



Special Resource Center

SRC Portal Training Manual for Faculty

Thank you for being an SRC student ally and working with our office to ensure our students with disabilities receive an accessible and equitable education. Please review the accommodations for the students in your course(s).

The purpose of providing accommodations is to ensure that students with disabilities have access to course content, equal opportunity for participation in the class, and receives an equitable education. If you have questions regarding issues of requirement, please contact the Director of SRC, Gary Greco, at (310) 660-3295.

Important Notice: Students' disability and accommodation information are strictly confidential! It is the student's responsibility to contact you to discuss accommodations further. Please respect the student's right to confidentiality and limit your discussion of the student's disability or accommodations to private conversations with them. It is the student's decision whether to share specifics about their disability.

We appreciate your understanding of the student's needs and laws governing students' rights. Your partnership and support in providing equitable access and accommodations for student success is appreciated! Let us know how we may be of further assistance.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes the responsibility to maintain students' rights, particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you have a responsibility to maintain confidentiality.

Reminders:

Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.

REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION

Special Resource Center

SRC Portal Training Manual for Faculty

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Special Resource Center

SRC Portal Training for Faculty

General Overview

SRC Faculty Portal link - <https://elbert.accessiblelearning.com/ElCamino/Instructor>

- The faculty link is different than the student link

For any questions, don't hesitate to contact the SRC
Student Services Building, 1st floor
310-660-3290
srcinfo@elcamino.edu

Faculty will use the SRC portal to:

1. View a comprehensive list of all students in your sections who have approved accommodations
2. View accommodation letters and acknowledge accommodations
3. Complete/Edit the SRC Test Accommodations Agreement
 - a. NOTE- students cannot make a test proctoring appointment until the professor completes the Test Accommodations Agreement
4. Upload a copy of an exam to be proctored, download completed exams
5. Upload a copy of your course syllabus (if you choose)
6. Add an instructor to the course
7. View any alternate media requests
8. View any uploaded notes

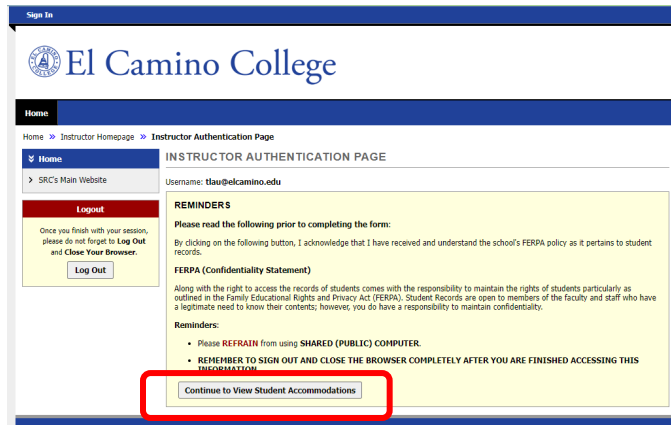
**** Instructors MUST
acknowledge accommodations
AND complete the SRCTA
Accommodations Agreement**

You will receive an email notification for the following:

1. Faculty Notification Letter – Informing you a student in your course has approved accommodations.
 - a. This letter will be emailed a few days before the start of the term and throughout the term as students meet with the SRC for the interactive process to request, discuss, and approve accommodations.
2. Confirmation that the accommodations were acknowledged
3. Initial request and reminders to complete the SRC Test Accommodations Agreement
 - a. This agreement is similar to the Formstack we were sending out requesting test parameters
4. When a student makes a test proctoring appointment
5. When a student reschedules a testing proctoring appointment
6. After you upload an exam
7. After the student has completed their exam
8. Recording Agreement

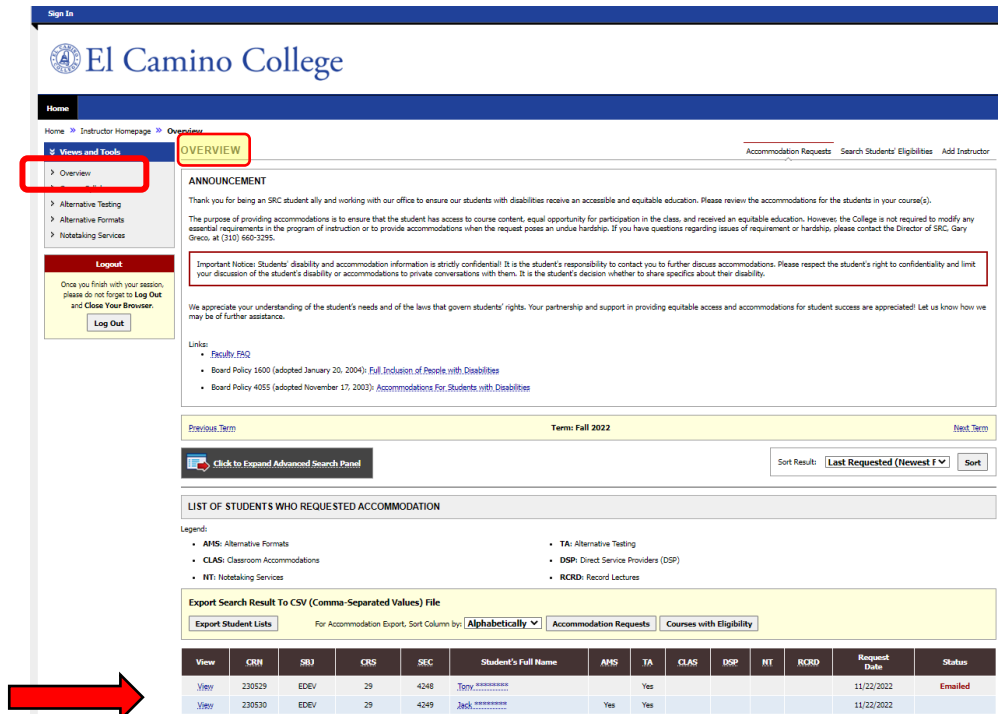
SRC Portal

1. Click on the SRC Portal link - <https://elbert.accessiblelearning.com/ElCamino/Instructor>
 - The faculty link is different than the student link
2. Sign in using your ECC username and password
3. Read or review the Reminders in the yellow box and click "Continue to View Student Accommodations."



Overview

1. The Overview page includes the announcement and the students who have approved accommodations in your courses. By default, you will view the current term. You can click on "Next Term" to view the future semesters.



2. The comprehensive list of students will include a quick view of the course, section number, student names, students' approved accommodations, the date it was requested, and the status of the request.

- a. A quick list of approved accommodations include: Alt Media Services, Test Accommodations, Classroom Accommodations, Direct Service Provider, Notetaking Services, and Recording Lectures
 - b. Status of the request
 - i. Emailed – the notification letter was emailed to you
 - ii. Read – you (the instructor) have read the accommodation information in the system
 - iii. Confirmed – you (the instructor) submitted the Accommodation Request Acknowledgement Electronically
3. Click "View" next to the student's name to:
- a. View the Faculty Notification Letter that was emailed to you. This letter includes all the accommodations and details for the student for your course.
 - b. Acknowledge and submit the Accommodation Request Acknowledgement Electronically. NOTE – you will need to submit your acknowledgment for each student.

ACCOMMODATION REQUEST ACKNOWLEDGEMENT

Please review and acknowledge the accommodations for the students in your course(s). If you have any questions or would like to discuss specific student accommodations, call the SRC at 310-660-3295 and ask to speak with a Counselor or Specialist.

- c. View the student's accommodation Request History

Course Syllabus

1. If you choose, you can upload your course syllabus.
2. To add a syllabus, click on "Course Syllabus" under the Views and Tools box on the left

3. Choose the course
4. Type the syllabus title
5. Choose file
6. Click "Upload Syllabus"
7. A confirmation will appear at the top of the screen, and a list of your uploaded syllabi will appear at the bottom of the screen.

COURSE SYLLABUS

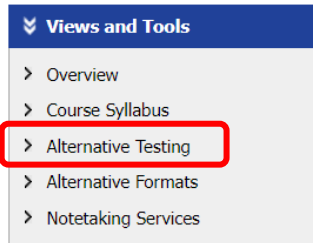
CRN	SBJ	CRS	SEC	Syllabus Title	Upload Date	Delete	View
230529	EDEV	29	4248	FA22 EDEV 29 4248 syllabus	12/28/2022 at 10:40:38 AM	Delete	View

Alternative Testing

SRC Portal link - <https://elbert.accessiblelearning.com/ElCamino/Instructor>

If you need help with test accommodations, email srcta@elcamino.edu or call 310-660-3293.

The instructor will receive an email for the following:



1. SRC Test Accommodations Agreement
 - a. This is similar to the Formstack we were sending out requesting test parameters
 - b. **Important!** Students cannot schedule an Alternative Testing appointment until the professor completes the Test Accommodations Agreement form.
2. When a student makes a test proctoring appointment
3. When a student reschedules a testing proctoring appointment
4. After you upload an exam
5. After the student has completed their exam

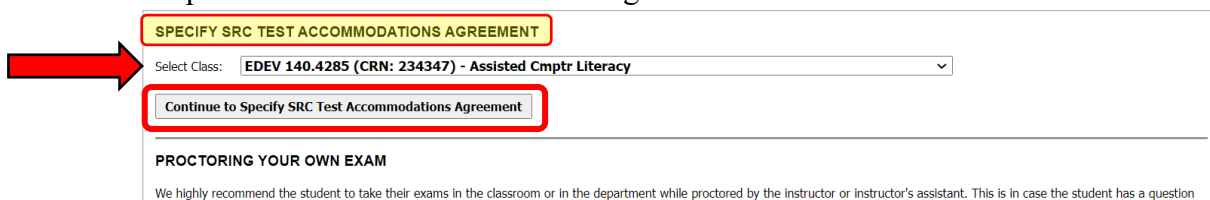
SRC Test Accommodations Agreement

You will be notified and asked to complete a Test Accommodations Agreement when a student is approved for test accommodations.

- This agreement is required if the student will be taking their exams in the Special Resource Center, so we know the parameters you have set for everyone in the course.
- Students cannot make proctoring appointments until the TA Agreement is completed.
- Even though you are administering exams through Canvas, the student may require additional support from the SRC. So, completing the TA Agreement is required.

Exams in your Course (On Canvas or on campus)

1. Under “Specify SRC Test Accommodations Agreement,” select the course from the drop down menu and click “Continue to Specify SRC Test Accommodations Agreement” to complete the Test Accommodations Agreement.

A screenshot of a web form titled "SPECIFY SRC TEST ACCOMMODATIONS AGREEMENT". The form has a dropdown menu labeled "Select Class:" with the value "EDEV 140.4285 (CRN: 234347) - Assisted Cmptlr Literacy". Below the dropdown is a button labeled "Continue to Specify SRC Test Accommodations Agreement". A red arrow points to this button. Below the button is a section titled "PROCTORING YOUR OWN EXAM" with a small note: "We highly recommend the student to take their exams in the classroom or in the department while proctored by the instructor or instructor's assistant. This is in case the student has a question".

2. Then answer the questions to let us know the test parameters, exam delivery method, and exam return method.
 - a. **Electronic delivery through portal only, no longer accepting exams through email**
 - b. Let us know parameter variations for different exams in Additional Notes box at end of agreement
 - c. If exams are untimed, type 480 minutes to indicate the 8 hour day. If you want to make sure, you can include untimed in the Additional Notes box

No Exams in your Course

1. If your course does not have exams: Under “Proctoring Your Own Exams”, select the course from the drop down menu

SPECIFY SRC TEST ACCOMMODATIONS AGREEMENT

Select Class: **EDEV 140.4285 (CRN: 234347) - Assisted Cmptr Literacy**

[Continue to Specify SRC Test Accommodations Agreement](#)

PROCTORING YOUR OWN EXAM

We highly recommend the student to take their exams in the classroom or in the department while proctored by the instructor or instructor's assistant. This is in case the student has a question during exam time, the Professor is readily available.

Instructor-proctored exams may also include if exams are done online, through Canvas and/or the instructor is using an alternate means of online proctoring. The instructor will honor the approved accommodation as specified by the SRC.

Select Class: **EDEV 140.4285 (CRN: 234347) - Assisted Cmptr Literacy** Type: **Select One** [Confirm](#)

2. Select “My class has no exams” from the drop down menu and click confirm

Type: **Select One**

- Select One
- I Will Proctor My Own Exams
- My Class Has No Exam**

[Confirm](#)

3. If you selected “My class has no exams” in error, you can cancel it and complete the Test Accommodation Agreement
 - a. On the Alt Testing page, scroll down slightly to view the “Exams Proctored by instructor or class without exams” box.
 - b. Click “Cancel”

ALTERNATIVE TESTING

List Exams Completed Exams Files Students' Courses

LIST SRC TEST ACCOMMODATIONS AGREEMENT

Hint: If you need to make any changes, please select the following SRC Test Accommodations Agreements and click View. If you would like to make a copy of your SRC Test Accommodations Agreement to another course, please use the following function to select your source SRC Test Accommodations Agreement and your other course.

Select: **Select One** [View](#)

Copy to: [Copy](#)

EXAMS PROCTORED BY INSTRUCTOR OR CLASS WITHOUT EXAMS

- BUS 101.4306 - Introduction to Business [Action: [Cancel](#)]

Copy a Test Accommodation Agreement

If your test parameters are the same for other sections or courses, you can copy the TA Agreement to the other section or course.

1. Select the course
2. Copy to new course
3. Click Copy

ALTERNATIVE TESTING

List Exams Completed Exams Files Students' Courses

LIST SRC TEST ACCOMMODATIONS AGREEMENT

Hint: If you need to make any changes, please select the following SRC Test Accommodations Agreements and click View. If you would like to make a copy of your SRC Test Accommodations Agreement to another course, please use the following function to select your source SRC Test Accommodations Agreement and your other course.

Select: **Select One** [View](#)

Copy to: [Copy](#)

EXAMS PROCTORED BY INSTRUCTOR OR CLASS WITHOUT EXAMS

- BUS 101.4306 - Introduction to Business [Action: [Cancel](#)]

Edit a Test Accommodation Agreement

You can edit an agreement if you made an error or need to change parameters for different exams.

1. Select the course from the drop down menu
2. Click "View"
3. Make adjustments
4. Click "update"

ALTERNATIVE TESTING

List Exams Completed Exams Files Students' Courses

LIST SRC TEST ACCOMMODATIONS AGREEMENT

Hint: If you need to make any changes, please select the following SRC Test Accommodations Agreements and click View. If you would like to make a copy of your SRC Test Accommodations Agreement to another course, please use the following function to select your source SRC Test Accommodations Agreement and your other course.

Select:

Copy to:

EXAMS PROCTORED BY INSTRUCTOR OR CLASS WITHOUT EXAMS

- BUS 101.4306 - Introduction to Business [Action: [Cancel](#)]

Uploading an Exam into the SRC Portal

1. Once a student makes a proctoring appointment, you will receive a "New Exam Request" email with an upload link. You can also upload exams through the portal
 - a. The email will include the appointment time and list the approved test accommodations
 - b. There is a link if you want to "Dispute Exam Request."
 - c. There is a link to "Upload Exam."
2. If your method of test delivery to the SRC is via uploading to the SRC portal, click on the link to upload an exam.
 - a. You can also drop off a paper copy of the exam or upload to the portal

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Home > Submit Exam Electronically and Exam Instruction

Home > Online Services Home

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

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: [Accessible File Types](#)

File Information

Class: EDEV 26.4248 - INDIVIDUAL ASSESS OF LEARNING (CRN: 230529)

Exam File Note (Optional):

Same Exams for Everyone:

Note: Select Yes, if you would like us to use this file for all students that have scheduled exams for this same day and section.

Select File:

3. You can choose to provide an "Exam File Note."
4. Is the same exam for everyone?
 - a. Choose "Yes" if the exam will be for all students in the course
 - b. Choose "No" if the exam is for a specific student in the course
5. Select the file
6. Click Upload Exam
7. You will receive a confirmation on the screen that the exam has been successfully uploaded.

EXAM WAS SUCCESSFULLY UPLOADED

The file was successfully uploaded. If you need to upload another file, please use the file upload feature again.

UPLOAD INSTRUCTION

- If you are scanning your document, scan at 150 - 300 dpi for resolution.

8. You will also receive an email confirmation.

Downloading a Completed Exam in the SRC Portal

1. You will receive an email notification stating the student has completed an exam
2. Log into the SRC Portal to download the completed exam if this is your choice of receiving completed tests. Otherwise, completed papers tests will be returned to you by the choice you specified in the SRC Test Accommodations Agreement.

ALTERNATIVE TESTING

List Exams **Completed Exams Files** Students' Courses

LIST SRC TEST ACCOMMODATIONS AGREEMENT

Hint: If you need to make any changes, please select the following SRC Test Accommodations Agreements and click View. If you would like to make a copy of your SRC Test Accommodations Agreement to another course, please use the following function to select your source SRC Test Accommodations Agreement and your other course.

Select:

Copy to:

EXAMS PROCTORED BY INSTRUCTOR OR CLASS WITHOUT EXAMS

- BUS 101.4306 - Introduction to Business [Action: [Cancel](#)]

No Exam Has Been Uploaded

A list of completed exams will be listed and ready for download

Alternative Formats

1. Instructors can view the requested course materials, the process status, and the students who have requested that course material
 - a. Cannot view reformatted materials
2. Below is a sample view

The screenshot shows the 'Alternative Formats' page. On the left is a navigation menu with 'Alternative Formats' highlighted. The main content area has a header 'ALTERNATIVE FORMATS' and a 'List Requests' link. Below the header is a yellow bar with 'Previous Term' and 'Next Term' links, and 'Term: Fall 2022'. The course title is 'EDEV 29.4249 - Individualized Assess Of Learning'. Under 'Book(s) Processed:', there is a list with one item: '1. Sample Material Title' with fields for ISBN (1010101010), Publisher, Author, and Edition. A blue arrow points to the 'Sample Material Title' field. Below this is a 'Have Requested Accommodation:' section with a list item 'o Jack *****', also indicated by a blue arrow. A 'Logout' button is visible in the bottom left of the main content area.

Notetaking Services

1. If a student in your class is approved for a staff notetaker, and the notetaker provides the notes to the student by uploading them into the SRC Portal, you will be able to view the notes provided to the student

The screenshot shows the 'Notetaking Services' page. On the left is a navigation menu with 'Notetaking Services' highlighted. The main content area has a header 'NOTETAKING SERVICES' and a 'List Requests' link. Below the header is a yellow bar with 'Previous Term' and 'Next Term' links, and 'Term: Spring 2023'. A blue arrow points from a text box 'Notes will be listed here' to the 'Next Term' link. Below this is a 'Questions? Contact Us!' section with the text 'Please contact our office if you have any questions regarding Notetaking Services request.' and 'Student Support Services'.

Add Instructor

If you teach a course with multiple instructors, you can add them to the course. Or, if you are no longer teaching the course and know who is, you can add the new instructor's information.

1. Log into the SRC Portal – <https://elbert.accessiblelearning.com/ElCamino/Instructor>
2. At the top right corner, click "Add Instructor."

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Home » Instructor Homepage » Overview

Views and Tools: Overview, Course Syllabus, Alternative Testing, Alternative Formats, Notetaking Services

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

OVERVIEW: Accommodation Requests, Search Students' Eligibilities, Add Instructor

ANNOUNCEMENT

Thank you for being an SRC student ally and working with our office to ensure our students with disabilities receive an accessible and equitable education. Please review the accommodations for the students in your course(s).

The purpose of providing accommodations is to ensure that the student has access to course content, equal opportunity for participation in the class, and received an equitable education. However, the College is not required to modify any essential requirements in the program of instruction or to provide accommodations when the request poses an undue hardship. If you have questions regarding issues of requirement or hardship, please contact the Director of SRC, Gary Greco, at (310) 660-3295.

Important Notice: Students' disability and accommodation information is strictly confidential! It is the student's responsibility to contact you to further discuss accommodations. Please respect the student's right to confidentiality and limit your discussion of the student's disability or accommodations to private conversations with them. It is the student's decision whether to share specifics about their disability.

We appreciate your understanding of the student's needs and of the laws that govern students' rights. Your partnership and support in providing equitable access and accommodations for student success are appreciated! Let us know how we may be of further assistance.

3. Complete the personal information
 - a. Class
 - b. Type – Select either Add or Replace
 - i. Add an instructor if multiple instructors are teaching the course
 - ii. Replace the instructor if you are no longer teaching the course. If you replace it, you will no longer have access to the course information in the SRC Portal
 - c. Instructor name
 - d. Instructor email – use their ECC email

ADD INSTRUCTOR

Personal Information

Class #:

Type #:

Instructor Name #:

Email Address #:

Note: Please enter a valid school email address (not personal email address).

4. Click "Add Instructor"
5. Repeat the steps if you need to add multiple instructors

Recording Lectures Agreement

- Students will complete the Recording Lectures Agreement with the SRC each semester.
- For concerns about recording in your courses, please contact the SRC.