Disability Resources and Educational Services (DRES)

![Exam Schedule & Delivery](image)

**Figure 1- Image of Department Support Staff – Exam Schedule**

Student Access and Accommodation System (SAAS 2.0)

Department Support Staff - Step-by-Step Procedures
INTRODUCTION
Students registered with the Disability Resources and Educational Services (DRES) office utilize the Student Access and Accommodation System (SAAS) to request and manage their approved accommodations and alternative testing exam schedule online.

A designated user in each Cal State Northridge department can be established in SAAS 2.0 to view exam schedules for faculty that are associated to their department, and are authorized to change the status of an exam to “Delivered by Instructor” to show that the exam is ready for pickup.

The following step-by-step procedures provide information and instructions for performing department support staff related tasks in the Student Access and Accommodation System (SAAS 2.0).

SAAS Department Support Staff - Step-By Step Procedures

- Introduction
- SAAS Training and Support Options
- The SAAS Horizontal Menu Bar
- Logging In to SAAS
- Viewing Exam Schedules and Changing the Exam Status to Delivered
SAAS TRAINING AND SUPPORT OPTIONS FOR DEPARTMENT SUPPORT STAFF

- Phone support available at: (818) 677-2684.
- Email support for alternative testing related matters at: alternative.testing@csun.edu.
- Email support for all other inquiries: DRES@csun.edu.
- SAAS videos, step-by-step procedures, a department support staff information handout, and a Department Support Staff Resource Guide available online at - http://www.csun.edu/dres/saas-information.
- Department support staff may drop by the DRES office for immediate support or training during scheduled alternative testing hours.
- DRES staff will provide training at your office.

DRES Alternative Testing Hours

Fall/Spring Academic Terms (During regular class meeting dates)

- **Monday-Thursday** 8:00 a.m. - 8:00 p.m.
- **Friday** 8:00 a.m. - 5:00 p.m.
- **Saturday** 9:00 a.m. - 1:00 p.m.

Winter/Summer Academic Terms

- Monday-Friday 8:00 a.m. - 5:00 p.m.

Back To Procedures
THE HORIZONTAL MENU BAR

One primary component of the Student Access and Accommodation System (SAAS 2.0) user interface is the horizontal menu bar. The horizontal menu bar provides access to the tools necessary to view exam schedules. You may view exam schedules that are associated to faculty members in your department.

Figure 2 - Instructor Menu Navigation Bar

LOGGING IN TO SAAS

1. Open your web browser, and navigate to www.csun.edu/saas
2. Use your CSUN User ID and Password to log in to SAAS
VIEWING EXAM SCHEDULES AND CHANGING THE DELIVERY STATUS OF AN EXAM

1. Click on the Task Management menu
2. Select the Exam Schedules & Delivery menu option
3. Referring to the List of Exams table, you can view and sort exams that have been scheduled with DRES. You can filter exam records by the following parameters:
   a. Date Range
   b. Exam Type (Quiz, Test, Midterm, Final)
   c. Location (DRES or Online/Classroom)
   d. Student Name
   e. Student ID
   f. Course
   g. One or more exam statuses (Refer to Notes)
4. You may choose to view the default exam list (Or) select one or more of the exam filter criterion and click the Filter button
5. To view the details of an exam request, locate the desired exam record, then click the View button
6. If you wish to notify DRES that an exam is available for pick up at your department, click the Delivered button. This changes the status of the exam from “Approved” to “Delivered by Instructor.”

NOTES ABOUT VIEWING EXAMS SCHEDULES AND CHANGING THE DELIVERY STATUS OF AN EXAM
You have many options for viewing your exam schedule, exam details, and the option to change the delivery status of an exam.

- By changing the delivery status, you electronically inform DRES you have an exam to be picked up at your department office or that your faculty member has delivered the exam via email.
- Students are responsible for managing their exam schedule (requesting and/or cancelling exam dates.)