

## BMAC @ CSULB



# Using MyBMAC

## A guide for Instructors

**Student Success Center, Room 110**  
**562.985.5401**

**BMAC Hours of Operation:**

**General Inquiries: [BMAC@csulb.edu](mailto:BMAC@csulb.edu)**  
**Monday - Friday, 8 am - 5 pm**

**Testing Hours of Operation:**

**Exam Inquiries: [BMAC-Exams@csulb.edu](mailto:BMAC-Exams@csulb.edu)**

**Monday - Friday, 8 am - 5 pm**

**Finals Week Testing Hours:**

**8 am - 7 pm**



## Reminders for BMAC Accommodations and Testing Services

- Please email [BMAC-Exams@csulb.edu](mailto:BMAC-Exams@csulb.edu) if you have exam related inquiries
- Faculty and BMAC students should work together to communicate accommodation and alternative testing needs/concerns
- BMAC remote proctoring may be available on a limited, case-by case basis for exam accommodations that cannot be replicated within a virtual environment, contingent upon BMAC scheduling availability and BMAC approval. BMAC asks that students work directly with instructors in order to determine an alternative arrangement for quizzes and exams
- AIM (Accessible Instructional Materials) @ CSULB can help to ensure your virtual materials are accessible for all students and provide alternative media for students with accommodations for such
- Deaf and Hard of Hearing services provides real time captioning and interpreters for students who are approved for these accommodations



## What is **MyBMAC?**

- An online tool for requesting services and accommodations for students with disabilities
- A streamlined way for faculty to review student accommodations, schedule exams, and provide guidance for BMAC proctoring via the instructor portal
- A system that eliminates paper testing forms and accommodation letters



## Accessing the **Instructor Portal**

- The instructor portal is accessed through Single Sign on (SSO)
- Instructors log on using CSULB credentials
- Accommodation information is easily accessible for all enrolled students in one simple to navigate space



# The Instructor Portal **FERPA Landing Page**

log Problem with Login Sign In

**Accessible Information Management, LLC**  
http://www.AccessibleLearning.com

Home

Home » Instructor Homepage » **Instructor Authentication Page**

Home

- > DSP&S's Main Website
- > Contact Us

**Logout**

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

Log Out

### INSTRUCTOR AUTHENTICATION PAGE

#### REMINDERS

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

#### FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students 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 do 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**

Continue to View Student Accommodations

After logging in via SSO read the FERPA agreement and click “Continue to View Student Accommodations” to complete the initial login process



# The Instructor Portal Overview of Students and Accommodations

Home >> Instructor Homepage >> Overview

**Views and Tools**

- > Overview
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

**Logout**

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

[Log Out](#)

**OVERVIEW**

Term: **Fall 2010** Previous Term Next Term

[Click to Expand Advanced Search Panel](#)

Sort Result: Course Information Sort

**LIST OF STUDENTS WHO REQUESTED ACCOMMODATION**

Legend:

- **TST:** Alternative Testing
- **COM:** Deaf and Hard of Hearing
- **ATF:** Alternative Formats
- **NTK:** Notetaking Services

View	CRN	SBJ	CRS	SEC	Student's Full Name	TST	NTK	ATF	COM	Status
<a href="#">View</a>	12718	ADED	32142	001	Natasja Krogh	Yes	Yes	Yes		<a href="#">Read</a>
<a href="#">View</a>	15545	ART	69199	009	Getulio's Betancourt	Yes	Yes	Yes	Yes	<a href="#">Read</a>
<a href="#">View</a>	13372	BAD	64158	002	Haris Gunadi				Yes	
<a href="#">View</a>	13372	BAD	64158	002	Fanuel Vaca	Yes				<a href="#">Read</a>

This page provides an overview of all students enrolled in the various courses/sections taught by the faculty, the accommodations the student requested, and if the instructor has read their faculty notification letter

1. Shows the term you are currently searching and usually defaults to the current semester term. You can also view previous terms and upcoming terms.
2. At top right is a link to search student's eligibilities. Selecting that option will allow faculty to see a list of student's emails that can be exported.

# The Instructor Portal Overview of Students and Accommodations (CONT)

Complex Overview - DSV4-LionHead

Welcome Customer Support! My Profile My Mailbox (Sent E-Mails) My Acc

### LIST OF STUDENTS WHO REQUESTED ACCOMMODATION 1

Legend:

- TST: Alternative Testing
- COM: Deaf and Hard of Hearing
- ATF: Alternative Formats
- NTK: Notetaking Services

View	CRN	SBJ	CRS	SEC	Student's Full Name	TST	NTK	ATF	COM	Status
<a href="#">View</a>	10327	ACCT	33010	001	Gloria Hartman	Yes	Yes			Read
<a href="#">View</a>	10327	ACCT	33010	001	William Moulton	Yes		Yes		
<a href="#">View</a>	10327	ACCT	33010	001	Rebecca Peterson	Yes	Yes			Emailed
<a href="#">View</a>	10327	ACCT	33010	001	Customer Support	Yes				
<a href="#">View</a>	12718	ADED	32142	001	Natasja Krogh	Yes	Yes	Yes		Read
<a href="#">View</a>	12828	BSCI	70144	001	Angela Nguyen	Yes			Yes	Read
<a href="#">View</a>	13301	CACM	11001	002	Margaret Fish	Yes			Yes	Read
<a href="#">View</a>	13719	CHDS	67637	002	Timothy Esposito	Yes	Yes	Yes		
<a href="#">View</a>	13719	CHDS	67637	002	Customer Support	Yes	Yes			Read

This screen provides an overview of the students enrolled in all of a faculty members courses/sections

1. The legend provides detail for the abbreviation of approved accommodations in the table
2. Here you can view which accommodations the student will receive for your course/section
3. The status indicates if you have read the accommodation letter via the portal
4. View allows you to see the accommodation letter and details on a particular student's accommodations



# The Instructor Portal Overview of Students and Accommodations (CONT.)

The screenshot shows the 'Overview' page of the Instructor Portal. The top navigation bar includes 'My Dashboard', 'Unfiled Blogs', 'Staff Access', 'Website Control', 'Testing Center', 'Notetaker', and 'Transcriber'. The main content area is titled 'OVERVIEW' and includes a 'Term: Fall 2010' dropdown. A red arrow points to a button labeled 'Click to Expand Advanced Search Panel'. Below this is a table titled 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION' with columns for View, CRN, SBJ, CRS, SEC, Student's Full Name, TST, NTK, ATP, COM, and Status. A legend defines the abbreviations used in the table.

View	CRN	SBJ	CRS	SEC	Student's Full Name	TST	NTK	ATP	COM	Status
View	12718	ADED	32142	001	Natasja Krogh	Yes	Yes	Yes		Read
View	15545	ART	69199	009	Getulio's Betancourt		Yes	Yes	Yes	Read
View	13372	BAD	64158	002	Haris Gunadi				Yes	
View	13372	BAD	64158	002	Fanuel Vaca	Yes				Read

Selecting the Click to Advanced Search Panel displays a list of eligibilities that the instructor can search by.

## LIST STUDENTS' ELIGIBILITIES



Accommodation Term: 2010 - Fall

Part of Last Name:

Part of Last Name:

## STUDENT'S ELIGIBILITY

### Alternative Formats

- Braille
- Daisy/html
- E-Text
- Image description

### Alternative Testing

- Calculator
- CCTV-test
- Computer
- Dragon
- Extra Time 1.50x
- Extra Time 2.0
- JAWS-test
- Large Print-test
- Minimum Distr:
- Proctor
- Refreshable Braille-test
- Scheduling out
- Screen magnification-test
- Tests at DRC
- Unonline during



# The Instructor Portal **Alternative Testing**

Access to the **Alternative Testing** section can be found under **View and Tools** on the left hand side, click on **Alternative Testing**.

The screenshot shows a web browser window displaying the Instructor Portal for Accessible Information Management, LLC. The browser address bar shows `andes.accessiblelearning.com`. The page header includes a navigation bar with links for **My Profile**, **My Mailbox (Sent E-Mails)**, and **My Account**. Below the header is a navigation menu with options: **My Dashboard**, **Unified Blogs**, **Staff Access**, **Website Control**, **Testing Center**, **Notetaker**, **Interpreter**, and **Proctor**. The main content area is titled **OVERVIEW** and includes a **Return to Staff** button, a **Previous Term** section for **Term: Fall 2010**, and a **Sort Result: Course Information** dropdown. A **Views and Tools** sidebar on the left contains a list of navigation options: **Overview**, **Course Syllabus**, **Alternative Testing** (highlighted with a yellow box), **Alternative Formats**, **Notetaking Services**, and **Deaf and Hard of Hearing**. Below the sidebar, the page displays a **LIST OF STUDENTS WHO REQUESTED ACCOMMODATION** section with a legend indicating that **TST** stands for **Alternative Testing** and **ATF** stands for **Alternative Formats**.



# The Instructor Portal **Alternative Testing (CONT)**

Under the 'Specify Testing Agreement' header you can find all of the courses and sections you teach in the drop down menu. If there has not been a testing agreement created for a particular course, you can do so by clicking the 'continue to specify testing agreement' below the highlighted box.

ALTERNATIVE TESTING

**SPECIFY TESTING AGREEMENT**

Select Class: **ADED 32142.001 (SLN: 12718) - PRINCIPLES OF TEACHING**

If you need DSP&S to proctor your exams, [Continue to Specify Testing Agreement](#)

**PROCTORING YOUR OWN EXAM**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus ac nunc eget diam sodales faucibus sit amet eget felis. Maecenas ex metus, dictum vitae ornare eget.

Select Class: **ADED 32142.001 (SLN: 12718) - PRINCIPLES OF TEACHING** Type: **Select One** [Confirm](#)

**LIST TESTING AGREEMENT**

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

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

**EXAMS PROCTORED BY INSTRUCTOR OR CLASS**

- BSCI 70144.001 - SEL READ EUKARYOTIC CELL [Action: C]
- COMT 21010.590 - WRKGRP PROD SOFTWARE [Action: C]

**LIST TESTING AGREEMENT TEMPLATES**

The testing agreement is where you can specify the date, time and testing parameters of an exam. Parameters include specifications such as open notes, the use of dictionary, calculator etc. You only need to specify parameters for exams that BMAC will proctor



# The Instructor Portal **Alternative Testing (CONT)**

Welcome Customer Support! My Profile My Mailbox

Homepage » **Alternative Testing**

## ALTERNATIVE TESTING

### SPECIFY TESTING AGREEMENT

Select Class: **ADED 32142.001 (SLN: 12718) - PRINCIPLES OF TEACHING**

If you need DSP&S to proctor your exams, [Continue to Specify Testing Agreement](#)

### PROCTORING YOUR OWN EXAM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus ac nunc eget diam sodales faucibus sit amet eget felis. Maecenas ex metus, dictum vitae ornare eget

Select Class: **ADED 32142.001 (SLN: 12718) - PRINCIPLES OF TEACHING** Type: **Select One** [Confirm](#)

- I Will Proctor My Own Exams
- My Class Has No Exam

### LIST TESTING AGREEMENT

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

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

### EXAMS PROCTORED BY INSTRUCTOR OR CLASS

- BSCI 70144.001 - SEL READ EUKARYOTIC CELL [Action: C]
- COMT 21010.590 - WRKGRP PROD SOFTWARE [Action: C]

### LIST TESTING AGREEMENT TEMPLATES

If the instructor will proctor their own exam or if the course/section will not have any exams the instructor should indicate this under the 'Proctoring Your Own Exam' header.

\*BMAC remote proctoring may be available on a limited, case-by case basis. Instructors are being asked to accommodate all exams within the virtual class environment for BMAC students solely needing extended time and/or distraction-reduced environment accommodations, or consider an alternate form of assessment.



# The Instructor Portal **Alternative Testing (CONT)**

**Under the 'List Testing Agreement' header you can view previously submitted testing agreements. You can also elect to copy a testing agreement from one course to another and from one section to another.**

The screenshot shows a web browser window with the URL `andes.accessiblelearning.com`. The page title is "Alternative Testing - DSV4-LionHead". The navigation bar includes "Welcome Customer Support!", "My Profile", and "My Mailbox".

The main content area is divided into several sections:

- PROCTORING YOUR OWN EXAM**: Includes a "Continue to Specify Testing Agreement" button and a form with "Select Class:" (dropdown: `ADED 32142.001 (SLN: 12718) - PRINCIPLES OF TEACHING`), "Type:" (dropdown: `Select One`), and a "Confirm" button.
- LIST TESTING AGREEMENT**: This section is highlighted with a yellow border. It contains a hint: "Hint: If you need to make any changes, please click on the following Testing Agreements. If you would like to make a copy of your Testing Agreement to another course, please use the following function to select your source Testing Agreement and your other course." Below the hint are two dropdown menus: "Select:" (dropdown: `Select One`) with a "View" button, and "Copy to:" (dropdown: `Select One`) with a "Copy" button.
- EXAMS PROCTORED BY INSTRUCTOR OR CLASS**: Lists two items:
  - BSCI 70144.001 - SEL READ EUKARYOTIC CELL [Action: Ca
  - COMT 21010.590 - WRKGRP PROD SOFTWARE [Action: Ca
- LIST TESTING AGREEMENT TEMPLATES**: Includes a "Note: Student has not submitted Alternative Testing accommodati" and a "Select:" dropdown (dropdown: `Select One`).



# The Instructor Portal **Alternative Testing (CONT)**

The screenshot displays the MyBMAC Instructor Portal interface. At the top, there are navigation links for "Welcome Customer Support!", "My Profile", and "My Mailbox". The main content area is divided into several sections:

- TESTING AGREEMENT**: A section with instructions on how to manage testing agreements, including dropdown menus for selection and "View" and "Copy" buttons.
- EXAMS PROCTORED BY INSTRUCTOR OR CLASS WITHOUT EXAMS**: A list of exams with their respective actions, such as "BSCI 70144.001 - SEL READ EUKARYOTIC CELL [Action: Cancel]" and "COMT 21010.590 - WRKGRP PROD SOFTWARE [Action: Cancel]".
- LIST TESTING AGREEMENT TEMPLATES**: A section with a "Note: Student has not submitted Alternative Testing accommodation requests." and a "Select:" dropdown menu.
- Table of Exams**: A table with columns for CRS, SEC, Student Name, Type, Date, Time, and Status. A red arrow points to the Status column. The table contains three rows of exam data.

CRS	SEC	Student Name	Type	Date	Time	Status
33010	001	William Moulton	Final	02/14/2018	09:00 AM	Approved - Upload Exam
33010	001	William Moulton	Final	02/14/2018	10:00 AM	Completed (Taken)
33010	001	Customer Support	Final	02/14/2018	01:00 PM	Approved - Upload Exam

IMS RESOURCE OFFICE

You can use this section of MyBMAC to view all exams for scheduled students as well as the status of exam submission and student completion of exams proctored by BMAC



## The Instructor Portal Alternative Testing (CONT)

**ALTERNATIVE TESTING** List Exams Students' Courses

**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: **BAD 64158.002 - LEADERSHIP/MANAGERIAL ASSMT (CRN: 13372)**

Student Name: **Fanuel Vaca**

Exam Date: **05/26/2015**

Exam Time: **09:00 AM**

Exam File Note (Optional):

Same Exams for Everyone: **No**   
Note: Select Yes, only if everyone in the class will the same exam.

Select File:  **No file chosen**

**LIST OF EXAMS UPLOADED**

**Important Note:** For security purposes, **you will receive a 6-digit random code** in your email before you can download the file. **The code is only available for 20 minutes.** Please use caution while deleting exam file because it will not be recoverable.

**No Exam Has Been Uploaded**

Faculty have the option to upload a single exam for one course/section that applies to all students in the course, copy one exam across multiple sections which will apply to all students in the course and sections, or to upload individual exams for each student in the course testing with BMAC.

Once an exam has been loaded you will be able to see a list of *all* exams uploaded