

# Directions for Instructors and Teaching Assistants

## *Using the Electronic Online Portal for Student Accommodated Test Requests*

---

**Below are step by step instructions for working within our electronic system.**

To gain access to the system via the ADS website, visit [www.counseling.umd.edu/ads/](http://www.counseling.umd.edu/ads/).

### **Step 1:**

Click on the secure “Online Portal” link on the left menu of the website, the second item on the menu. (You may also bypass Step 1 and navigate to the Online Portal directly at <https://adsonline.umd.edu/> .)

### **Step 2:**

Click on the “Instructors/TAs” link on the welcome page of the Online Portal.

### **Step 3:**

Click the “Courses” link in the top menu to get started.

### **Step 4:**

Log in with your UMD Directory ID and password.

### **Step 5:**

Once on the “Courses” page make sure to select the correct **term** for your course in the **top right menu**.

Then, click on the “Tests and Exams” link next to the course for which you are adding a test.

**Step 6:**

Select the date of your upcoming test from the drop-down calendar.

**Step 7:**

Click the “Add this test” button and click the “back to course list” button.

**Step 8:**

Select the course from the drop-down menu.

**Step 9:**

Select the test start time and test end time from the “Time Picker” menu. You may also enter a time manually by typing it directly into either the “Test start time” or “Test end time” box (e.g., if your class is 50 minutes long and should end at 9:50 AM rather than 9:45 or 10 AM).

**Step 10:**

Review the list of students that have registered to take this test so far and the dates and times that they have respectively scheduled to take it. Please individually confirm or deny each student request and then click the “Next” button at the bottom of the page to continue. If you wish, you may also be proactive and upload tests before students submit a test request.

**Step 11:**

Complete the relevant fields on the Test Authorization Form (TAF). Required fields are marked with an asterisk. Certain fields with drop-down menus have multiple options available to select from. Be sure to include any supplemental materials that you will allow for the student to use, such as note card, or one 11”x8.5” double sided sheet of notes.

**Step 12:**

Once you have completed the TAF, click the “Next” button.

**Step 13:**

Confirm that all the information you entered on the TAF is correct.

**Step 14:**

Once you have verified that all TAF information is correct, select your test file to upload and submit. **This system accepts only the following file types: pdf, doc, docx, txt, rtf, xls, xlsx, ppt, pptx, wpd, or zip.** You may also print a copy of the TAF for your records using the link at the bottom of the page.

**Step 15:**

Once you have uploaded your test file, click the “Submit changes” button.

**Step 16:**

Once your test submission is complete, you will be taken to a confirmation page. From there you may also navigate back to the courses list or back to the test listing.