MY SDC online — Add or Edit an Examination Listing
Version 2021-01

A faculty can login to My SDC Online by visiting https://sdc.ucdavis.edu/facultyportal 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	✎	🔴 Missing Exam

Edit/Add Exam Info

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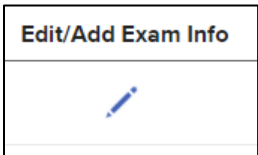
In this example we will add an examination listing. To begin the process, select the **pencil icon** on the right portion of the interface.

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

ZZZ 999 Lecture

Course Detail

CRN	Sections	Term
99991, 99992	001, 002	Fall Quarter 2021

Contact Information

Primary Contact *	Primary Email *	Primary Contact Phone Number *
Max Power	mpower@ucdavis.edu	530-555-5555

Secondary Contact	Secondary Email	Secondary Contact Phone Number

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.

Exam Information

Please provide information on your exams for the course below.

＋ Add Another Exam

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.

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.

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.

Notes

Exam Information

(Format: png, jpg, jpeg, pdf, txt, doc, docx, ppt, pptx, xls, xlsx, mp3, m4a.)

[**Add Exam**]

[**Save Exam Info**] 🗑 Remove Exam

If you want to provide Accommodated Exam Services (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] [Confirm]

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 File Type *

[Select ⌄]

Select
Exam with Versions
Exam without Versions
Exam on Canvas
Supplemental Files

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.

Exam Information

(Format: png, jpg, jpeg, pdf, txt, doc, docx, ppt, pptx, xls, xlsx, mp3, m4a.)

Add Exam

New Files! (Please press "Save Exam Info" to finalize changes)

File Name	Type	Action
Examination.pdf	Exam without Versions	🗑

Save Exam Info   🗑 Remove Exam

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 **Home** from the menu bar to return.

Exam Information   **View Completed Exams**

Course	Number of Exams	Edit/Add Exam Info	Status
ZZZ 999 Lecture	1	✏	🟢 Completed

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

Status

🔴 Missing Exam

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.

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.

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

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

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

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.

If you have any additional questions concerning the materials in this handout contact AES via email at examaccom@ucdavis.edu