



## Tutorial How to Upload an Exam

**NOTE: You will not be able to upload a test until your student has scheduled a test.**

**Step 1:** Visit the SDS website, and select the “**Rebel Access**” button.

A screenshot of the University of Mississippi Student Disability Services website. The top navigation bar includes links for Home, About Us, Current Students, Parents, Faculty, SDS Testing Center, Resources, and FAQs. The main content area features a large "Welcome!" message with the SDS logo and name. Below this, there are two buttons: "APPLY FOR SERVICES" and "REBEL ACCESS". The "REBEL ACCESS" button is circled in red, and a red arrow points to it. To the right, there is a "FOR ASSISTANCE:" section with contact information (email, phone, fax, and address) and "OFFICE HOURS:" (Monday-Friday 8am to 5pm). At the bottom, there are links for Policies, Forms, Student Privacy and Confidentiality, and Documentation Guidelines. A "VISION:" and "MISSION:" statement is also present at the bottom left.

**Step 2:** On the Rebel Access Portal page, select the “**Rebel Access Instructor**” button.

THE UNIVERSITY OF MISSISSIPPI Search UM

Student Disability Services

Home About Us Current Students Parents Faculty SDS Testing Center Diversity and Inclusion

## Rebel Access Portal

**i** Please click one of the buttons below to sign in to your respective Rebel Access Portal. Below the buttons is a section for tutorials to help guide you in learning how to use the Rebel Access Portals.

**Student Portal**



**Instructor Portal**



**Notetaker Portal**



**Interpreting Portal**



**Rebel Access Tutorials**

- [▶ Rebel Access Student Tutorials](#)
- [▶ Rebel Access Faculty/Instructor Tutorials](#)
- [▶ Rebel Access Notetaker Tutorials](#)

MAIN OFFICE – MARTINDALE:

✉ [sds@olemiss.edu](mailto:sds@olemiss.edu)

☎ 662-915-7128

☎ 662-638-0379 (VP)

☎ 662-915-5972 (Fax)

📍 234 Martindale (Click for Map)

SDS TESTING CENTER – KINARD:

✉ [sdstesting@olemiss.edu](mailto:sdstesting@olemiss.edu)

☎ 662-915-2514

📍 366 Kinard Hall (Click for Map)

UM Commitment to Access & Inclusion

SDS Policies

Documentation Guidelines

Accommodation Information

SDS Appeal Process

**Step 3:** Sign in to Rebel Access using your Web ID information.

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## WebID Authentication Required

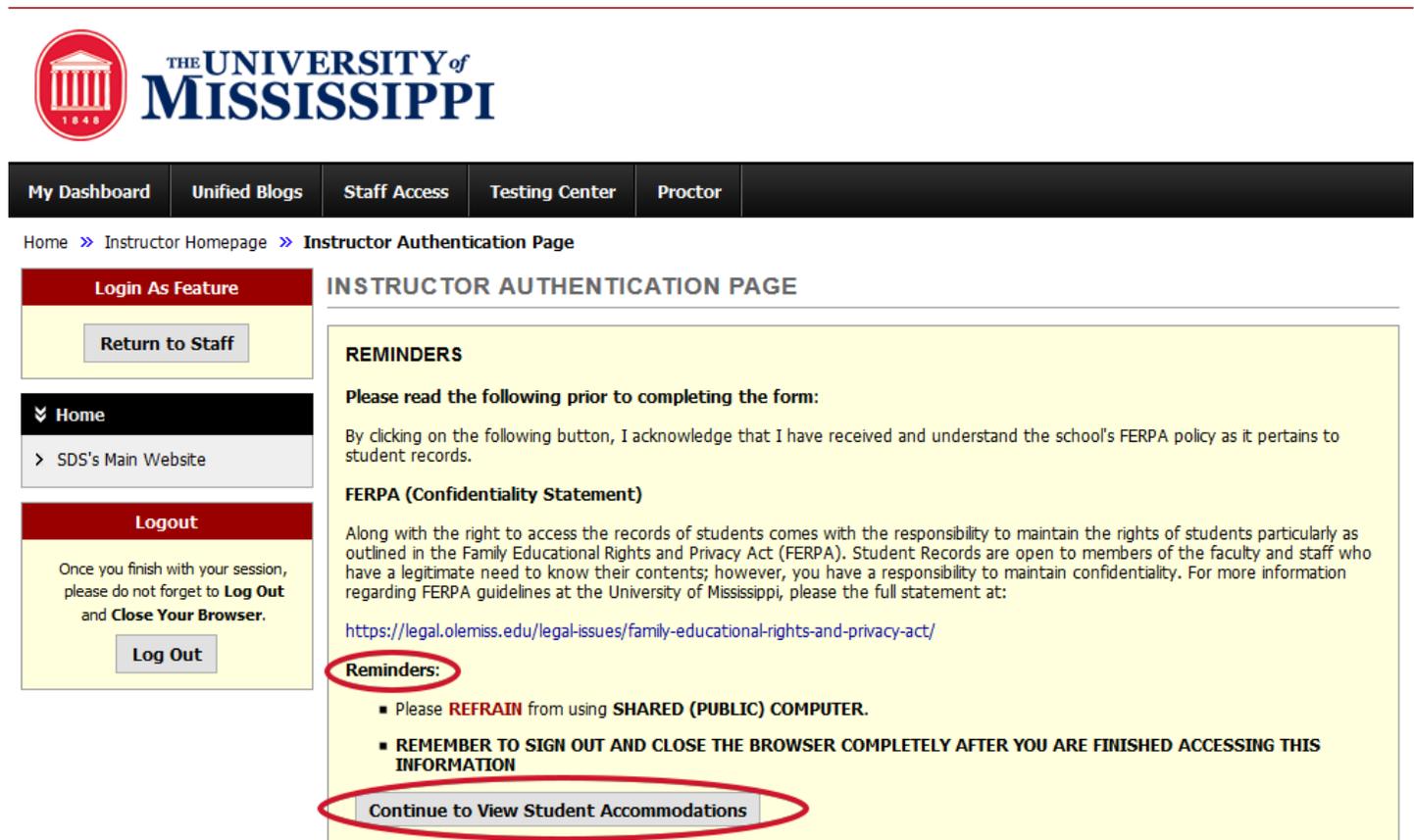
WebID:

Password:

[Password Help](#)

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**Step 4:** Read the “Reminders”. Select “Continue to View Student Accommodations”.



**THE UNIVERSITY of MISSISSIPPI**

My Dashboard | Unified Blogs | Staff Access | Testing Center | Proctor

Home >> Instructor Homepage >> Instructor Authentication Page

**INSTRUCTOR AUTHENTICATION PAGE**

**Login As Feature**

Return to Staff

Home

> SDS's Main Website

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

**REMINDERS**

**Please read the following prior to completing the form:**

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

**FERPA (Confidentiality Statement)**

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you have a responsibility to maintain confidentiality. For more information regarding FERPA guidelines at the University of Mississippi, please the full statement at:

<https://legal.olemiss.edu/legal-issues/family-educational-rights-and-privacy-act/>

**Reminders:**

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Continue to View Student Accommodations

**Step 5:** On the left-hand side of the screen, click “Alternative Testing”.

**NOTE:** On the **OVERVIEW** Page, you can view the list of students who have requested accommodations. If the student does not have a **YES** under the **TEST** column, they have not requested testing accommodations.

My Dashboard
Unified Blogs
Staff Access
Website Control

Home > Instructor Homepage > Overview

**Login As Feature**

## OVERVIEW

[Accommodation Requests](#)   [Search Students' Eligibilities](#)

Previous Term
**Term: Fall 2018**
Next Term

Click to Expand Advanced Search Panel

Sort Result:

Course Information

**LIST OF STUDENTS WHO REQUESTED ACCOMMODATION**

Legend:

- **TEST:** Alternative Testing
- **ARM:** Alternative Formats
- **CMA:** Deaf and Hard of Hearing
- **NTK:** Notetaking Services

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	NTK	ARM	CMA	Status
<a href="#">View</a>	12290052	ASL	101	Section 1	██████████		Yes			
<a href="#">View</a>	12315870	ASL	102	Section 1	██████████		Yes			
<a href="#">View</a>	12290054	ASL	201	Section 1	██████████	Yes				
<a href="#">View</a>	12290055	ASL	201	Section 2	██████████		Yes		Yes	

**Views and Tools**

- > Overview
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

**Important Dates**

- > **August 20**  
Classes Begin - Fall Semester
- > **September 03**  
University Closed - Labor Day
- > **October 29**  
Early Registration Begins

**Logout**  

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

**Step 6:** Scroll down to “Step 1 - Select Action” and select “upload file to exam(s)” from the drop down menu.



My Dashboard
Unified Blogs
Staff Access
Testing Center
Proctor

Home » Instructor Homepage » **Alternative Testing**

Login As Feature

Return to Staff

Views and Tools

- > Overview
- > Course Syllabus
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

Important Dates

- > **January 28**  
Last Day to Add Classes if Space Available
- > **February 04**  
Last Day to Add with Instructor Permission
- > **February 04**  
Refund Period Ends
- > **March 04**  
Last Day to Withdraw From Classes
- > **March 09**  
Spring Break - No Classes/Administrative Offices Open
- > **April 01**  
Early Registration Begins
- > **April 19**  
University Closed - Good Friday

[List Exams](#)   [Students' Courses](#)

### ALTERNATIVE TESTING

**SPECIFY ALTERNATIVE TESTING AGREEMENT**

Select Class: Phys 211.Section 1 (SLN: 12372071) - Physics for Science & Engineering I

If you need SDS to proctor your exams, Continue to Specify Alternative Testing Agreement

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**PROCTORING YOUR OWN EXAM**

If you are providing testing accommodations for your student within your own space, please communicate with the student in regards to testing details (i.e. time, location, etc.). Please contact the SDS Testing Center if you have any questions or concerns.

Select Class: Phys 211.Section 1 (SLN: 12372071) - Physics for Science & Engin Type: Select One Confirm

**LIST ALTERNATIVE TESTING AGREEMENT**

Hint: If you need to make any changes, please click on the following Alternative Testing Agreements. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select: Select One View

Copy to: Select One Copy

**STEP 1 - SELECT ACTION**

Available Tools: Upload File to Exam(s)

**Step 7:** Under “step 2 – Select from the following courses”, select the appropriate student(s) and correct exam date. Once selected, “confirm Your Selection’ under “Step 3 – Confirmation”

**NOTE:** ONLY select the student(s) and dates pertinent to the specific the uploaded test.

**March 09**  
Spring Break - No Classes/Administrative Offices Open

> **April 01**  
Early Registration Begins

> **April 19**  
University Closed - Good Friday

**STEP 1 - SELECT ACTION**

Available Tools:

**STEP 2 - SELECT FROM THE FOLLOWING COURSES**

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	Phys	214	Section 1	Margaret Taylor	Test	02/22/2019	01:00 PM	Approved - <a href="#">View Detail</a>
<input type="checkbox"/>	Phys	214	Section 1	Elizabeth Hewitt	Test	03/22/2019	08:00 AM	Approved - <a href="#">View Detail</a>
<input type="checkbox"/>	Phys	214	Section 1	Margaret Taylor	Test	03/22/2019	01:00 PM	Approved - <a href="#">View Detail</a>
<input type="checkbox"/>	Phys	214	Section 1	Elizabeth Hewitt	Test	04/17/2019	08:00 AM	Approved - <a href="#">View Detail</a>
<input type="checkbox"/>	Phys	214	Section 1	Margaret Taylor	Test	04/17/2019	08:00 AM	Approved - <a href="#">View Detail</a>
<input type="checkbox"/>	Phys	214	Section 1	Margaret Taylor	Final	05/06/2019	08:00 AM	Approved - <a href="#">View Detail</a>

**STEP 3 - CONFIRMATION**

**No Exam Has Been Uploaded**

**Questions? Contact Us!**

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

**Mary Ann Walsh**  
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Fax: 662-915-3119  
[sdstesting@olemiss.edu](mailto:sdstesting@olemiss.edu)

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

**Step 8:** Please name exam and upload. Once finished, click “upload exam”.

**NOTE:** When naming exams, please provide specific instructions as well.



<a href="#">My Dashboard</a>	<a href="#">Unified Blogs</a>	<a href="#">Staff Access</a>	<a href="#">Testing Center</a>	<a href="#">Proctor</a>
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Home >> [Instructor Homepage](#) >> **Alternative Testing**

**Login As Feature**

[Return to Staff](#)

**Views and Tools**

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## ALTERNATIVE TESTING

[List Exams](#)   [Students' Courses](#)

**UPLOAD INSTRUCTION**

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **10 MB** per upload.
- View: [Acceptable File Types](#).

**File Information**

Exam(s):   ▪ Phys 214.Section 1's **Test** for Margaret Taylor  
Friday, February 22, 2019 at 01:00 PM.

Exam File Note (Optional):

Select File:  **No file selected.**

**Questions? Contact Us!**

## Helpful Tips

If you do not see one of the courses you teach listed in Rebel Access Instructor, please contact SDS to ensure our records have you listed as an instructor for the course.

When viewing the **LIST OF STUDENTS WHO REQUESTED ACCOMMODATIONS**, you will quickly be able to see special column tags that identify who has made a request for specific accommodations. For example:

- The **TEST** column will be marked “Yes” if the student has requested testing accommodations.
- The **NTK** column will be marked “Yes” if the student has requested a notetaking accommodations.
- The **CMA** column will be marked “Yes” if the student has requested Communication Access services such as having an American Sign Language Interpreter, live captioning, or use of an Assistive Listening Device or similar accommodations.
- The **ARM** column will be marked “Yes” if the student has requested Accessible Reading Materials (Alternative Formats).

**NOTE:** Other column tags exist for other types of accommodations.

This concludes our tutorial on “Rebel Access Instructor-How To Upload An Exam”.

Questions or Problems? Contact SDS!

Call: 662-915-2524

Email: [sdstesting@olemiss.edu](mailto:sdstesting@olemiss.edu)