



Office of Accessibility
Simmons 105
Akron, OH 44325-6213
(330) 972-7928
TTY (330) 972-5764

Uploading Exams to STARS

1. When a student enters an exam request into STARS, faculty will receive an email.

Dear Professor,

A student in your 3850 100.011 - INTRODUCTION TO SOCIOLOGY (CRN: 17032) has requested to utilize their testing accommodations in the Office of Accessibility.

Student: [REDACTED]

Class: **3850 100.011 - Introduction to Sociology**

Exam Location (Campus): **Main Campus**

Exam Type: **Test**

Date: **Thursday, April 30, 2015**

Time: **10:00 AM**

Accommodation Requested:

- 50% Time Extension (OA)
- Computer for Essays with Spell Check (OA)
- Reader
- Testing in Distraction Reduced Space (OA)

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam:
<https://andes.accessiblelearning.com/Akron/ExamFile.aspx?ID=E43768208045028&Key=JsIOcqNY>

Please complete the proctor sheet from the Office of Accessibility's website <http://www.uakron.edu/access/faculty-and-staff/> and return to the Office of Accessibility with a copy of the test for the student. You will find two links to the proctor sheet on the website, a word document or a pdf. The proctor sheet and test can be sent by campus mail (+6213), faxed (5422), delivered to Simmons 105 or emailed to access@uakron.edu.

Should you need to communicate with the student directly, their email address is [REDACTED] and phone number is [REDACTED]

If you have already provided the test and proctor sheet to the Office of Accessibility, please disregard this email.

For questions, please contact us at (330)972-7928 or access@uakron.edu.

Thank you for your assistance.

Virginia K. Donnelly
Office Manager
Office of Accessibility
(330) 972-7928 (v)
(330) 972-5464 (tdd)
(330) 972-5422 (fax)
access@uakron.edu

2. Select the link provided in the email, <https://york.accessiblelearning.com/Akron>, to upload the exam and **attached On Campus Proctor Sheet** in an alternative format. The recommended browser is Google Chrome for uploading exams to STARS.

3. The screen below will appear when the link to upload an exam is selected.

SUBMIT EXAM ELECTRONICALLY

Uploading Instructions: Please scan your document at **150 dpi as the scanner resolution**. The maximum allowable file size is **1 MB** per upload.

File Information

Class: **3850 100.011 - INTRODUCTION TO SOCIOLOGY (CRN: 17032)**

Exam File Note (Optional):

Same Exams for Everyone: **No** ▼
Note: Select Yes, if you would like us to use same exam for all students that have scheduled exams for the same day.

Select File: **No file chosen**

4. Enter the file information for the exam:
- If necessary, add 'Exam File Note' in the available box.
 - If you have more than one student in the class that is requesting accommodations for the same day, select 'Yes' to use the 'Same Exams for Everyone'.
 - Choose file you wish to upload and select 'Upload Exam'.

SUBMIT EXAM ELECTRONICALLY

Uploading Instructions: Please scan your document at **150 dpi as the scanner resolution**. The maximum allowable file size is **1 MB** per upload.

File Information

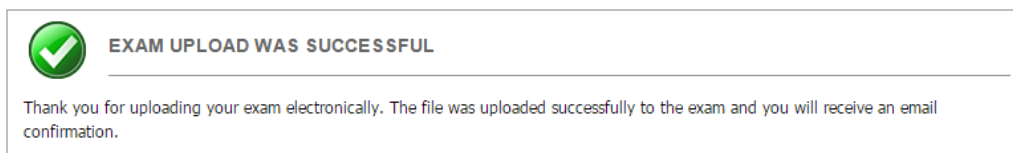
Class: **3850 100.011 - INTRODUCTION TO SOCIOLOGY (CRN: 17032)**

Exam File Note (Optional):

Same Exams for Everyone: **No** ▼
Note: Select Yes, if you would like us to use same exam for all students that have scheduled exams for the same day.

Select File: **No file chosen**

5. Once the exam has been uploaded, you will see this message.



6. If you are uploading the On Campus Proctor Sheet as a separate document, follow the steps again starting at step 4. Please indicate in the 'Exam File Note' box that the document is the proctor sheet.

If you experience any problems uploading the exam or proctor sheet to STARS, please call our office at (330)972-7928.