

## 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).

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Faculty Administration Page for Student Requests

To Approve, Deny or Change your response to the student request select 'Change Approval' button on the request line.

If you need to change approval status of an item and the button is not visible, please contact ATSD Office.

✔ : Approved, ✘ : Denied, 📄 : Test Assigned

Test Requests										
Request ID	Status	Test Date	Test Time	Test Type	Course	Student ID	Last Name	First Name		
246	Requested	Mar 18, 2019 (Mon)	2:00 PM	Quiz	CJ 2360-251	[REDACTED]	[REDACTED]	[REDACTED]	✔	Change Approval Summary
302	Faculty Denial	Jan 28, 2019 (Mon)	8:00 AM	Test	CJ 2360-251	[REDACTED]	[REDACTED]	[REDACTED]	✘	Change Approval Summary
Denied										
Save Cancel										
238	Scheduled	Jan 29, 2019 (Tue)	8:00 AM	Test	CJ 2360-251	[REDACTED]	[REDACTED]	[REDACTED]	✔	Summary
242	Scheduled	Feb 13, 2019 (Wed)	10:00 AM	Quiz	CJ 2360-251	[REDACTED]	[REDACTED]	[REDACTED]	✔	Summary
305	Verified	Mar 06, 2019 (Wed)	8:00 AM	Test	CJ 2360-251	[REDACTED]	[REDACTED]	[REDACTED]	✔	Summary

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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 select 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.

The Pending Requests table contains current student testing requests. If there is a green check mark, you have approved the testing date and time. The paper symbol means the test is assigned.

### Confirm/Deny

Please confirm or deny the test request.

Allow Scheduled Time  
 Deny Scheduled Time

Feb 21, 2019 (Thu) 10:00 AM MATH 2417-L60 [Redacted] Status

## 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.

**Test: Test 3 (id: 64)**

<input type="checkbox"/>	<b>Request ID</b>	<b>Status</b>	<b>Test Date</b>	<b>Test Time</b>	<b>Course</b> ^	<b>Last Name</b>	<b>First Name</b>	<b>Test ID</b>	<b>Test Name</b>
<input type="checkbox"/>	253	Requested	Jan 30, 2019 (Wed)	5:00 PM	MATH 2417-260	[Redacted]			
<input type="checkbox"/>	307	Verified	Mar 05, 2019 (Tue)	3:00 PM	MATH 2417-260	[Redacted]		65	Test4
<input type="checkbox"/>	251	Requested	Feb 21, 2019 (Thu)	10:00 AM	MATH 2417-L60	[Redacted]			
<input type="checkbox"/>	252	Scheduled	Apr 12, 2019 (Fri)	9:30 AM	MATH 2417-L60	[Redacted]			
<input type="checkbox"/>	301	Faculty Changed	May 08, 2019 (Wed)	9:30 AM	MATH 2417-L60	[Redacted]			

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