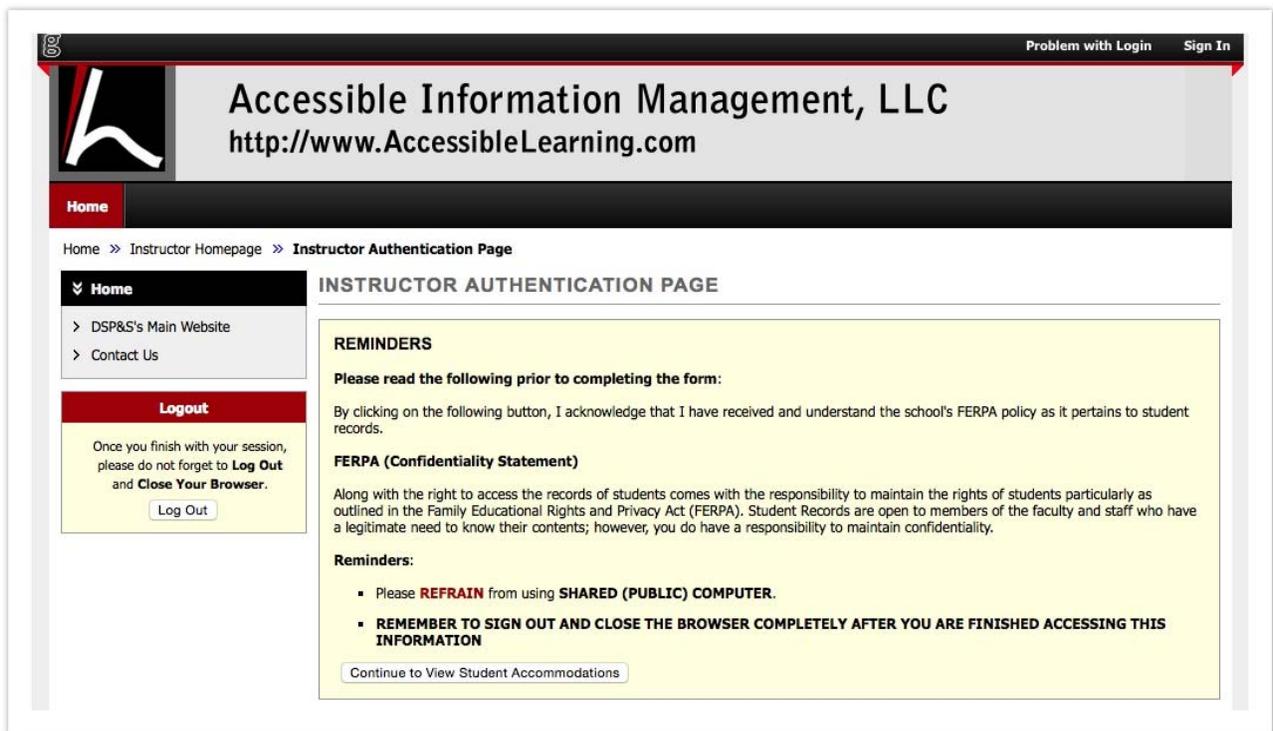


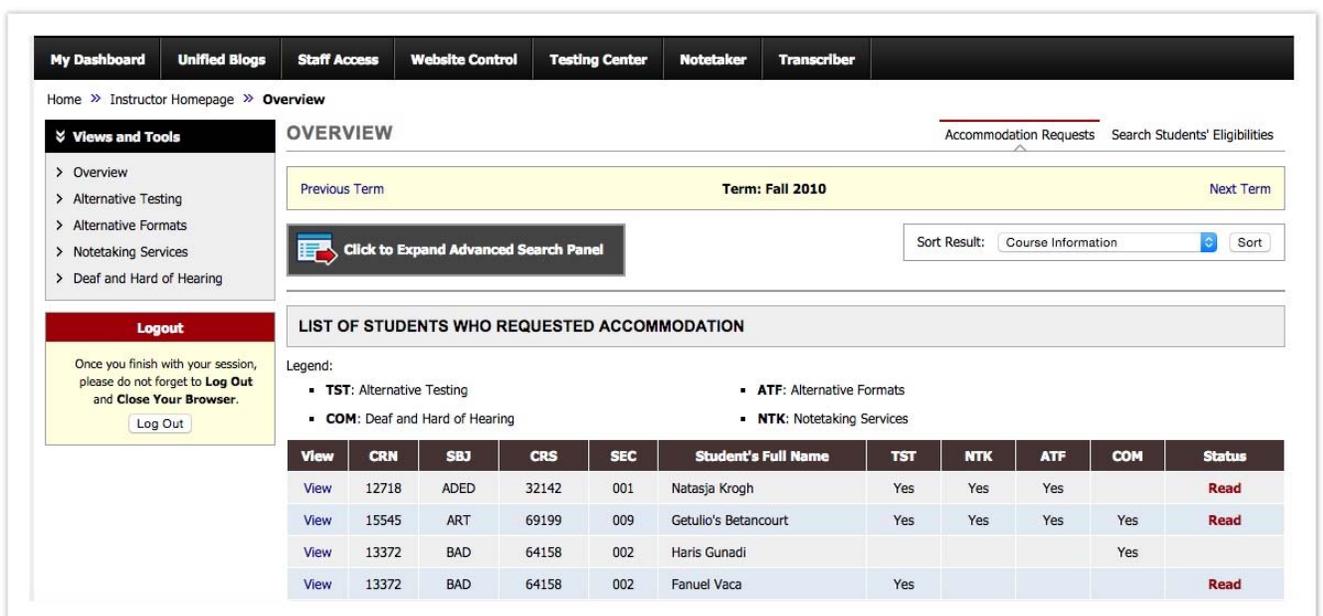
## Quick Guide to MyAEC Faculty Portal

### Log-In Basics

1. Visit [www.sjsu.edu/aec](http://www.sjsu.edu/aec) and click on the [Faculty Portal](#) icon. [YouTube Tutorial](#)
2. Faculty reads the FERPA agreement and clicks “Continue to View Student Accommodations”



3. Next page will provide an overview of all their students, the main accommodations they requested, and if the instructor has read their faculty notification letter (only notification letter was read the letter through instructor access)

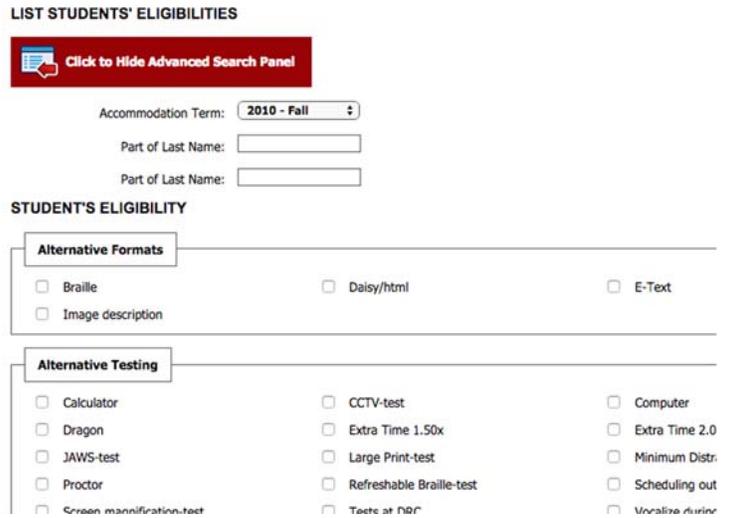
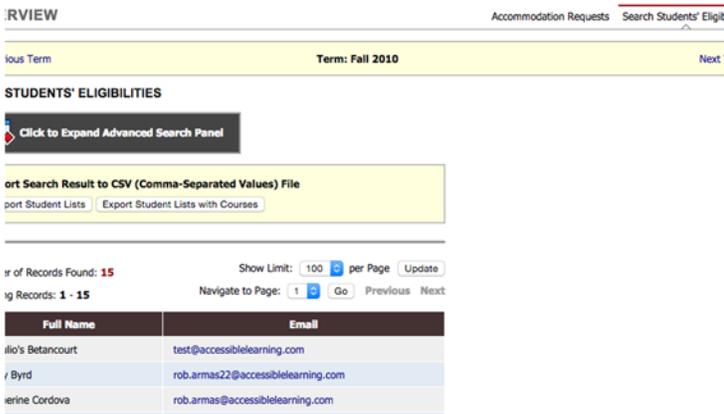


# What can faculty do in Faculty Portal:

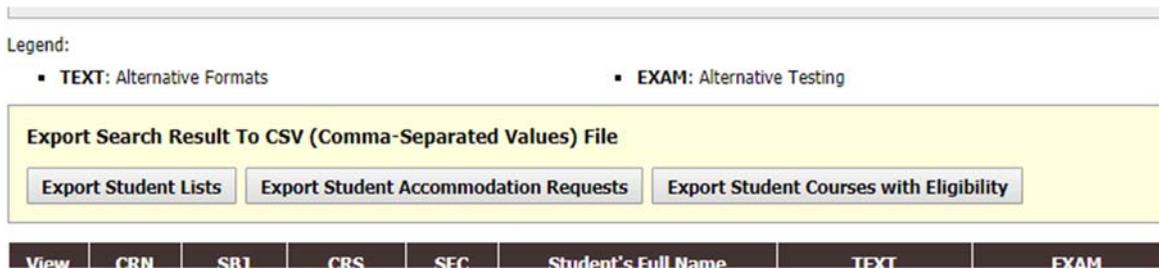
## Search Student Eligibilities:

On the top right is a link to search student's eligibilities. Selecting that option will allow faculty to see a list of student's emails that can be exported.

Selecting the Click to Advanced Search Panel displays a list of eligibilities that the instructor can search by.



## Export Student Eligibilities

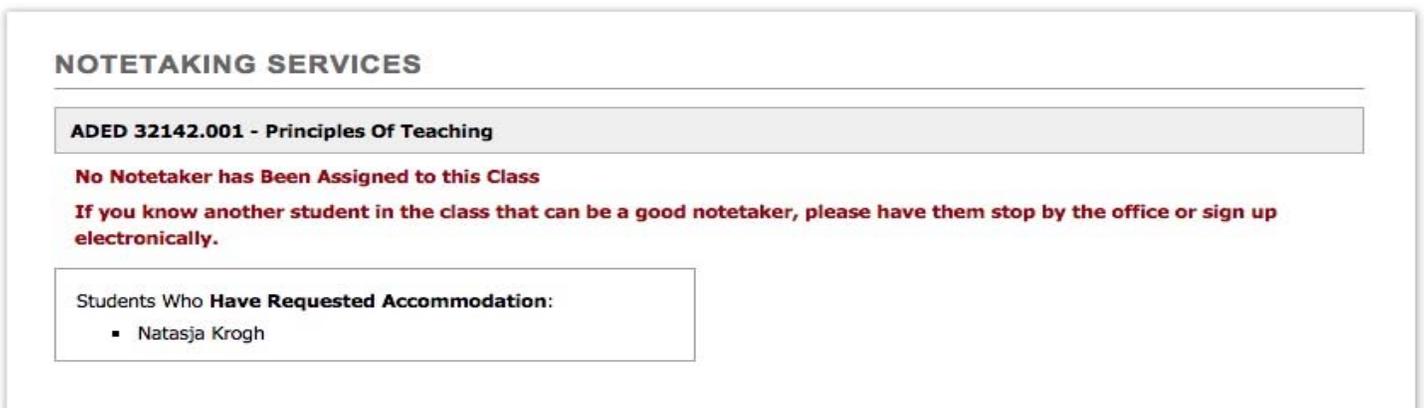


1. Export Student List - will export all student's eligibility.
2. Export Student Accommodation Requests. Exports the students requested accommodations.
3. Export Student Courses with Eligibility. Combines the two reports for both the students eligibilities and requested accommodations.

## Notetaking: View assigned Notetakers- [YouTube Tutorial](#)

Under View and Tools on the left hand side, click on Notetaking Services.

Faculty see who has been assigned:



**Alternative Testing:** *view/update testing contact, view list of scheduled exams, upload exams:* [YouTube Tutorial](#)

Under View and Tools on the left hand side, click on Alternative Testing.

Instructor should identify if they are proctoring own exams or submit a testing contract for disability services to proctor.

**ALTERNATIVE TESTING - ALTERNATIVE TESTING CONTRACT BY INSTRUCTOR**

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**Class: CLS 49011.006 - Clin Microbiology:app (CRN: 15016)**

**ALTERNATIVE TESTING CONTRACT DESCRIPTION**

Type: **Testing Agreement Sample**  
Use this contract if you are using our usual agreement terms.

**FACULTY / STAFF INSTRUCTION**

Here are instructions for faculty/staff filling out the contract.

**PROCTORING YOUR OWN EXAM**

**Proctoring Own Exam**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus ac nunc eget diam sodales faucibus sit amet eget felis. Maecenas ex metus, dictum vitae ornare eget, eleifend et libero. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce nisi elit, condimentum sed efficitur eget, faucibus in lectus.

Type:  Select One  
 I Will Proctor My Own Exams  
 My Class Has No Exam

**Confirm**

Faculty can see a list of exams requests:

Suspendisse ligula est, facilisis convallis ante id, mattis semper neque. Nunc ac urna purus. Maecenas ornare feugiat odio, quis cursus mi sodales nec. Aenean id augue eget metus volutpat consectetur sit amet non velit. Aenean enim mi, dapibus a aliquet in, blandit a purus. Integer ut massa nec mi interdum porta. Donec venenatis leo in placerat ullamcorper. Vivamus quis orci nec lacus pulvinar laoreet.

I Will Proctor My Own Exams **Confirm**

**LIST OF ALTERNATIVE TESTING CONTRACT**

- ADED 32142.001 - PRINCIPLES OF TEACHING
- BAD 64158.002 - LEADERSHIP/MANAGERIAL ASSMT
- HIST 11050.001 - HISTORY OF CIVILIZATION I

**LIST ALTERNATIVE TESTING CONTRACT TEMPLATES**

Note: Student has not submitted Alternative Testing accommodation requests.

- ART 69199.009 - M.F.A. THESIS I

SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
BAD	64158	002	Fanuel Vaca	Midterm	05/26/2015	09:00 AM	<b>Approved</b> - Upload Exam

Faculty can upload exams:

**ALTERNATIVE TESTING** List Exams Students' Courses

**Uploading Instructions:** Please scan your document at **150 dpi as the scanner resolution**. The maximum allowable file size is **1 MB** per upload.

**File Information**

Class: **BAD 64158.002 - LEADERSHIP/MANAGERIAL ASSMT (CRN: 13372)**

Student Name: **Fanuel Vaca**

Exam Date: **05/26/2015**

Exam Time: **09:00 AM**

Exam File Note (Optional):

Same Exams for Everyone: **No**   
Note: Select Yes, only if everyone in the class will the same exam.

Select File:  **No file chosen**

**LIST OF EXAMS UPLOADED**

**Important Note:** For security purposes, **you will receive a 6-digit random code** in your email before you can download the file. **The code is only available for 20 minutes.** Please use caution while deleting exam file because it will not be recoverable.

**No Exam Has Been Uploaded**