



# CAE FACULTY PORTAL TUTORIAL

# What is the Faculty Portal?

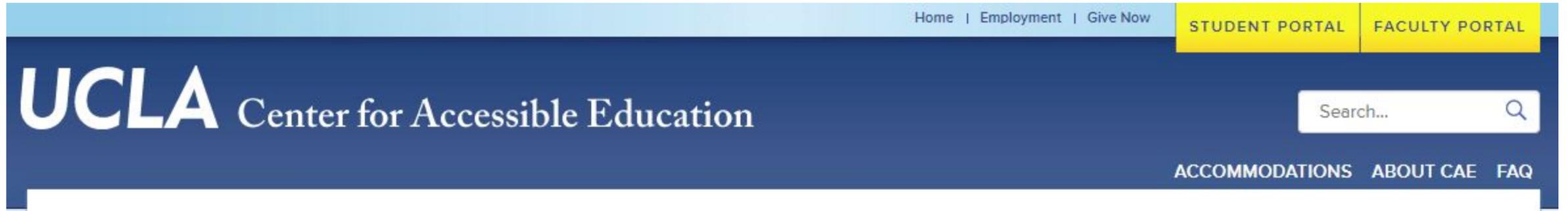
The Faculty Portal is the online data base used by the UCLA Center for Accessible Education (CAE) to collaborate with professors to provide exam accommodations to disabled students.

The Faculty Portal allows faculty members to view accommodation letters, provide information on upcoming exams, and upload exams directly to the Portal.

# How to Access the Faculty Portal

Visit the CAE home page: [www.cae.ucla.edu](http://www.cae.ucla.edu)

Click Faculty Portal. Log in using your UCLA logon and password



Click on "Courses" to view all your courses

Click on "Accommodation Letters" to view letters

UCLA



gauletta . [log out](#)

[Courses](#)

[Accommodation letters](#)

[Help](#)

## Welcome to the CAE Faculty Portal for ClockWork

This website will allow you to:

- View courses
- Confirm dates and times of exams
- View students who have requested accommodations
- View individual student Accommodation Letters
- Provide exam/test information
- Upload exams and any attachments, to a secure server with encryption

Please note that reminders are automatically sent until the exam is uploaded.

Please be aware this information is entered by students, and may need to be corrected, by the professor.

Please click the [Courses](#) link above to get started. You will be asked to login using your UCLA login account.

Click "View Letter" to view Accommodation Letters



## Accommodation Letters

Show term: Summer Session 2018 Refresh

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

Course	Student	Date letter available	Your confirmation	Letter
CAE 0181 section 001 (181)	STUDENT AA	Jun 26, 2018		<a href="#">View letter</a>
CAE 024 01 section 01 (2018 Spring) UCLA	STUDENT AA	Apr 13, 2018	May 1, 2018	<a href="#">View letter</a>



All courses you teach

Click on "Test and Exams" to view student proctoring requests for this class

Navigation bar with "Courses", "Accommodation letters", and "Help" tabs. User profile "gauletta" and "log out" link are visible on the right.

### Courses

Show term: Summer Session 2018 Refresh

Your courses are listed below. Click on "Tests and Exams" to provide details for your quiz/test/exam.

Course	Options
<b>CAE 0181</b> SECTION: 001 (TERM: 181)	<a href="#">Accommodation Letters</a> ★ <a href="#">Tests and Exams</a>

★ indicates that there is at least one future test/exam in the system for the course



The gold star indicates that at least one student has requested accommodations



Click here to:

1. Confirm the date & time of the exam
2. Upload exams
3. Provide information about the test

Courses Accommodation letters Help gauletta . [log out](#)

### Scheduled tests and examinations for:

#### CAE 0182 01 section 01 (Summer 2018) UCLA : AULETTA, GEORGE P (2018 Jun 25 to Sep 23)

Exam requests for this course are listed below. Please click the "Confirm/Edit" button to view students, edit test information and upload exams. If no students are listed, it may mean that a student made a request and then cancelled.

If this is a "Take Home Test" or if the test is not scheduled for this date, please contact CAE at [CAEproctor@saonet.ucla.edu](mailto:CAEproctor@saonet.ucla.edu) or (310) 825-2651.

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	
Test	<b>September 5</b> Wednesday (2018)	<b>9:00 AM (60 minutes)</b> <i>Last modified: 2018-08-23</i>	No		<a href="#">Confirm/Edit</a>
Test	<b>August 30</b> Thursday (2018)	<b>9:00 AM (60 minutes)</b> <i>Last modified: 2018-08-23</i>	No		<a href="#">Confirm/Edit</a>

[Back to course list](#)

Confirm the time and date of the test  
Please use the icons to make changes. Do not type it in.

gauletta . [log out](#)

**1. Test details**  
[2. Students](#)  
[3. Test Information](#)  
[4. Submit changes](#)

### 1. Test / Exam Information

Course: **CAE 0181 sect. 001 (181)**

**Test date, Start time, and End time below are provided by the student. Please confirm that these reflect the correct Test date, Start Time and End Time. The system will calculate and apply appropriate extra time. If the Test date is not correct or has changed, please be aware that if the test is less then 2 weeks in the future, CAE may not be able to provide the accommodation.**

Date of test (yyyy-mm-dd):  

Test start time:  

Test end time:  

Please select the class time, not the accommodated time. The system will automatically calculate the correct time.

This list indicates which students have requested exam accommodations.

Accommodated time

# UCLA

gauletta . log\_out

[1. Test details](#)

**2. Students**

[3. Test Information](#)

[4. Submit changes](#)

## 2. Students scheduled to-date for CAE 0181 sect. 001 (181)

Below is the current list of students that have registered to write this test with CAE. This list may change based on student requests and cancellations. Please review this list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
STUDENT AA (000000000)	September 11 Tuesday (2018)	2:45 PM to 4:45 PM

Previous Next Cancel

- If students have not requested accommodations in a timely manner, professors may provide the accommodations, or the student can contact CAE to see if there is room on the schedule.
- Students are asked to request accommodations 2 weeks prior to their exams.

[1. Test details](#)

[2. Students](#)

**3. Test Information**

[4. Submit changes](#)

### 3. Test Information for CAE 0181 sect. 001 (181)

If you are able to provide the accommodations please call (310) 825-2651 or email CAEproctor@saonet.ucla.edu, and we will cancel the appropriate exams/students

**Please indicate how you or your TA can be reached during this test/exam.  
(REQUIRED)**

\* Contact Info

123-456-7890

#### Exam Delivery Info (At least 1 business day prior to exam)

Preferred: Exam will be uploaded to ClockWork

**CAE will print uploaded exams in black and white. If color copies are necessary, please check box below.**

Color Printing Required for this exam

Instructor or TA will deliver exam to CAE Proctoring Center - Murphy Hall A242 M-F 8-5

Online Exam

Logon/Password

#### Exam Type

OID Scantron (provided by CAE)

Other Scantron (provided by Professor)

Other Scantron (provided by Student)

Blue Book

Answer directly on exam

Materials permitted for the test. Please be specific.

Personal laptop allowed  Yes  No

Scratch Paper Allowed  Yes  No

Open Book  Yes  No

Notes Allowed  Yes  No

Note Type

Handwritten Notes

Typed Notes

Select notes allowed  Note card (3 X 5, front only)  Note sheet (8.5 X 11, front only)  
 Note card (3 X 5, both sides)  Note sheet (8.5 X 11, both sides)

Number of note pages allowed

Calculator  Yes  No

Select a calculator  Simple calculator  Graphing calculator  
 Scientific calculator

Anything else you would like us to know about this exam

Provide exam return information. If we are delivering to the department, please specify the room number.

### Exam Return Info

Preferred: Instructor or TA will PICK-UP Exam from CAE Proctoring Center (Murphy Hall A242 M-F 8-5)

CAE delivers to department during CAE business hours

Department location  
and room

Online Exam: No return necessary

CAE requires this form to be completed accurately in order to proctor your exam. (REQUIRED)  
Click "NEXT" to upload exam

Previous

Next

Cancel

- [1. Test details](#)
- [2. Students](#)
- [3. Test Information](#)
- 4. Submit changes**

## 4. Confirm exam details for CAE 0181 sect. 001 (181)

Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact CAE at [CAEproctor@saonet.ucla.edu](mailto:CAEproctor@saonet.ucla.edu) or (310) 825-2651. Instructions for the instructor, at the top of the student list Instructions to instructor for file upload

### Test details

**CAE 0181 sect. 001 (181)**  
**Tue September 11, 2018 . 2:45 PM - 4:45 PM**

### Test information

Contact Info	<b>123-456-7890</b>
Preferred: Exam will be uploaded to ClockWork	<b>yes</b>
OID Scantron (provided by CAE)	<b>yes</b>
Personal laptop allowed	<b>No</b>
Scratch Paper Allowed	<b>No</b>
Open Book	<b>No</b>
Notes Allowed	<b>No</b>

Calculator **Yes**

Select a calculator **Simple calculator**

Preferred: Instructor or TA will PICK-UP Exam from CAE Proctoring Center (Murphy Hall A242 M-F 8-5) **yes**

### File upload

**Note:** If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the CAE Proctoring Center in advance of your scheduled test or exam at least one business day in advance.

If you have multiple files for this exam it would be best to place all files in a ZIP and uploaded as a single file. All MP3s must be uploaded in a ZIP file.

To add multiple attachments without ZIP please follow these steps:

1. Submit changes
2. Back to Test Listing
3. Review File
4. Upload Next File

Select test/exam file to submit:

Previously uploaded tests:

Please remember to click "Submit", to save information entered and upload exam.

If you discover a typo or need to upload a new version, please delete the original document, and upload the corrected document. Please contact CAE, in case we have already printed the original document.

**Please note** that you must click the [Submit changes](#) button at the bottom of this page to confirm your test information and upload exam.

 [Please print a copy for your records.](#)



## Test / Exam submission complete

Thank you for submitting your test / exam.

[Back to courses list](#)

[Back to test listing](#)

[Logout](#)

## FAQ's

### **How will I know which students have made a request for proctoring?**

Instructors will receive an email notifying you that students have requested accommodations, and to log into the Faculty Portal. You can then view accommodation letters, verify the exam date and time, provide testing information and upload the exam.

### **What if I don't want to upload my exam to the Faculty Portal?**

You may bring it to the CAE Proctoring Center at Murphy A-242. Please deliver the day before the scheduled exam.

Due to the high volume of exams that we proctor, we no longer pick up exams.

### **What if I want to provide the accommodations myself?**

Please email the CAE Proctoring Center at [caeproctor@saonet.ucla.edu](mailto:caeproctor@saonet.ucla.edu), and we will remove the student from the CAE schedule. Thank you for providing the accommodation.

### **What if I have a new version or a correction on an exam I've already uploaded?**

You can delete the previous version and upload a new one, however, it is imperative that you contact the CAE Proctoring Center at [caeproctor@saonet.ucla.edu](mailto:caeproctor@saonet.ucla.edu), and let us know, just in

### **What should I do if I need to change the date of an exam?**

Please do not change the date on the Faculty Portal. Please call the CAE Proctoring Center and we'll see if we have capacity on the new date.

### **How should I change the time or duration of the exam?**

You can change this in the Faculty Portal. The CAE staff are alerted to any changes through the portal and can adjust student stop and start times accordingly.