**ATSD Testing System – Faculty Instructions**

**Accessing the Testing System**

1. Visit the ATSD website <http://www.txstate.edu/trec/atsd/atsd.html>
2. Click on the “ATSD Testing System” link at the top of the page.
3. To gain entry to the Testing System, use your TxState email username and password.
4. The ATSD Testing System faculty homepage will be displayed.

**Viewing Test Requests**

1. Click the “View Tests” link.
2. There are three options you can select for each test request.
	1. Change Request: Change information perviously entered or change the faculty status of a request.
	2. Review: Review a request or update the faculty status of a test request. Add new information regarding test administration.
	3. Details: View the most up-to-date version of a test request and/or print.

**Reviewing a Test Request**

The “Review Request” option will only appear for test requests that display “No Response” under Faculty Status.

1. To review a test request for the first time, click the “View Tests” link.
2. A list of test requests submitted by your students will be displayed. Click the “Review Request” link beside the appropriate request.
3. Review the information the student has submitted at the top of the screen.
4. Change the faculty status of the test request.
	1. **Approve**: If you approve the date and time of the request.
	2. **Conditionally Approve**: If you would like the student to test on a different day/different time. Please note the day and/or time change in the comments.
	3. **Denied**: If you will not allow the student to test, or if there is no test scheduled. Please note the reason that the request was denied in the comments box.
5. Verify that the time allotted for the in-class exam appears correctly in Figure #5. This box will default to the amount of scheduled class time unless altered by the instructor. ATSD will calculate any applicable extended time using the information submitted in this box.
6. Indicate any additional information pertinent to the administration of this test in the “Additional instructions or changes that need to be made to the test request” box. This is also the area where an explanation should be provided for why a test has been denied or conditionally approved.
7. When the “Faculty Status” is changed from “No Response”, the “Next” button will appear at the bottom of the screen. Click the “Next” button.

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The second page of the test request will appear. This is where you will input all of the necessary information regarding the administration of your assessment.

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1. Select the format of the assessment in the “How should this test be admininstered” box..
2. Indicate how the student should record his/her answers in the “Identify all answer forms that are required for this test” box.
3. Indicate all approved materials that the student can use for this assessment in the “Identify all materials that can be used for this test by your students” box. Note-‘Computer’ should only be selected by the instructor if the entire class will use a computer for the administration of this assessment.
4. Select how you would like to receive the completed test packet in the “The faculty m ember has two options for receiving the completed test” box.
5. The assessment can be uploaded on this screen at any time. Documents can be uploaded at the bottom of the screen. For instructions regarding uploading a test, please refer to the instructions on page 3.
6. When you have finished entering the appropriate information, click the “Next” button.
7. The pop up message “Your changes have been made and ATSD has been notified. NOTE: Changes to date or time will need ATSD review and can take up to 24 business hours to process. You will receive an email within 1 business day confirming your change. You will be contacted if there are any questions” will appear confirming that your information has been submitted. Click the “OK” button.
8. The third screen will show you a summary of all the information submitted by both the student and the instructor. Review the information entered, and then click the “Submit” button.

**Changing a Test Request**

Choose this option when changing the status of a test request or changing/adding information.

1. A list of test requests submitted by your students will be displayed. Click the “Change Request” link beside the appropriate request.
2. Change the faculty status of the test request.
	1. **Approve**: If you approve of the date and time of the test.
	2. **Conditionally Approve**: If you would like the student to test on a different day/different time. Please note the day and/or time change in the comments.
	3. **Denied**: If you will not allow the student to test, or if there is no test scheduled. Please note the reason that the request was denied in the comments box.
3. If necessary, alter the amount of testing time that students will receive in class to take the exam in the “How much testing time is the class allowed for this assessment” box. ATSD will calculate any applicable extended time using the information submitted in this box.

The second page of the test request will appear. This is where you can alter any of the necessary information regarding the administration of your assessment.

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1. If necessary, change the format of the assessment in the “How should this test be administered” box.
2. If necessary, change the answer form in the “Identify all answer forms that are required for this test” box.

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1. If necessary, deselect any materials or add new approved materials in the “Identify all materials that can be used for this test by your students” box.
2. If necessary, change how you would like to receive the completed test packet in the “The faculty member has two options for receing the completed test” box.
3. If available, upload the assessment at the bottom of the screen.
4. When you have finished entering the appropriate information, click the “Next” button.
5. The pop up message “Your changes have been made and ATSD has been notified. NOTE: Changes to date or time will need ATSD review and can take up to 24 business hours to process. You will receive an email within 1 business day confirming your change. You will be contacted if there are any questions” will display confirming that your information has been submitted. All changes to submitted test requests require 24 business hours to process.

**Uploading a Test**

1. A list of test requests submitted by your students will be displayed. Click the “Change Request” link beside the appropriate request.
2. Scroll to the bottom of the page and click the “Next” button.
3. Scroll to the bottom of the page and click the “Select” button in the “Attach Test Document” box.
4. After locating the appropriate file on your computer, click the “Upload” button.
5. The pop up message “File(s) Uploaded Successfully” will display to confirm that your file has been uploaded.
6. If you wish to upload multiple files at once, click the “Add” button. A second box will appear.
7. When you have uploaded all of the necessary documents, click the “Next” button.
8. A final review page will appear. Your uploaded file should be displayed at the bottom of the screen, under the “Uploaded tests” heading. Click the “Submit” button.

**Viewing/Printing the Details Page**

1. To view detailed information for a particular test, click on the “Details” option next to that request.
2. The details page displays the most up-to-date information regarding a test request. If necessary, the test request can be printed from this screen.