

Retrieving Completed Exams

- Sign into DRC Connect at <https://www.uwrf.edu/DRC/FacultyStaff/Index.cfm>.
- Login to the Instructor Access portal and select Alternative Testing. This page shows the current status of your exams requested in the DRC. At the bottom of the page, you will see the exams you've uploaded, and the students' completed exams. When you select Download, you'll be sent a verification code to your UWRF email. This code is good for 20 minutes. The code allows access to numerous completed/uploaded exams during one sign-in. If you close the program and go back into the portal later, you'll need a new verification code to gain access to the completed exams.
- This example is not instructor specific:
 - It will look something like this when you first sign in.

Views and Tools

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

Logout

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

Log Out

Click to Expand Advanced Search Panel

Sort Result: **Last Requested (Newest F** Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- **TEST:** Alternative Testing
- **ALTF:** Alternative Formats
- **COM:** Deaf and Hard of Hearing
- **NT:** Notetaking Services

Export Search Result To CSV (Comma-Separated Values) File
Export Student Lists For Accommodation Export, Sort Column by: **Alphabetically** Accommodation Requests Courses with Eligibility

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	NT	ALTF	COM	Request Date	Status
View	1223	POLS	114	01	Kennedy, [REDACTED]	Yes				11/09/2022	Emailed
View	1223	POLS	114	01	Andrew, [REDACTED]	Yes		Yes		10/24/2022	Emailed
View	1223	POLS	114	01	Mary, [REDACTED]	Yes	Yes			10/21/2022	Emailed
View	1223	POLS	114	01	Megan, [REDACTED]	Yes	Yes			10/04/2022	Emailed
View	1223	POLS	114	01	Katie, [REDACTED]	Yes				09/15/2022	Emailed
View	2717	POLS	253	01	Brigitte, [REDACTED]					09/07/2022	Cancelled
View	1223	POLS	114	01	Bailey, [REDACTED]	Yes				09/07/2022	Emailed
View	1223	POLS	114	01	Madisyn, [REDACTED]	Yes				08/24/2022	Emailed
View	1223	POLS	114	01	Derek, [REDACTED]	Yes	Yes	Yes		08/17/2022	Emailed
View	1223	POLS	114	01	Liz, [REDACTED]	Yes	Yes	Yes		08/08/2022	Emailed

NEED HELP? | **DISABILITY RESOURCE CENTER**

- When you go into Alternative Testing, it will look like this:

Views and Tools

- Overview
- Course Syllabus
- Alternative Testing
- Alternative Formats
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Log Out

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

Select:






Copy to:

STEP 1 - SELECT ACTION

Available Tools:

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	MATH	146	01	Ashley  View Accommodations	Final	12/20/2022	10:15 AM	Approved - View Detail Exam Uploaded: 1 Exam Instruction Specified
<input type="checkbox"/>	MATH	146	04	Kiara  View Accommodations	Final	12/20/2022	01:00 PM	Approved - View Detail
<input type="checkbox"/>	MATH	146	01	Linnea  View Accommodations	Final	12/21/2022	07:45 AM	Approved - View Detail Exam Uploaded: 1
<input type="checkbox"/>	MATH	146	01	 View Accommodations	Final	12/21/2022	07:45 AM	Approved - View Detail Exam Uploaded: 1
<input type="checkbox"/>	MATH	146	01	Polly  View Accommodations	Final	12/21/2022	07:45 AM	Approved - View Detail Exam Uploaded: 1 Exam Instruction Specified

STEP 3 - CONFIRMATION

- Scroll to the bottom of the alternative testing page and download the COMPLETED exam. Where the red line is, it will state Completed. We try to upload finished exams by the end of each exam day.

<input type="checkbox"/>	HIST	101	02	Megan [REDACTED] View Accommodations	Final	12/20/2022	10:15 AM	Approved - View Detail Exam Uploaded: 1
<input type="checkbox"/>	HIST	101	01	Caitlyn [REDACTED] View Accommodations	Final	12/21/2022	10:15 AM	Approved - View Detail Exam Uploaded: 1

STEP 3 - CONFIRMATION

[Confirm Your Selections](#)

LIST UPLOADED EXAM FILES (SORTED BY LAST UPLOADED)

[List Upcoming Exam Files](#)

[Show All Completed Exam Files](#)

Download	Delete	SBJ	CRS	SEC	Student Name	Date	Time	Exam File Note
Download	Delete	HIST	101	02	Megan [REDACTED]	12/20/2022	10:15 AM	HIST 101 Final Exam (File Name: (1114FVG) Final Exam HIST 101.doc) Uploaded on: 11/14/2022 at 03:03:21 PM
Download	Delete	HIST	101	01	Caitlyn [REDACTED]	12/21/2022	10:15 AM	final exam (File Name: (1014CWM) Final Exam.pdf) Uploaded on: 10/14/2022 at 12:13:12 PM