

Faculty Portal Guide

1. Visit the [Florham Campus DSS page](#). On the left-hand side, select "Faculty Resources" and then click "myDSS Faculty Login". Log in using your FDU NetID and password.

The screenshot shows the Fairleigh Dickinson University website. At the top left is the university logo and name. A dark red navigation bar contains links for 'What's New', 'Giving to FDU', 'Calendar', 'Shortcuts', 'ONLINE PROGRAMS', and 'APPLY'. Below this is a secondary navigation bar with links for 'For Students', 'For Faculty and Staff', 'For Alumni', 'For Veterans', and 'For Families'. A dark blue navigation bar contains 'About', 'Academics', 'Admissions', 'Campuses', 'Student Life', and 'Athletics'. A breadcrumb trail reads: Home / Campuses / Florham Campus / Student Services / Disability Support Services / Faculty Resources.

The main content area is titled 'Faculty DSS Resources (Florham)'. It includes an introductory paragraph: 'One of the roles of Disability Support Services (DSS) is to provide support for administrators, faculty, and staff to foster a welcoming, diverse, and inclusive campus community. We hope that sharing this information with you will promote collaboration between the DSS Office and faculty, as well as provide you with some strategies to see that all our students are provided with the tools and resources they need to pursue their academic, professional, and personal goals during their years at FDU.'

A list of links is provided:

- [Syllabus Statement](#)
- [Documentation](#)
- [Faculty's Responsibility](#)
- [Faculty Portal](#)
- [Accommodations](#)
- [Best Practices](#)
- [Confidentiality](#)
- [FAQs and Additional Resources](#)

The left sidebar contains a list of links: 'Up to Florham Campus Disability Support Services', 'Applying for Academic Adjustments and/or Accommodations', 'Common Academic Adjustments and/or Accommodations', 'Housing & Meal Plan Modifications', 'Documentation', 'On-Campus Resources for Students', 'Faculty Resources', and 'FAQs'. A blue arrow points to a dark blue button labeled 'MYDSS FACULTY LOGIN' located below the 'Faculty Resources' link.

The section titled 'Syllabus Statement' contains the following text: 'Statements about the availability of accommodations are a way of inviting individuals with disabilities to participate in creating a more accessible campus. By encouraging advance inquiries, faculty members can identify any needed accommodations early so that they can be implemented in a seamless fashion that normalizes rather than draws attention to access. The course syllabi should include the following approved syllabus statement:'

2. Please read through the reminders on the Authentication Page and click on, **Continue to View Student Accommodations** before proceeding to the Homepage.

Home » Instructor Homepage » **Instructor Authentication Page**

INSTRUCTOR AUTHENTICATION PAGE

Username: **a.pierce1**

Views and Tools

- > Overview
- > Alternative Testing

Logout

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

Log Out from FDU SSO

REMINDERS

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand FDU's FERPA policy outlined in the Student Handbook 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 do have a responsibility to maintain confidentiality.

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

3. This page provides an overview of all the students enrolled in the courses/sections taught by the faculty member. The **Legend** provides detail for the abbreviation of approved accommodations in the table. The **Status** column indicates if you have read/received the accommodation letter.

Home » Instructor Homepage » **Overview**

Accommodation Requests Search Students' Eligibilities

Views and Tools

- > Overview
- > Alternative Testing

Logout

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

Log Out from FDU SSO

OVERVIEW

Previous Term Term: **Fall 2022** Next Term

Sort Result: **Last Requested (Newest First)** | Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- TEST: Alternative Testing
- CLAC: Classroom Access
- NOTE: Notetaking Accommodations
- OTHR: Others
- ASSN: Assignments
- DEAF: Deaf and Hard of Hearing
- NTKR: Notetaking Services
- TEAC: Testing Accommodations

Export Search Result To CSV (Comma-Separated Values) File

For Accommodation Export, Sort Column by: **Alphabetically** | Accommodation Requests

View	CRN	SBJ	CRS	SEC	Student's Full Name	Test	Assn	CIAC	Deaf	Note	NTkr	Othr	ToAC	Request Date	Status
View	123456	UNIV	1001	2M	Minnie Mouse	Yes		Yes						8/16/2022	Emailed
View	123456	UNIV	1001	2M	Mickey Mouse	Yes				Yes				08/16/2022	Emailed

FLORHAM CAMPUS
Disability Support Services
285 Madison Avenue, M-M01-01
Madison, NJ 07940

METROPOLITAN CAMPUS
Disability Support Services
1000 River Road, T-RH5-03
Teaneck, NJ 07666

PHONE
(973) 443 - 8079 (Florham)
(201) 692 - 2078 (Metro)

FAX
(973) 443 - 8080 (Florham)
(201) 692 - 2425 (Metro)

- To view a student's accommodation letter, click on the **View** link in the left column.

Home » Instructor Homepage » Overview

OVERVIEW Accommodation Requests Search Students' Eligibilities

Previous Term Term: Fall 2022 Next Term

Click to Expand Advanced Search Panel Sort Result: Last Requested (Newest First) Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- TEST: Alternative Testing
- CLAC: Classroom Access
- NOTE: Notetaking Accommodations
- OTHR: Others
- ASSN: Assignments
- DEAF: Deaf and Hard of Hearing
- NTKR: Notetaking Services
- TEAC: Testing Accommodations

Export Search Result To CSV (Comma-Separated Values) File

For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests

View	CRN	SBJ	CRS	SEC	Student's Full Name	Test	Assn	CIAC	Deaf	Note	NTKR	Othr	TeAC	Request Date	Status
View	123456	UNIV	1001	2M	Minnie Mouse	Yes		Yes						8/16/2022	Emailed
View	123456	UNIV	1001	2M	Mickey Mouse	Yes				Yes				08/16/2022	Emailed

FLORHAM CAMPUS
Disability Support Services
285 Madison Avenue, M-M01-01
Madison, NJ 07940

METROPOLITAN CAMPUS
Disability Support Services
1000 River Road, T-R015-03
Teaneck, NJ 07666

PHONE
(973) 443 - 8079 (Florham)
(201) 692 - 2078 (Metro)

FAX
(973) 443 - 8080 (Florham)
(201) 692 - 2425 (Metro)

- To complete an Alternative Testing Agreement, click on **Alternative Testing** under Views and Tools. Specify the class using the dropdown before clicking on **Continue to Specify Testing Accommodations Agreement**.

Home » Instructor Homepage » Alternative Testing

ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses

SPECIFY TESTING ACCOMMODATIONS AGREEMENT

Select Class: UNIV 1001.2M (CRN: 123456) - Transitioning to Univer Life

Continue to Specify Testing Accommodations Agreement

PROCTORING YOUR OWN EXAM

Dear Faculty Member,

If you would like the Office of Disability Support Services (DSS) to proctor your exams for this semester, please skip this yellow section and just fill in questions 1-10, listed below.

You or your graduate assistant can proctor this exam in the department's office or in the classroom. If you choose to proctor your own exam, please select 'I Will Proctor My Own Exams' from the drop down menu and then click on 'Confirm'.

Also if you plan to proctor your own exams, please contact the student(s) as soon as possible and let them know about the arrangements (date of exam, location and time).

In case of any changes, if you would like the DSS office to proctor the exam(s). Please contact the DSS office as soon as possible to make the necessary arrangements.

Florham DSS office (dsstesting@fdi.edu)
Metropolitan DSS office (metrodss@fdi.edu)

Select Class: UNIV 1001.2M (CRN: 123456) - Transitioning to Univer Life Type: Select One Confirm

No Exam Has Been Uploaded

6. Complete the Alternative Testing Agreement before clicking on **Submit Alternative Testing Agreement**. A green circle and check mark will appear once successfully submitted. Faculty will also receive a confirmation email indicating that the Alternative Testing Agreement was completed.

Home >> Instructor Homepage >> **Alternative Testing**

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

Class: UNIV 1001.2M - Transitioning To Univer Life (CRN: 123456)

Views and Tools

- > Overview
- > Alternative Testing

Logout

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

Log Out from FDU SSO

ALTERNATIVE TESTING

TESTING ACCOMMODATIONS AGREEMENT DESCRIPTION

Type: **Alternative Testing Agreement Default**

If you want the Office of Disability Support Services to proctor this test, you must complete a testing accommodation agreement online to ensure that we administer tests according to your standards.

You need to submit only one testing agreement for this class; the same standards will automatically apply to any other student requesting testing accommodations for this class.

FACULTY / STAFF INSTRUCTION

If you have any questions about this process, feel free to contact our office.

For the Florham campus, DSS can be reached at 973-443-8079 or dsstesting@fdu.edu.

For the Metropolitan campus, DSS can be reached at 201-692-2078 or metrodss@fdu.edu.

Office Hours-
Monday to Friday: 9 AM to 5 PM

**** Requests to take make-up exams at the DSS testing center are handled on an as-needed-basis. It is the student's and instructor's responsibility to communicate with the DSS office as soon as they are aware of the need for a make-up exam. ****

Testing Accommodations Agreement

1. **How will students be taking exam(s) in this course? ***

- In person
- Synchronous with live proctor
- Synchronous with no proctor
- Asynchronous- not proctored
- Asynchronously proctored using an artificial intelligence proctoring services (e.g. Respondus Monitor)
- Other (Specify Below)

Additional Note or Comment

For reference please utilize the [Example of a Completed Testing Accommodations Agreement](#).

7. To modify an Alternative Testing Agreement, click on **Alternative Testing** under Views and Tools.

Home » Instructor Homepage » **Alternative Testing**

ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses

Views and Tools

- Overview
- Alternative Testing**

Logout

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

[Log Out from FDU SSO](#)

SPECIFY TESTING ACCOMMODATIONS AGREEMENT

Select Class: **UNIV 1001.2M (CRN: 123456) - Transitioning to Univer Life**

[Continue to Specify Testing Accommodations Agreement](#)

PROCTORING YOUR OWN EXAM

Dear Faculty Member,

If you would like the Office of Disability Support Services (DSS) to proctor your exams for this semester, please skip this yellow section and just fill in questions 1-10, listed below.

You or your graduate assistant can proctor this exam in the department's office or in the classroom. If you choose to proctor your own exam, please select- 'I Will Proctor My Own Exams' from the drop down menu and then click on 'Confirm'.

Also if you plan to proctor your own exams, please contact the student(s) as soon as possible and let them know about the arrangements (date of exam, location and time).

In case of any changes, if you would like the DSS office to proctor the exam(s). Please contact the DSS office as soon as possible to make the necessary arrangements.

Florham DSS office (dsstesting@fdu.edu)
Metropolitan DSS office (metrods@fdu.edu)

Select Class: **UNIV 1001.2M (CRN: 123456) - Transitioning to Univer Life** Type: **Select One** [Confirm](#)

No Exam Has Been Uploaded

Select the course that you would like to modify the testing agreement for, then click **View**. Once the testing agreement is updated, click **Update Alternative Testing Agreement**.

LIST ALTERNATIVE TESTING AGREEMENT

Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. 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: [Copy](#)