Approvals & Denials (Review Student Requests Menu):

You are now able to change an approval to denial or vice versa for any assessments in “Requested” status. You must use this menu to change statuses.

Click the “Change Approval” button. It will highlight the name in yellow, and show a drop-down menu to select the new status (Arrow 1).

If you need to deny a request after the Status (Arrow 3) has changed to anything besides Requested, you will need to contact the ATSD office.

Screen enhancements:

2. There is a new message menu across the top where ATSD may post announcements for faculty.
3. The status column was added on the left to indicate where the request is in the ATSD process.
4. On the right you now see icons to indicate the status for approved, denied, and test assigned. The legend is just above the box.
Approvals & Denials (Manage Test Menu):

You can now exit without selecting Approve or Deny by clicking “Cancel”. To change a status from approved to denied or vice versa, you must use the Review Student Requests menu.

Assigning Tests:

You can now sort requests by clicking the column header you wish to sort by (A→Z). Click again to reverse the order (Z→A). Click a third time to undo the sort.

We hope you find these enhancements useful. Please reach out to ATSD if you need assistance in using the testing system.