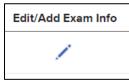
## MY SDC Conline Add or Edit an Examination Listing Version 2021-01

A faculty can login to My SDC Online by visiting <u>https://sdc.ucdavis.edu/facultyportal</u> Below the Grid View of the letters of accommodation you will find a section to add or edit an examination listing. Here is an example.

Exam Information			View Completed Exams
Course	Number of Exams	Edit/Add Exam Info	Status
ZZZ 999 Lecture	0	1	Missing Exam

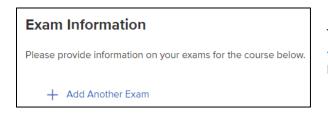


In this example we will add an examination listing. To begin the process, select the **pencil icon** on the right portion of the interface.

The top portion of the screen contains an area to enter in the contact information for your exams.

ZZZ 999 Lecture		Course Detail		
		CRN <b>99991, 99992</b>	Sections 001, 002	Term Fall Quarter 2021
Contact Information				
Primary Contact *	Primary Email *	Primary	Contact Phone Num	ber *
Max Power	mpower@ucdavis.edu	530-55	5-5555	
Secondary Contact	Secondary Email	Seconda	ry Contact Phone Nu	mber
Update Contact Info				

If you are managing all the examinations enter in your contact information. If you have a graduate assistant managing the examinations enter their contact information. There is space for you to enter both if you want. Make sure to select the **Update Contact Info** button when you are finished.



To create an examination listing select the + Add Another Exam link below the Contact Information.

At this point the interface for creating the examination listing will appear on the screen.

Туре *			
- Select -		~	
Date *	Start Time *	Base Duration *	
	07 🕶 : 3	0 • AM 00 • h 00 • m	
Anytime the	nd time listed above e day after the exam	Anytime the day of the exam	Anytime the day before the exam
#2 Pencils		Blue Book	Closed Book
Mark on Ex	am	Open Book	Pickup Exam Original with Scantron or Blue Book

туре	
- Select -	~
- Select -	
Examination	)n
Quiz	

07 🗙 : 30 🗙 AM

Start Time \*

-

Date \*

Using the **Type** dropdown list box identify this listing as an Examination or a Quiz.

Enter the **Date** of the exam, the **Start Time** and the **Base Duration** in hours and minutes.

Students will have a limited ability to reschedule their examination based on the preference provided by the faculty. The following section defines these preferences.

**Base Duration**\*

00 **v** h 00 **v** m

Only date and time listed above	Anytime the day of the exam	Anytime the day before the exam
Anytime the day after the exam	Anytime the week of the exam	Please contact me

Select **Only date and time listed above** if you do not want a student to have the ability to reschedule an examination.

You can select multiple criteria when defining how a student can reschedule their examination. For example, you may select both **Anytime of the day of the exam** along with **Anytime the day after the exam** to define the choices a student will be provided.

You must select at least one entry in this section to proceed.

Exam Information (Format: png, jpg, jpeg, j	if, txt, doc, docx, ppt, pptx, xls, xlsx, mp3, m4a.)	
	if, txt, doc, docx, ppt, pptx, xls, xlsx, mp3, m4a.)	
	df, txt, doc, docx, ppt, pptx, xls, xlsx, mp3, m4a.)	
(Format: png, jpg, jpeg, p	if, txt, doc, docx, ppt, pptx, xls, xlsx, mp3, m4a.)	
(Format: png, jpg, jpeg, µ	df, txt, doc, docx, ppt, pptx, xls, xlsx, mp3, m4a.)	

If you want to provide <u>Accommodated Exam Services</u> (AES) additional information use the **Notes** field.

Select the **Add Exam** button to bring up a dialog box for uploading a digital version of the examination.

Add Exam	×
Exam File Type *	
Select	~
File * (Format: png, jpg, jpeg, pdf, txt, doc, docx, ppt, pptx, xls, xlsx, mp3, m4a.)	
Drop file here or click to upload	
Cancel	rm

Exam File Type *	
Select	-
Select	
Exam with Versions	
Exam without Versions	
Exam on Canvas	
Supplemental Files	
	Select Exam with Versions Exam without Versions Exam on Canvas

Select an **Exam File Type**. (See the next section for details.)

Use the **File** area to upload the examination.

Select the **Confirm** button when you are ready to being loading the examination into the system.

**Exam with Versions**: There will be multiple versions of the exam that are rotated when provided to students. **Exam without Versions**: There will be only one version of the exam provided to students.

**Exam on Canvas**: Notifies AES that you will not be uploading an examination and that the student will find it located on Canvas.

**Supplemental Files**: Any additional files such as an article or worksheet you want to provide to the student.

Add Exam		
New Files! (Please press "Save Exam File Name	Info" to finalize changes) Type	Actior
Examination.pdf	Exam without Versions	圃
Examination.pdf	Exam without Versions	

Make sure to select the Save Exam Info button when you have completed all the steps.

Exam Information	
(Format: png, jpg, jpeg, pdf, txt, doc, docx, ppt, pptx, xls, xlsx, mp3, m4a.)	
Add Exam	
Examination.pdf - Uploaded September 27, 2021 at 12:25 AM	

You will know that they system has received your examination when you see it listed as a hyperlink with a date and time stamp next to the listing.

HOME	FAQ	INBOX	Select <b>Home</b> from the r	menu bar to return.	
Exam Information	n				View Completed Exams
Course			Number of Exams	Edit/Add Exam Info	Status
ZZZ 999 Lecture			1	1	Completed

Select the **pencil icon** to edit any of the details for this examination listing.





The Status column will list any items that you may have omitted from the examination listing. In the example to the left, the examination has not yet been uploaded into the system. To complete the listing, you would us the **pencil icon** to edit the listing, **Add the Exam**, then **Save the Exam Info.**  Here is an example of a completed examination listing.

Туре *											
Examination					~						
Date *	Start Time	e *		Base D	uratio	on *					
10/04/2021	09 🗸 :	00 ~	AM	01 •	<b>v</b> h						
To remain complain examination should if the student has a this situation please	t every effort sh either coincide nother class mee indicate what w	with the eting or vhould b	made to class or course e e an acc	condu at a mi examina ceptable	ct the ininun ition tl e date	n hat prev e and tir	modated e vents this t me to rescl	hey car	the examination. Pleas	ate and time to ta se select all choic	ake their examination. For
To remain complain examination should if the student has a this situation please	t every effort sho either coincide nother class mee indicate what w ime listed above	with the eting or vhould b e	made to class or course e be an acc	condu at a mi examina ceptable ytime th	ct the ininum ition the date ne day	accom hat preve and tir y of the	modated e vents this t me to rescl	hey car	n request a different da	ate and time to ta se select all choic pefore the exam	ake their examination. For
To remain complain examination should if the student has a this situation please	t every effort sho either coincide nother class mee indicate what w ime listed above	with the eting or vhould b e	made to class or course e be an acc	condu at a mi examina ceptable ytime th	ct the ininum ition the date ne day	accom hat preve and tir y of the	wents this t me to rescl exam	hey car	n request a different da the examination. Pleas Anytime the day b	ate and time to ta se select all choic pefore the exam	ake their examination. For
To remain complain examination should if the student has a this situation please Only date and Anytime the da	t every effort sho either coincide nother class mee indicate what w ime listed above	with the eting or vhould b e	made to class or course e e an acc an An	condu at a mi examina ceptable ytime th	ct the ininum ition the date ne day	accom hat preve and tir y of the	wents this t me to rescl exam	hey car	n request a different da the examination. Pleas Anytime the day b	ate and time to ta se select all choic pefore the exam	ake their examination. For

This listing is for an examination on October 4, 2021 beginning at 9:00 am. The base duration for the examination is one hour. The faculty is allowing a student to reschedule the examination anytime the day of or the day after the scheduled examination. A scantron with #2 pencils are required for the examination.

Exam Information	
(Format: png, jpg, jpeg, pdf, txt, doc, docx, ppt, pptx, xls, xlsx, mp3, m4a.)	
Add Exam	
Examination.pdf- Uploaded September 27, 2021 at 12:25 AM	Ŵ

A single version of the examination has been uploaded and saved.

Once <u>Accommodated Exam Services</u> (AES) has processed the completed examination it will be uploaded into My SDC Online for you to retrieve.

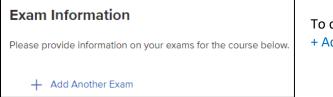
Exam Information			View Completed Exams
Course	Number of Exams	Edit/Add Exam Info	Status
ZZZ 999 Lecture	1	1	Completed

Select the View Completed Exams button to list all the exams	s your students have completed.
--------------------------------------------------------------	---------------------------------

View C	Completed Exa	ms			
Term					
Fall Qu	arter 2021	•			
Fall Qu	arter 2021				
ZZZ 99	9 Lecture				
Exam	Туре	Student Name	Times Downloaded	Dates Received	Completed Exam
1	Examination	Jill Eagle	0	September 27, 2021 at 07:28 AM	Ē
					Download all for exam 1
					Download all exams for course
Total reco	ordo: 1			D	ecords per page 20 🗸

From this screen you can download the completed examination for grading.

You can create multiple examination listings for your course.



To create an additional examination listing select the + Add Another Exam link.

As you create additional examination listings they will appear on the bottom portion of your **Home** page below the Grid View of the letters of accommodation.

Exam Information	
Please provide information on your exams for the course below.	
✓ Exam #1	Completed
✓ Exam #2	Completed

If you have any additional questions concerning the materials in this handout contact AES via email at <a href="mailto:examaccom@ucdavis.edu">examaccom@ucdavis.edu</a>