How to use the Accessibility Services Faculty Web Portal to: VIEW TEST ACCOMMODATION REQUESTS FOR YOUR COURSES (from University of Winnipeg students registered with AS)

<u>STEP 1</u>

As soon as a student has used the web portal to request to write an upcoming test with AS, you will receive an e-mail from our automated system notifying you of

(e.g. some deferred exams, or tests for Brandon University Psychiatric Nursing courses), you will receive this e-mail 7 days prior to the test date.

The e-mail will contain basic instructions on how to access <u>the Instructor Web Por-</u> <u>tal</u>, which will need your WebAdvisor username and password to log in.

If you are unsure of your WebAdvisor account login information, you may need to contact <u>the Technology Service Desk</u>.

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<u>*10.41.613</u>	The second
	Your WebAdvisor username: Password:
	Log In
	The University of Winnipeg - Accessibility Services
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This is a secure platform that has been tested with TSC, reviewed by the Privacy office, and is currently used by a number of colleges and universities across North America.

<u>STEP 2</u>

Once you have logged in, you will be directed to a page that summarizes the purpose of the website and the data contained within it.



STEP 3

You will be presented with a list of courses in the current term.

star icon will appear next to the link if at least one student in that course has already requested to write an upcoming test through AS.)



<u>STEP 5</u>

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an extended time accommodation, our test scheduling system will automatically use the standard duration to calculate and apply the extended time on top of this duration later on). To correct the test time(s) and duration, use the time view popup (little clock icon)

The time options are in 15 minute increments, so if the exact start/end time of your test is not listed here, you may manually type the times directly into the text fields.



Click the "Next" button in the lower righ

<u>STEP 6</u>

You will be taken to a page with a list of the students who have (so far) requested

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sect. 002-	<u>1. Test details</u>	2. Students scheduled to-date for Intro to Clockwork Web 0101
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STEP 7

Specify instructions for our Exam Invigilator on how the test should be administered. Select the options relevant to this test (at minimum, please complete the



-check the

test information before confirming it:



If the test copy is ready at this point, you may choose to use the file uploader at the bottom of the page to submit the test questions sheet as a single document file. If this is your first time using the file uploader, please read the instructions provided.

your own records or to attach to a printed (rather than digital) copy of the test if it will be provided by in-person delivery (rather than upload or e-mail).

to go back and change the information before submitting it):

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through our office, as well as contact information should you have any questions.



At this point, you may select either:

steps for tests in another course) - Log out or

document for any other tests in this course)

ADDITIONAL OPTIONS UNDER A COURSE'S TEST

Changing test information after it has been confirmed

be updated accordingly so you can see what has already been done.

days before the originally-scheduled date.

If you must change the date/time of a test that is scheduled to take place in less than 4 days, please contact our office directly and right away to let us know so that our staff may update the test information manually and make any necessary changes to our room bookings and invigilation staff schedule.



Uploading a test copy

will remain active up to a day before the test date for you to upload the test copy or update a previously-uploaded document file.

If you are unable to provide a test copy by then (or if your test consists of multiple document files), please let us know when and how we can expect to receive it from you. Ideally, please e-mail the file(s) as soon as possible to: accessibility@uwinnipeg.ca

AUTOMATIC REMINDERS

As long as the e-mail address we have on file for you and your student are correct, the test booking system will automatically send e-mail notifications to:

- You: 7 days and 2 days before your test date if you have not provided AS with a test copy by then.

- Your student: 3 days before the test, reminding them that they are scheduled to write it through our office