ATSD Testing System – Faculty Instructions

Accessing the Testing System

1) Visit the ATSD website: http://www.txstate.edu/trec/atsd.html

2) Click on the “ATSD Testing System” link near the top of the page.

3) Access the Testing System with your NetID and password.
4) The ATSD Testing System faculty homepage will be displayed.

****All ATSD operations have relocated to Nueces 247 until further notice.******

Please take note of the following important dates:

**Monday, November 30th** -- **Last day** to submit test request for Finals. To find the day and time a final exam is scheduled for a class, visit http://www.registrar.bstate.edu/persistent-links/final-exam-schedule.html. **NO exceptions will be made if you miss the deadline of Nov 30th.**

**December 7th -- 11th** -- **Final Exams.**

Friday, December 4th -- Final exams will only be administered at ATSD for courses with the following class meeting times: MW 5:00 PM, W 5:00 PM, F 5:00 PM, F 6:30 PM. If you are enrolled in one of these courses, please contact ATSD to schedule your final exam.
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Approving/Denying an Assessment Request

1.) Select “Manage Test,” from the Faculty drop-down menu

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**Announcements:**

-----All ATSD operations have relocated to Nueces 247 until further notice.-------

Please take note of the following important dates:

**Monday, November 30th**-- **Last day** to submit test request for Finals. To find the day and time a final exam is scheduled for a class, visit http://www.registrar.texasstate.edu/persistent-links/final-exam-schedule.html. NO exceptions will be made if you miss the deadline of Nov 30th.

December 7th – 11th: Final Exams.

Friday, December 4th--Final exams will only be administered at ATSD for courses with the following class meeting times: MW 5:00 PM, W 5:00 PM, F 5:00 PM, F 6:30 PM. If you are enrolled in one of these courses, please contact ATSD to schedule your final exam.
2.) The “Pending Requests” menu shows requests that have yet to be approved or denied. Click the “Status” button next to a request to proceed.
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3.) This pop-up menu gives the option to approve or deny a request. Click the radio button next to either option. If you are approving the request, clicking “OK” will allow you to proceed.

![Image of pop-up menu with options to approve or deny a request]

4.) Selecting “Deny Scheduled Time” will prompt you to give a reason for the denial. Please provide an explanation in the comments field next to that option. If you would like the student to test on a different day/different time, please note the necessary change in the box as well.

![Image of pop-up menu with option to deny scheduled time and reason field]

Revised: 9/26/17
5.) Approving a request will produce a green checkmark next to the request. Denying a request will remove it from this list.
Reviewing Assessment Requests

1.) All requests (pending, approved, or denied) will appear under “Review Student Requests” in the Faculty drop-down menu. Items with a green checkmark are approved, items with the red circle are denied, and blank items are pending.
2.) Clicking on the “Summary” button will pull up information about the assessment.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Class</th>
<th>Test Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>FIN 3312-502</td>
<td>Jul 27, 2017 (Thu), 3:00 PM</td>
</tr>
</tbody>
</table>

This section displays information about the student, course, and assessment date/time.

<table>
<thead>
<tr>
<th>Assigned Test</th>
<th>Administration Method</th>
<th>Approved Materials</th>
<th>Test Forms</th>
<th>Delivery Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Moon (Type: Final)</td>
<td>FIN 5332 [ Spring 2017 ]</td>
<td>Personal laptop computer</td>
<td>886-E (mini essay book)</td>
<td>Deliver to department office</td>
</tr>
</tbody>
</table>

This information is populated into the request after the assessment is assigned.

<table>
<thead>
<tr>
<th>Actual Start Time</th>
<th>Actual End Time</th>
<th>Return Method</th>
<th>Return Date/Time</th>
<th>Received by</th>
<th>Returned by</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 PM</td>
<td>2:15 PM</td>
<td>Deliver to department office</td>
<td>7/28/2017, 2:00 PM</td>
<td>Peter Parker</td>
<td>Lois Lane</td>
</tr>
</tbody>
</table>

This will remain blank until the assessment packet has been delivered or picked up.
Submitting an Assessment

1. Select “Manage Test,” from the Faculty drop-down menu.

2. Select “Add New Test”. If you will be giving all students the same form, then you should only create one assessment.
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3. Input information in the fields.
   a. Type assessment name in the Test Name field. It is helpful if the exam has a readily identifiable name (ex. HIST 1310-Exam 1).
   
   **NOTE:** Special characters, such as symbols or dashes, cannot be included in this field.
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b. Select type of assessment by clicking the appropriate name in the Test Type drop-down menu.

c. Enter duration of assessment for students testing in-class. *Any applicable extended time will be calculated by ATSD.*
d. Select the appropriate course for this assessment. You should create one assessment for each course.
e. Click drop down menus to select administration method, approved materials, answer forms, and return method. Please check all that apply. Selected items will appear in italics.
f. In the comments box, please submit any further instructions that cannot be reasonably selected from the drop-down menus (ex. Exam is in TWO parts. Please administer parts separately).

*NOTE:* Any information included here will be visible to **ALL** students that are assigned this exam. Please refrain from including personal information such as students’ names as this is a breach of privacy laws.*

g. If an accommodation for formula sheet is included in an individual student’s ODS accommodations, please note “formula sheet if ODS accommodations permit” in the comments. Otherwise, the student will **NOT** be allowed a formula sheet.
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4. When you are ready to upload the assessment document, click the “Upload Files” button. If you are unable to upload the assessment document at this time, click “Save”. Files can be uploaded at a later time by clicking the “Edit” button (see step 10).

5. Pop-up reminder appears that all information and files are not recorded until you select “Save”. Select “Ok” to close pop-up.

6. The “Upload Files” icon has now disappeared and the following will appear in its’ place. Choose “Select File”.

Revised: 9/26/17
7. Navigate to the appropriate file. Click on the desired file(s), then select “Open”.

8. You will see the file name and a green button next to the file name. Select “Save”. **If you do not select “Save”, then none of this information will be recorded.**
9. The screen will return to “Manage Test Screen”. The file you upload will now be visible within the listing grid.

10. Clicking on the “Edit” button allows you to make changes to an existing request, including attaching the assessment file at a later time.

Assigning an Assessment
1.) Clicking the “Assign” button next to a created test, quiz, or final will allow you to assign a test to an assessment request.
2.) Check the box next to the request(s) you would like to assign the assessment to and click the “Assign Selected” button.
3.) The test should now be assigned to the request with a Test ID number. Click the “Return to Listing” button to return to the Manage Tests page.

4.) The pending request should have disappeared from your Manage Test screen.
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Test List:

- Show tests from prior terms

Add New Test

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Test ID</th>
<th>Course</th>
<th>Term</th>
<th>Last updated on</th>
<th>Last upload on</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25</td>
<td>MKT 3370</td>
<td>201750</td>
<td>8/2/2017 4:47:22 PM</td>
<td>7/14/2017 5:18:00 PM</td>
</tr>
</tbody>
</table>

Edit | Assign