Using MyBMAC
A guide for Instructors

Student Success Center, Room 110
562.985.5401
BMAC Hours of Operation:
General Inquiries: BMAC@csulb.edu
Monday - Friday, 8 am - 5 pm

Testing Hours of Operation:
Exam Inquiries: 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 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
After logging in via SSO read the FERPA agreement and click “Continue to View Student Accommodations” to complete the initial login process.
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.
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.
Selecting the Click to Advanced Search Panel displays a list of eligibilities that the instructor can search by.
Access to the Alternative Testing section can be found under View and Tools on the left hand side, click on Alternative Testing.
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.

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.
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.
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.
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.
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.