## Uploading Exams to DRC Connect

1. Log into DRC Connect at this link https://www.uwrf.edu/DRC/FacultyStaff/Index.cfm.
2. Once into DRC Connect, click into Alternative Testing on the left-hand side menu. (see image below)



3. Your page should look like the image below. Ensure Step 1's drop down for "Available Tools" is set to "Upload File to Exams"



4. Using the check boxes on the left-hand side, check which of the student's you would like to upload the exam for. (Yes! You can upload the same exam for multiple students at a time... this makes the process less tedious for you.)

5. Once you've selected the students you need to upload the exam for, click "Confirm Your Selections" to move on to the selection of your file for upload.

| | BIOL | 324 | 10 | | Final | 05/10/2023 | 10:15 AM | Processing - View Detail |

**STEP 3 - CONFIRMATION**

Confirm Your Selections

No Exam Has Been Uploaded

6. Once on this page, you can upload the file by clicking "Choose File" and selecting the exam from your computer OR you can drag and drop a file into the "Select File" box. NOTE: If you need to upload multiple parts of an exam (ie: equation sheets, tables) you must upload each document separately. Click "Upload Exam" and you've completed the process.

| My Dashboard | Unified Blogs | Staff Access | Website Control | Notetaker |

Home » Instructor Homepage » Alternative Testing

## ALTERNATIVE TESTING

List Exams   Completed Exams Files   Students' Courses

**Login As Feature**

Return to Staff

**Views and Tools**

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

**Important Dates**

> **May 08**
> Final Exams Begin

**Logout**

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

Log Out

**UPLOAD INSTRUCTION**

- If you are scanning your document, scan at **150 - 300 dpi** for resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: **Acceptable File Types**.

**File Information**

Exam(s):   o   BIOL 324.10's **Exams** for
Thursday, April 27, 2023 at 11:00 AM.

Exam File Note (Optional):

Select File:   Choose File   No file chosen

Upload Exam        Back to List Upcoming Exams

**Questions? Contact Us!**

Please contact our office if you have any questions regarding Alternative Testing request.

Questions regarding testing accommodations, please contact Disability Resource Center's professional staff at drc@uwrf.edu or 715-425-0740.