



**To edit an existing agreement:**

1. Log in to the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: <https://york.accessiblelearning.com/Akron/Instructor/>.
2. Navigate to the Alternative Testing module using the Views and Tools menu on the left side of the page.
3. Select the class for which you are editing the agreement and click View.

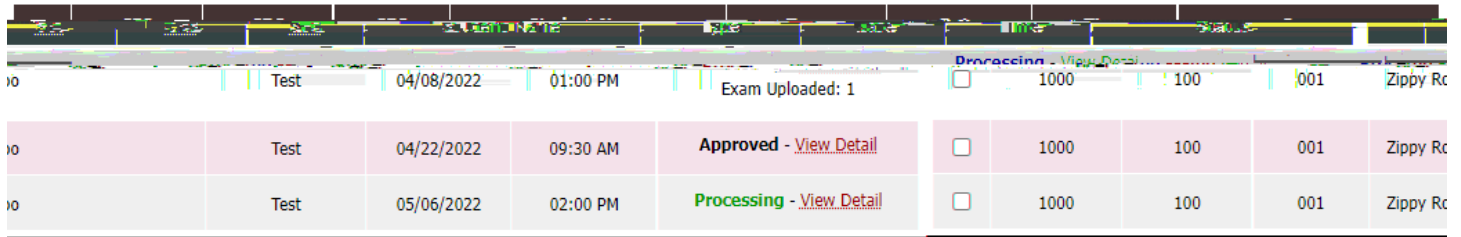
**To copy existing agreements to other classes or different sections of the same class:**

1. Log in to the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: <https://york.accessiblelearning.com/Akron/Instructor/>.
2. Navigate to the Alternative Testing module using the Views and Tools menu on the left side of the page.
3. In the List Alternative Testing Agreement box, select the class of the agreement you want to copy in the first drop-down box. Then select the class you want the existing agreement copied to in the second drop-down box.
4. Click Copy to copy the agreement. A green check mark will

## Upcoming Exams

Instructors can view upcoming exams that students have scheduled to take in their alternative testing location in Simmons Hall in the Alternative Testing module in the Instructor Portal in STARS. Instructors can view the details of each testing appointment and upload the exams for testing appointments in the Alternative Testing Module as well.

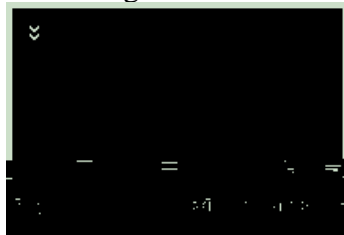
The list of upcoming exams scheduled by students will appear on the Alternative Testing module page. From this view, you will be able to view the general details of each request, like date, time, and student, as well as if the student's alternative testing location has approved the testing request.



ID	Exam Name	Date	Time	Status	Exam Uploaded	Score	Score	Score	Student Name
10	Test	04/08/2022	01:00 PM	Exam Uploaded: 1	<input type="checkbox"/>	1000	100	001	Zippy Rc
10	Test	04/22/2022	09:30 AM	Approved - <a href="#">View Detail</a>	<input type="checkbox"/>	1000	100	001	Zippy Rc
10	Test	05/06/2022	02:00 PM	Processing - <a href="#">View Detail</a>	<input type="checkbox"/>	1000	100	001	Zippy Rc

### To view the full details of an upcoming exam:

1. Log in to the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: <https://york.accessiblelearning.com/Akron/Instructor/>.
2. Navigate to the Alternative Testing module using the Views and Tools menu on the left side of the page.



3. Select View Detail in the Status column of the upcoming exam.
4. This will allow you to view the full details of the test request. If any details are incorrect, please notify the student's alternative testing location, as specified in the letter of accommodation.

**To upload an exam for a student's upcoming exam:**

1. Log in to the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: <https://york.accessiblelearning.com/Akron/Instructor/>.
2. Navigate to the Alternative Testing module using the Views and Tools menu on the left side of the page.

3. Under Step 1 – Select Action, select Upload File to Exam(s) from the drop-down menu.

4. Nfs) fdown menu. (o)-C-4 (,)6 ( s)5.2terY pIt9i7 (na)4 pIt9on/dowfo9 0.48-7 (on/)-2 9.62( S)-4 (T)-9 (A)2 (R)7