Disability Resources and Educational Services (DRES)

Figure 1- Image of the instructor Log In - Find User Screen

Student Access and Accommodation System (SAAS 2.0)

Faculty 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.

Faculty use SAAS to view approved accommodations, provide exam proctoring instructions, and manage alternative testing exam schedules for students who are registered with the DRES office and who are enrolled in their course(s).

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

SAAS Faculty Step-By Step Procedures

- Introduction
- SAAS Training and Support Options
- The SAAS Horizontal Menu Bar
- Logging In to SAAS
- View Students Enrolled in your Classes with Approved Accommodations
- Adding a Course Exam Profile
- Modifying/Editing a Course Exam Profile
- Evaluating (Approving or Denying) an Exam Request
- Viewing exam schedules and changing exam Delivery Status
- Canceling and rescheduling exams (Student Responsibility)
SAAS TRAINING AND SUPPORT OPTIONS FOR FACULTY

☑ 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.
☑ Faculty 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.
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 the approved academic and testing accommodations for students served by the DRES office who are enrolled in your classes. SAAA also provides the tools needed to manage the alternative testing process.

![Figure 2 - Instructor Menu Navigation Bar](image)

Back to Procedures
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

Back to Procedures

FIND STUDENTS WITH APPROVED ACCOMMODATIONS ENROLLED IN YOUR COURSE(S)

1. Click on the User Management menu
2. Select the Find Users option from the drop down menu
3. Locate the [Student’s Name] on the Users table
4. Click the [Student’s Name] link to view basic student contact information.

NOTES ABOUT THE FIND USERS FEATURE:
The Find Users feature is used to locate a student record and view basic student contact information.

Back to Procedures
VIEW STUDENTS WITH APPROVED ACCOMMODATIONS WHO ARE ENROLLED IN YOUR COURSE(S)

1. Click on the Task Management menu
2. Select My Students with Accommodations from menu option to open the My Students with Accommodations table.
3. Locate the student’s name on the List of Students Accommodations list. From this list you may view the student’s approved alternative testing and academic accommodations.
4. Follow the [Student’s Name] link to view the student’s basic contact information (Or) follow the [Course Number and Name] link to view basic course profile information.

NOTES ABOUT THE “MY STUDENTS WITH ACCOMMODATIONS” TABLE:
You may view the approved accommodations for all students that are enrolled in your course(s).

- Academic accommodations are generally used in the classroom and to access books and information required by the class.
- Testing accommodations are approved for use during timed assessments.
- Emails are sent to you only on the student’s first approved alternative testing accommodation request for each class.
- SAAS does not notify you that a student has an approved academic accommodation. (The student may contact you to discuss approved academic and/or testing accommodations).

Back to Procedures
ADDING A COURSE EXAM PROFILE

1. Click on the Task Management menu.
2. Select Add/Edit Course Exam Profile menu option.
3. Referring to the List of Courses table, locate the record that corresponds to the course to which you will add the exam profile.
4. Click on the Add Profile button.
5. Check the box if you would like to Receive email notification for each exam request (Note. At present, SAAS generates an email for every exam request.)
6. Check the box if you would like to Receive an email reminder one business day before a scheduled exam date (Note. This feature currently not available.)
7. If any, select how much time the class gets for quizzes in the Quizzes field.
8. If any, select how much time the class gets for tests in the Tests field.
9. If any, select how much time the class gets for the midterm in the Midterm field.
10. If any, select how much time the class gets for final exam in the Final field.
11. If any, indicate any special software needed for the exam(s) in the Special software field.
12. If any, indicate the website for the exam(s) in the Website field.
13. If any, indicate any additional exam proctoring instructions in the Additional Exam Instructions field.
14. Select the Delivery Method for the exam from the selection list.
15. Select the Return Method for the exam from the selection list.
16. The Email address or Fax Number field does not need to be completed.
17. Click the Create Exam Profile control button

NOTES ABOUT ADDING A COURSE EXAM PROFILE
You should create course exam profiles for students enrolled in your classes that you have approved for the students to take exams at the DRES office.

- Course exam profiles should generally be created only for courses in which the student(s) will be scheduling exams with the DRES office.
- Course exam profiles specify how DRES will pick up, proctor, and deliver (return) the exam.
- Only enter the course allotted testing time when creating the course exam profile. SAAS will automatically calculate the student’s allotted testing time using the student’s approved extended time accommodation.
MODIFYING/EDITING A COURSE PROFILE

1. Click on the Task Management menu.
2. Select Add/Edit Course Exam Profile menu option.
3. Referring to the List of Courses table, locate the record that corresponds to the course to which you will edit/modify the existing course profile.
4. Make the desired changes to the course profile.
5. Click on the Update Exam Profile control button.

NOTES ABOUT EDITING/MODIFYING A COURSE EXAM PROFILE
Use the Edit/Modify course exam profile option when the conditions of the exam have changed.

- Changes to the exam profile only apply to exam requests submitted after the profile has been edited.
- To change the exam conditions after the exam has been requested, contact the DRES office at (818) 677-2684 or contact alternative.testing@csun.edu.
EVALUATING (APPROVING OR DENYING) AN EXAM REQUEST

1. Click on the Task Management menu.
2. Select the Approve/Deny Exams menu option.
3. Referring to the List of Exams table, locate the exam record that you wish to review.
4. To view the details of the exam request, click the Details button.
5. Navigate back to the exam record and click the Approve button to approve an exam request (Or) click the Deny button to deny an exam request. **Note: if you deny an exam request, you are required to enter a comment to explain the reason for the denial. The student will receive a notification email about the denied exam request and the comments will also be part of the email communication to the student.**

NOTES EVALUATING (APPROVING OR DENYING AN EXAM REQUEST)
You will receive an email to notify you that one of your students has submitted an exam request. After the receipt of the email notification, you will log into SAAS to evaluate the exam request.

- If an exam request is denied, the student will receive an email notification. The email will include your comment/reason for the denial.
- Each exam is assigned a status. The exam statuses are as follows:
  - **Submitted** – The exam has been requested, and is pending your evaluation.
  - **Approved** – The exam request has been approved.
  - **Denied** – The exam request has been denied, and an email has been sent to the student.
  - **Cancelled** – The exam request has been cancelled.
  - **No Show** – The student did not report for the exam as scheduled, and the exam request was not cancelled.
  - **Closed** – The student took the scheduled exam and the exam has been delivered and closed by DRES.
- Only students can schedule and cancel exam requests in SAAS.
- Students must request exam dates prior to the posted deadline dates
  - 5 business days prior to exam date
  - 10 business days prior to the start of FINALS week

Back to Procedures
VIEWING EXAM SCHEDULES AND CHANGING EXAM DELIVERY STATUSES

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 you have delivered an exam, 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 that you have delivered the exam via email, to your department office, or in-person to the DRES office.
- Students are responsible for managing their exam schedule (requesting and/or cancelling exam dates.)

Back to Procedures
CANCELING AND RESCHEDULING EXAMS (STUDENT RESPONSIBILITY)

1. It is the responsibility of the student to manage their exam schedule.
2. Only students can submit an exam request.
3. Only students can cancel an exam.
4. It is the responsibility of the student to schedule exams in SAAS prior to exam scheduling deadlines.
5. In the event that an exam date is changed with short notice, the student can inform DRES of the schedule change to request that DRES schedule the exam date on the student’s behalf.

Back to Procedures