[dunlop-d@sa.ucsb.edu](mailto:dunlop-d@sa.ucsb.edu)  
(805) 893-8194

**Back**

### 3. Proctor Requests

Once a student has submitted an Instructor Letter, they must next submit a Proctor Request for each exam that is being administered during the quarter. For a course with two midterms and a final, for instance, you will receive a separate Proctor Request for each exam from each DSP student currently taking your course. In the example shown below, two students have submitted two different Proctor Requests for two exam dates:

The screenshot shows a list of proctor requests for the GPS 136 course in the Winter term. A note at the top explains that users can add other requests to an assignment if they do not require a private room. The list includes four entries, each with a student name and a 'View Request' button followed by the date.

Student	Date
Sarive Arango	<a href="#">View Request (3/1/2009)</a>
Carly Witt	<a href="#">View Request (3/1/2009)</a>
Sarive Arango	<a href="#">View Request (3/15/2009)</a>
Carly Witt	<a href="#">View Request (3/15/2009)</a>

In order to view the details of the Proctor Request, click on the **View Request** button adjacent to the exam date you would like to view.

You may choose to group students into the same room by simply checking the box adjacent to any other students listed who are eligible to be in the same exam room. Once you have set up the accommodation for one student, subsequent students who will share an exam room **MUST** be added to the accommodation from the Exam Accommodations tab. Locate the existing assignment and click the **Edit** button. Assignments which can be grouped into the same room will be displayed and you can add them by checking the box adjacent to their name and then clicking the **Update** button.

In the detail view, you will also need to enter the following information:

- **Exam Pick Up Location:** Where will the proctor receive the exam?
- **Exam Pick Up Time:** If you are having the proctor pick up the exam in your office and you need time to get to class, please request that the proctor pick up the exam prior to the actual exam start time.
- **Exam Start Time**
- **Exam End Time:** note that if a student receives 150% time, they will receive 90 minutes to complete a one hour exam or 4.5 hours to complete a 3 hour final.
- **Exam Location:** Location where the proctor will administer the exam. Please note that this **MUST** be an exact location. **TBA** and **See DSP** are not acceptable options for this field as it is the responsibility of the individual instructor or department to secure a room for the exam.
- **Exam Drop Off Location:** Where should the proctor leave the exam once the student is finished?
- **Exam Drop Off Time:** If the proctor is to turn the exam in to a particular person, when will that person be at the exam drop off location?

Also note if either you or one of your TAs will be proctoring the exam. If you select this option, please let us know who the proctor will be. If you decide at a later date that you need to have DSP proctor this exam, you will need to contact us so that we can arrange for a proctor.

Finally, please note if there are any special instructions relating to this exam in the space provided. The detailed view of a Proctor Request looks like this:

**PROCTOR REQUESTS** **WINTER 20**

**NOTE:** This request was submitted for an exam less than 10 days away. While Disabled Students Program will make every effort to fill this request, it can be very difficult to locate a proctor with such short notice.

**REQUESTER INFO**

Name: Sarive Arango  
Email: sarive@umail.ucsb.edu  
Phone: 555-555-5555

**COURSE INFO**

Course: GPS 136  
Instructor(s): Nash  
Meeting Time: TR 9:30-10:45

**EXAM INFORMATION**

Date: 3/1/2009  
Proctor Type: Non Active Proctor  
Room Type: Alternate Room

**REQUEST INFORMATION**

Creation Date: 2/20/2009  
Status: Unassigned

**REQUESTED SERVICES**

**Exam Accommodations**

- Essay Exams 150%
- Short Answer Exams 150%
- Multiple Choice Exams 150%
- Problem Solving Exams 150%

**Cancel Request**

**PROCTORING ASSIGNMENT**

**Associated Proctor Requests:**  
You may group with up to 3 others

Carly Witt / GPS 136 / 3/1/2009

Exam Pick-Up Location:

Exam Pick-Up Time:

Exam Start Time:

Exam End Time:

Exam Location:

Exam Drop-Off Location:

Exam Drop-Off Time:

E-mail: [bouraad@polsci.ucsb.edu](mailto:bouraad@polsci.ucsb.edu)

Will you or your TA be proctoring the exam?:  Yes  No

Special Instructions/Comments:

**Submit Assignment** **Cancel**

**Back**

Once you click the submit button, the proctor request is released to our office where one of the proctors we hire will accept the assignment and take care of administering the exam.

## 4. Exam Accommodations

Completed proctor requests will be moved from under the Proctor Requests tab to the Exam Accommodations tab to indicate that the information required from you has been provided to our office.

The screenshot shows a top navigation bar with links: Home, Instructor Letters, Proctor Requests, Exam Accommodations (which is highlighted in blue), Manage Course Contacts, and Logout. Below this is a secondary header with EXAM ACCOMMODATIONS on the left and WINTER 20 on the right. The main content area displays a note: "Note: Each course listed below has at least one exam accommodation created for it. You may edit or cancel the request up to hours before the exam by viewing the accommodation, and using the "Edit Accommodation" or "Cancel Accommodation" buttons." Below this note, there is a single course entry for GPS 136, dated 3/1/2009, with a 9:30 AM - 11:30 AM time range, followed by a "View Accommodation" button.

You may view the details of the exam assignment by clicking on the **View Accommodation** button. You may also edit the details of the assignment up until the time we have assigned a proctor, after which the only changes that may be made are to the room locations unless you contact our office.

The screenshot shows a detailed view of an exam accommodation for GPS 136. At the top, it says EXAM ACCOMMODATIONS and WINTER 20. The main content area lists various details:

- Requests in Accommodation: Sarive Arango, Carly Witt
- Exam Pick-Up Time: 3/1/2009 9:30 AM
- Exam Start Time: 3/1/2009 9:30 AM
- Exam End Time: 3/1/2009 11:30 AM
- Exam Drop-Off Time: 3/1/2009 11:45 AM
- Exam Pick-Up Location: Chem 1179
- Exam Location: Chem 1171A
- Exam Drop-Off Location: Chem 1179
- Creator E-mail: bouraad@polsci.ucsb.edu
- Status: Unfilled
- Proctor Type Needed: Non-Active
- Proctor: No proctor has signed up for this job

At the bottom, there are two buttons: Edit Accommodation and Cancel Accommodation. Below these buttons is a notes section titled "Notes regarding this accommodation:" containing the text "Leave exam under door." and "Created by: Marguerite Nash on 2/20/2009". There is also a large empty text area for adding more notes, with an "Add Note" button at the bottom left of this area.

## Grouping Students in the Same Room

Once you have set up the accommodation for one student, subsequent students who will share an exam room MUST be added to the accommodation from the Exam Accommodations tab. Locate the existing assignment and click the **Edit** button. Assignments which can be grouped into the same room will be displayed and you can add them by checking the box adjacent to their name and then clicking the **Save Changes** button.

Instructor Letters   Proctor Requests   **Exam Accommodations**

AM ACCOMMODATIONS   SPRING 2009

**AM ACCOMMODATION**

Remove requests:  Adeline Besson / PSTAT 5A / 4/17/2009

Add additional requests:  Brittane Johnson / PSTAT 5A / 4/17/2009

Kenneth Frazer / PSTAT 5A / 4/17/2009

Exam Pick-Up Time:

Exam Start Time:

Exam End Time:

Exam Drop-Off Time:

Exam Pick-Up Location:

Exam Location:

Exam Drop-Off Location:

Creator E-mail:

Status: Unfilled

Proctor Type Needed: Non-Active

Proctor: *No proctor has signed up for this job*

**Add Note**

Once a proctor has signed up to proctor an exam, their name will be displayed on the request as well and you will receive an email from our office that the assignment has been filled.

## **Manage Course Contacts**

If you would like your TAs to be able to fill in the details of Proctor Requests on your behalf, you will need to first designate them as a course contact.

Click on the **Manage Course Contacts** tab and then click on the appropriate course for which you would like to as a course contact. A list of your current TAs will be displayed and you may select one or more that you wish to give permission to complete Proctoring Requests on your behalf.

Please note that the DSP system can ONLY display teaching assistants who have been associated with your course in the STAR/COMPLETE system (aka the mainframe). Please contact your department's undergraduate advisor if you do not see your TA available as an alternate contact.

The screenshot shows a top navigation bar with links: Home, Instructor Letters, Proctor Requests, Exam Accommodations, Manage Course Contacts (which is bolded), and Logout. Below this is a blue header bar with the text "ADD CONTACT".

To add a contact for a given course, click on the course name. The page will then display all TAs associated with the chosen course. To add one or more TAs as a contact, check the box next to the name of each TA you wish to add, then click the **Add Contacts** button.

*Note: Even if you add one or more TA contacts, you will still receive e-mail notifications of pertinent events for the course you oversee. You cannot opt out of being contacted. Once added, contacts cannot be removed, and will receive all DSP related course notifications for the duration of the quarter.*

### **COURSES**

[GPS 136 \(TR 9:30-10:45, Section: 0100\)](#)  
[GPS 196 \(TR 11:00-12:15, Section: 0100\)](#)

If you have any further questions on how to use the DSP System, please contact Mark Grosch at 805.893.3590 or [mark.grosch@sa.ucsb.edu](mailto:mark.grosch@sa.ucsb.edu).

If you would like to have a demonstration of the system provided to you individually or to a group of faculty in your department, we can arrange to provide that as well.