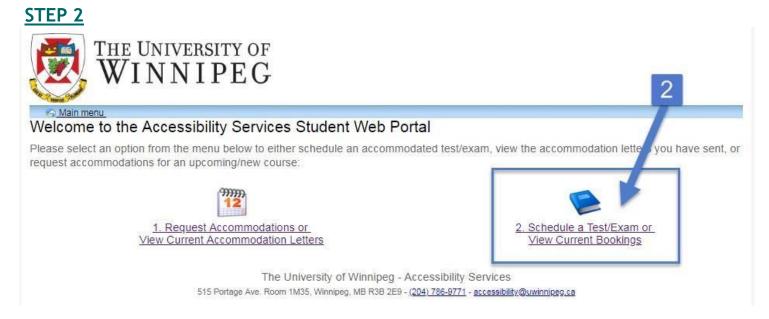
# How to use the Accessibility Services Student Web Portal to: REQUEST ACCOMMODATIONS FOR AN UPCOMING TEST/EXAM (prior to <u>our advertised booking deadlines</u>)

IMPORTANT: Before proceeding, please make sure you have first used the "1. Request Accommodations" module of the portal to submit a request for course-specific accommodations in the course that needs a test/exam booking request. If you have not already done this for a course, that course will not be available to select from when you use the "2. Schedule a Test/Exam" module.

#### STEP 1

Using an internet browser, go to the student web portal.



# STEP 3

You will be directed to the "Student Accommodations and Test Bookings" Help page. Please read this information if it is your first time using the web portal for this type of request, or if you experience issues using this section of the portal.

# STEP 4

Follow the link in the instructions or select "Schedule a test, midterm or quiz" from the toolbar at the top of the page.



#### STEP 5

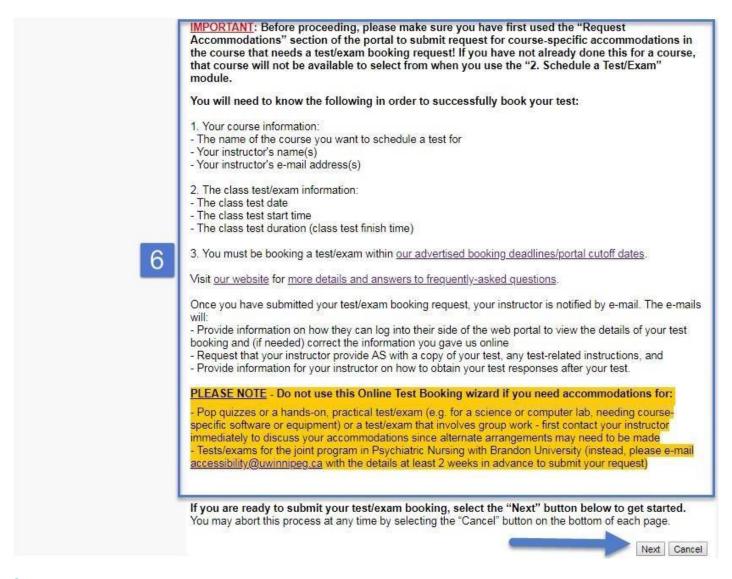
You will be directed to a sign-in page, which will need <u>your WebAdvisor username</u> and <u>password</u>.



# STEP 6

You will be taken to the first page of the Online Test Booking wizard. If this is your first time booking a test online, read the instructions before selecting the "Next" button at the bottom of the page.





# <u>STEP 7</u>

On the "Select course" page, use the drop-down menu to choose the course of the test you are booking. Click the "Next" button when you're ready to proceed.

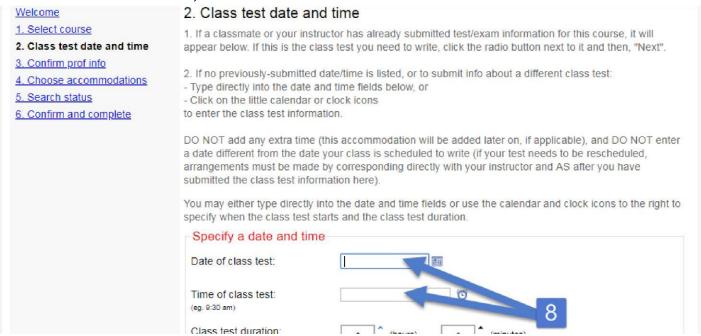


# STEP 8

On the "Class test date and time" page, you may first be given the opportunity to select from test information that either a classmate or your instructor has already provided to us.

If the test you need to book is not already listed, you will need to enter the class test information manually:

Either type directly into the empty date and time fields, or click on the following buttons. (Note: Screen reader users can use the "tab" keyboard button to navigate between the text fields.)



You may use the calendar pop-up button next to the "Date of class test" to specify the day your class will be writing this test. (Note: some dates may not be available to choose from, such as those outside our deadlines, holidays, or Sundays, but if you think a date has been blocked off in error, contact our office to let us know.)



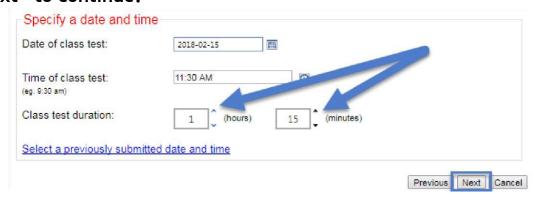
#### STEP 9 (skip this step if you selected a previously-submitted date/time)

You may also use the time view popup (little clock icon) next to the "Time of class test" to specify the time your class will start writing their test. The start time options are in 15 minute increments, so if the exact start time of your class test is not listed here, type the correct time the text box/field instead.

	DO NOT add any extra time (this accommodation will be a date different from the date your class is scheduled to warrangements must be made by corresponding directly wisubmitted the class test information here).	rite (if you	ur test ne	eds to be	reschedu	led,	er			
	You may either type directly into the date and time fields or use the calendar and clock icons to the right to specify when the class test starts and the class test duration.									
	Specify a date and time			9						
	Date of class test:	<u> </u>								
	Time of class test: (eg. 9:30 am)	Time Picker	1							
	Class test duration: 0 (hours)	8:00 AM 10:00 AM	8:15 AM 10:15 AM	8:30 AM 10:30 AM	8:45 AM 10:45 AM	9:00 AM 11:00 AM	9:15 AM 11:15 AM	9:30 AM 11:30 AM	9:45 AM 11:45 AM	
	Select a previously submitted date and time	12:00 PM	12:15 PM	12:30 PM	12:45 PM	1:00 PM	1:15 PM	1:30 PM	1:45 PM	
		2:00 PM	2:15 PM	2:30 PM	2:45 PM	3:00 PM	3:15 PM	3:30 PM	3:45 PM	
		4:00 PM	4:15 PM	4:30 PM	4:45 PM	5:00 PM	5:15 PM	5:30 PM	5:45 PM	
The University of Winnipeg - Accessibility Service 515 Portage Ave. Room 1M35, Winnipeg, MB R3B 2E9 - (204) 786-9771 - acces			6:15 PM	6:30 PM	6:45 PM	7:00 PM	7:15 PM	7:30 PM	7:45 PM	
			8:15 PM	8:30 PM	8:45 PM	9:00 PM	9:15 PM	9:30 PM	9:45 PM	
			10:15 PM	10:30 PM	10:45 PM	11:00 PM	11:15 PM	11:30 PM	11:45 PM	

Type directly into the "hours" and "minutes" fields to specify how long the class will be writing this test. If you are unsure of the test duration, check with your instructor (this is also known as the test's "standard duration" = the length of time the test was written to be completed within), or (if your request is timesensitive) enter in the class/timetable duration for now (AS and your instructor can correct the time for you later). Do not include any extra time here (even if your instructor may be providing it to the whole class) - this will be added by AS later, if applicable.

#### Select "Next" to continue.

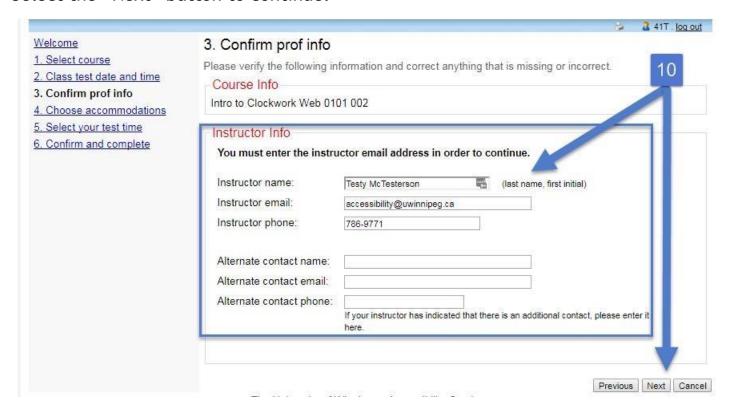


#### **STEP 10**

On the "Confirm prof info" page, you will be shown the instructor name and contact information the University system currently has listed for this course.

If needed, use the name, e-mail, and phone fields to send our office updated information and/or to provide us with an additional instructor's name and contact information (e.g. if your course is being "team-taught" by more than one instructor).

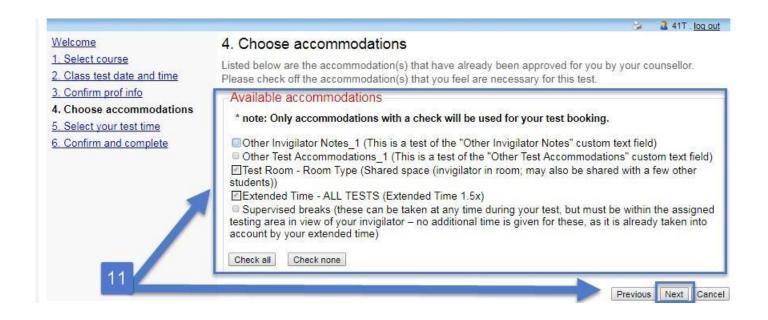
Select the "Next" button to continue.



# **STEP 11**

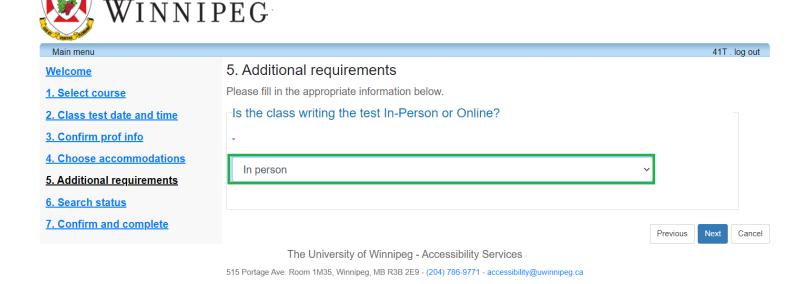
The "Choose accommodations" page shows you the pre-approved test accommodations that our office currently has on file for you. Using the checkboxes, select just those that will be needed for this particular test.

For logistical reasons, some (space-related) test accommodations cannot be deselected. If your condition and accommodations have changed from what we have on file, contact your Accessibility Advisor to make arrangements for future tests. Select the "Next" button to continue.



Then indicate if the class is writing the test In-Person or Online. Click Next. Note: This is a new step as long as online tests are offered by the course.

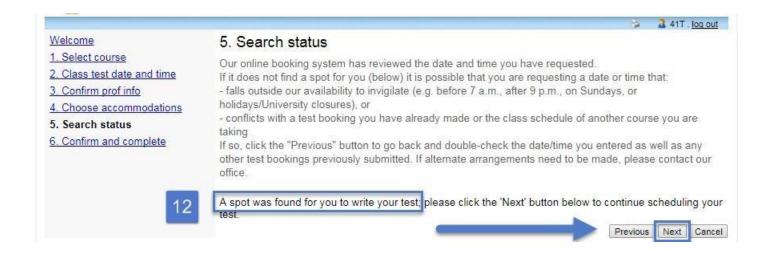
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# **STEP 12**

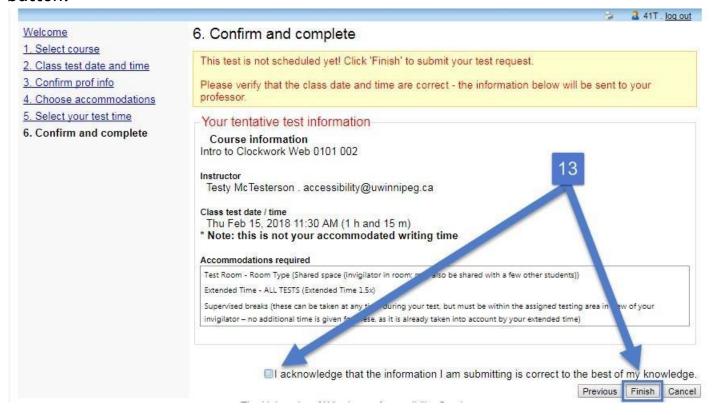
On the "Search status" page, the online booking system will let you know if the date/time you requested is available or unavailable due to a scheduling conflict. The webpage will provide information on how to proceed.

Once there are no scheduling conflicts, the system will tell you that a spot has been found and you will be prompted to click the "Next" button to continue:



#### **STEP 13**

On the "Confirm and complete" page, review the test information you have submitted so far, then click the "I acknowledge..." checkbox and then the "Finish" button.



# **STEP 14**

You will be taken to a page that says, "Thank you for your submission." At this point, you may choose to either:

- Click the "Schedule another test" button to repeat the process and submit a different test booking
- Go to the "My upcoming events" link on the toolbar to view the upcoming tests that you have already booked
- Click the "log out" link in the upper right to sign out of the web portal



Provided <u>the e-mail address we have on file for you</u> and your instructor are correct, the test booking system will automatically send e-mail notifications to:

- Your instructor: that you have submitted a test booking and instructions (on how to provide information about and a copy of the test and how to later receive your test responses). They will also receive reminders 7 days and 2 days before your test date if they have not provided AS with a test copy by then.
- You: 3 days before the test, reminding you that you have booked it with AS