Getting to the CDAR Instructor Portal

You can access the portal through VandalWeb or the CDAR website.

Login using your NetID. Portal is linked to DUO, so you will need your authentication method.
The first screen upon logging in is a reminder that you are viewing sensitive data, and all information should remain confidential.
Overview Tab

- Views and Tools:
  - Overview
  - Course Schedules
  - Alternatives
  - Additional Services
  - Notetaking Services
  - Deaf and Hard of Hearing

- List of Students Who Requested Accommodation:
  - Legend:
    - ATS: Alternative Testing
    - DHO: Deaf and Hard of Hearing
    - ATP: Alternative Formats
    - NTG: Notetaking Services

- Export Search Result to CSV (Comma-Separated Values) File:
  - Export Student Lists
  - Export Student Accommodation Requests

- Table:

<table>
<thead>
<tr>
<th>View</th>
<th>CRN</th>
<th>SRL</th>
<th>CRS</th>
<th>SEC</th>
<th>Student's Full Name</th>
<th>ATS</th>
<th>NTG</th>
<th>ATP</th>
<th>DHO</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>CDAR20</td>
<td>CDAR</td>
<td>100</td>
<td>01</td>
<td>Hope Pita</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td>Read</td>
</tr>
<tr>
<td>View</td>
<td>CDARDMO</td>
<td>CDAR</td>
<td>101</td>
<td>01</td>
<td>Mickey Mouse</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Read</td>
</tr>
<tr>
<td>View</td>
<td>CDARDMO</td>
<td>CDAR</td>
<td>101</td>
<td>01</td>
<td>Hope Pita</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td>Emailled</td>
</tr>
<tr>
<td>View</td>
<td>CDARDMO</td>
<td>CDAR</td>
<td>101</td>
<td>01</td>
<td>Dot Warner</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Read</td>
</tr>
<tr>
<td>View</td>
<td>CDARDMO</td>
<td>CDAR</td>
<td>101</td>
<td>01</td>
<td>Wacko Warner</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td>Emailled</td>
</tr>
</tbody>
</table>
Use the Advanced Search feature to easily view and export accommodations.
University of Idaho

CDAR INSTRUCTOR PORTAL

TESTING AND ALTERNATIVE TESTING AGREEMENTS
Alternative Testing – Main

### Alternative Testing

#### Views and Tools
- Overview
- Course Syllabus
- Alternative Testing
- Alternative Formats
- Notetaking Services
- Deaf and Hard of Hearing

### List Alternative Testing Agreement

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

**Select:** Select One | View

**Copy to:** | Copy

#### List of Courses

**Step 1 - Select Action**

**Available Tools:** Upload File to Exam(s)

**Step 2 - Select from the Following Courses**

**Hint:** Check the box next to each student who should receive the exam you are uploading.

<table>
<thead>
<tr>
<th>SR#</th>
<th>CRN</th>
<th>SEC</th>
<th>Student Name</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>101</td>
<td>01</td>
<td>Minnie Mouse</td>
<td>Exam</td>
<td>03/17/2020</td>
<td>01:00 PM</td>
<td>No Show</td>
</tr>
<tr>
<td></td>
<td>100</td>
<td>01</td>
<td>Wednesday Adams</td>
<td>Exam</td>
<td>03/17/2020</td>
<td>01:00 PM</td>
<td>Completed (Taken)</td>
</tr>
<tr>
<td></td>
<td>101</td>
<td>01</td>
<td>Mickey Mouse</td>
<td>Exam</td>
<td>03/18/2020</td>
<td>02:00 PM</td>
<td>Approved - View Details</td>
</tr>
<tr>
<td></td>
<td>101</td>
<td>01</td>
<td>Dot Warner</td>
<td>Exam</td>
<td>03/19/2020</td>
<td>03:00 PM</td>
<td>Approved - View Details</td>
</tr>
</tbody>
</table>
The Alternative Testing Agreement (ATA) provides CDAR Testing Services with exam details in order to proctor accommodated exams. CDAR cannot confirm students’ exam requests until the instructor completes the ATA.
Copying ATA’s

If you teach multiple sections of the same course, or all your exams have the same guidelines, you can copy the same ATA to your other courses.

Instructors can also email cdar-testing@uidaho.edu and request we copy the ATA to your other courses.
Instructors can edit an ATA at any point in the semester. Possible reasons include date changes or additional resources allowed during exams.
Instructors can upload exams to the portal. When uploading, you will have the option to use the same test for all students or upload a unique version for the student. If you have multiple versions of an exam, contact cdar-testing@uidaho.edu for assistance.
CDAR INSTRUCTOR PORTAL

NOTETAKING
DEAF & HARD OF HEARING
ALTERNATE FORMAT TEXT
SYLLABUS
The Notetaking and Deaf / HOH modules will CDAR personnel who will be present in the class as well as materials provided to students receiving the accommodation.

Cdar-notetaking@uidaho.edu
The Alternative Formats module will list any reading material the student has requested in an alternate format. If the student has requested assistance with readings posted in BBLearn, please email atext@uidaho.edu with a list of readings posted in BBLearn.
Instructors are able to upload course syllabi. This helps CDAR understand class format and learning objectives. All instructors are encouraged to include a statement on syllabi informing students with disabilities of their right to request reasonable accommodations in the classroom.

**Syllabus Statement:**

Students with disabilities needing accommodations to fully participate in this class should contact Center for Disability Access and Resources (CDAR). All accommodations must be approved through CDAR prior to being implemented. To learn more about the accommodation process, visit CDAR’s website at [www.uidaho.edu/cdar](http://www.uidaho.edu/cdar) or call 208-885-6307.
QUESTIONS / PROBLEMS?

EMAIL CDAR@UIDAHO.EDU OR CALL 208-885-6307 IF YOU HAVE QUESTIONS OR PROBLEMS LOGGING INTO THE INSTRUCTOR PORTAL.