

## How Students Schedule a Test Using the DS Student Portal.

Students connected with the Office of Disability Services and qualify for testing accommodations can follow the instructions below to schedule their Final Exams. Students will need to follow these instructions for each final exam they wish to schedule with the DS Test Center.

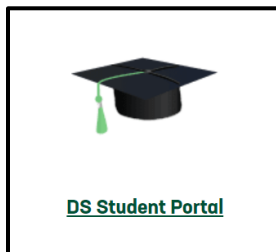
### You will need the following information:

- Your NinerNET credentials (username and password)
- Class schedule
- Test dates, start times, and in-class test duration.

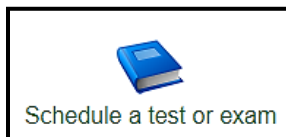
### Steps for scheduling your test via the DS Portal:

The following steps can be used to schedule a test, midterm, or quiz in the DS Test Center. *Check the Final Exam instructions for information on how to schedule your Final Exam using the DS Student Portal.*

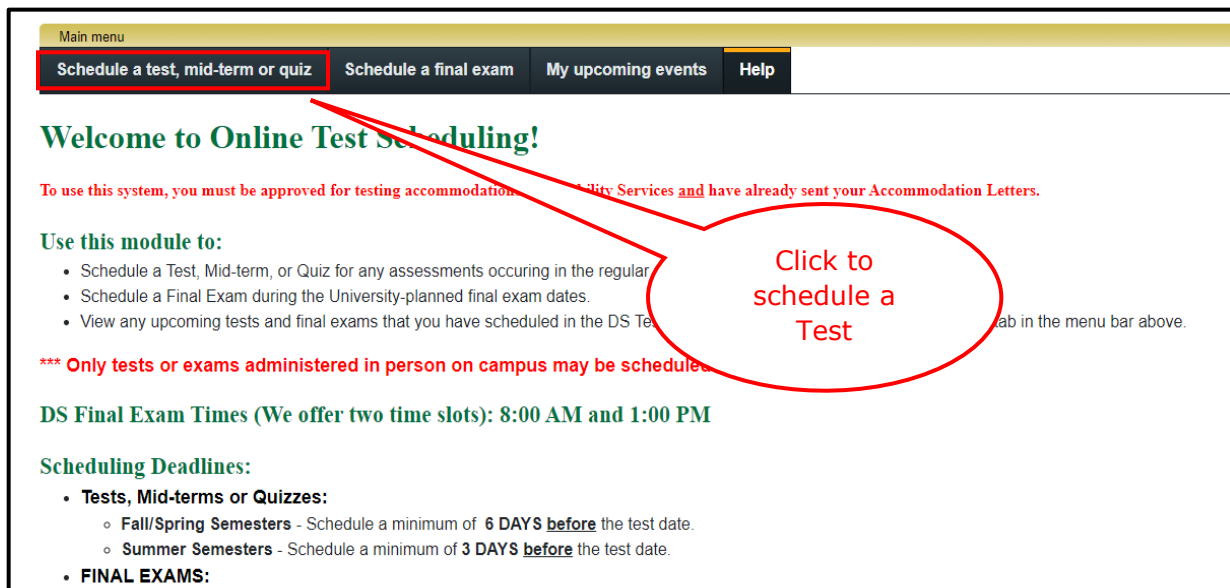
- 1) Go to <https://ds.charlotte.edu/>
- 2) Click the **DS Portal** tab at the top of the page
- 3) Click the "DS Student Portal" icon



- 4) You will be asked to enter your NinerNET username (not email address) and password to log in.
  - a. If you have not recently logged in or are on a new device, you may be asked to use Duo for two-factor authentication. Have your cell phone handy.
- 5) Once logged in, click on the "Schedule a test or exam" icon in the middle of the screen.



- 6) Click the **"Schedule a test, mid-term or quiz"** tab on the black toolbar.



Main menu

**Schedule a test, mid-term or quiz** | Schedule a final exam | My upcoming events | Help

## Welcome to Online Test Scheduling!

To use this system, you must be approved for testing accommodation, have been connected with the Office of Disability Services and have already sent your Accommodation Letters.

**Use this module to:**

- Schedule a Test, Mid-term, or Quiz for any assessments occurring in the regular
- Schedule a Final Exam during the University-planned final exam dates.
- View any upcoming tests and final exams that you have scheduled in the DS Test Center.

**\*\*\* Only tests or exams administered in person on campus may be scheduled.**

**DS Final Exam Times (We offer two time slots): 8:00 AM and 1:00 PM**

**Scheduling Deadlines:**

- **Tests, Mid-terms or Quizzes:**
  - Fall/Spring Semesters - Schedule a minimum of **6 DAYS before** the test date.
  - Summer Semesters - Schedule a minimum of **3 DAYS before** the test date.
- **FINAL EXAMS:**

- 7) Now on the DS Portal Test Scheduling page, click prompt 1, **"Select course,"** located on the left side of the page, to get started.

The screenshot shows the 'Main menu' of the DS Portal Test Scheduling system. On the left, under 'Welcome', there is a list of five steps: 1. Select course, 2. Specify test date and start time, 3. Choose accommodations, 4. Test date and time in DS Test Center, and 5. Confirm and complete. The first step, '1. Select course', is highlighted in blue. On the right, the title 'DS Portal Test Scheduling' is displayed in green. Below it, a red double asterisk note states: '\*\*Only tests that are administered in person on campus may be so'. Further down, it specifies 'Fall/Spring Semesters: Schedule tests/quizzes a minimum of 6 DAYS' and 'Summer Semesters: Schedule tests/quizzes a minimum of 3 DAYS in'. A list of three instructions follows: 1. Students are responsible for scheduling their tests in the DS, 2. To schedule a Final Exam, click 'Cancel' at the bottom of the page, and 3. Contact the DS Test Center (704-687-0040) with questions. At the bottom, there is a green heading 'Schedule Your Test for the Date, Time, and Duration' followed by a bullet point: 'Use the date/start time and duration of the in-class test, even'.

- 8) Select the desired course from the drop-down menu. Once you select your course, click "Next."
- a. *Only courses for which you have requested testing accommodations and sent your accommodation letter will be available for selection.*

This screenshot shows the '1. Select course' step. On the left, the same five-step menu is shown, with '1. Select course' highlighted. The main area has the heading '1. Select course' and a prompt: 'Please select the course you would like to schedule a test for from the list below.' Under 'Course Info', there is a 'Course:' label and a drop-down menu. The selected course is '22374 ESCI1101 Lecture 001'. A red speech bubble with the text 'Select Course' points to the drop-down menu. Below the menu, it says 'Click "Next" to continue.' At the bottom right, there are three buttons: 'Previous', 'Next' (highlighted with a red box), and 'Cancel'.


- 9) Enter the date, start time, and duration for the in-class test. **Any extended time accommodations will be automatically calculated by the system.** Once all required information is entered, click "Next."
- a. If you are uncertain about the duration of your test, enter the duration of your class OR check with your professor.

This screenshot shows the '2. Specify test date and start time' step. On the left, the five-step menu is shown, with '2. Specify test date and start time' highlighted. The main area has the heading '2. Specify test date and start time' and a section titled 'Instructions' with three bullet points: 'Any test date entered by your instructor or another student in your class will appear in a radio button below. Select the appropriate date and time, then click "Next."', 'If NO test is listed enter the date, time and duration of the in-class test and click "Next."', and 'If you and your instructor have agreed on a different date/time, click the link "Select an alternative date and time" located below, enter the agreed-upon test date/time, include correct duration and click "Next."'. Below the instructions is a 'Remember:' section with two bullet points: 'The grayed-out dates indicate the deadline has passed.' and 'Do not add any extended time to the class test duration: the system will calculate according to your accommodations.' A prompt follows: 'Please specify when the test is taking place. Enter class test duration in minutes.' Under 'Specify a date and time', there are three input fields: 'Date of class test:' with a date picker showing 'M/d/yyyy', 'Time of class test:' with a text field showing 'eg: 9:30 am', and 'Class test duration:' with two spinners for hours and minutes, both set to '0'. At the bottom left, there is a link: 'Select a previously submitted date and time'. At the bottom right, there are three buttons: 'Previous', 'Next' (highlighted with a red box), and 'Cancel'.

Use the screenshots below to see how to enter the specific in-class date and time information for the course you are scheduling a test for.

**Specify a date and time**

Date of class test:

M/d/yyyy 

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

[and time](#)

Select the in-class test date by clicking the calendar icon

Time of class test:

eg. 9:30 am

05:00 AM

05:30 AM

06:00 AM

06:30 AM

07:00 AM

07:30 AM

(minutes)

[ted c](#)

Select the in-class start time from the drop-down options **OR** type in the class test start time.

Class test duration:

(hours)

0

(minutes) \*

Enter hours

Enter minutes

- 10) Select all the testing accommodations that you would like to use for *\*this\** test reservation. Once you have selected your accommodations, click "Next."
- a. If there is a testing accommodation you receive that does not appear, contact Disability Services or your assigned DS Team Member.

[Welcome](#)  
[1. Select course](#)  
[2. Specify test date and start time](#)  
**[3. Choose accommodations](#)**  
[4. Test date and time in DS Test Center](#)  
[5. Confirm and complete](#)

## 3. Choose accommodations

At least one (1) accommodation must be selected before continuing.

### Available accommodations

**ONLY accommodations that you select will be used for this test reservation. Be sure to select the accommodations you need for this test.**

☒ Additional Time (50% extra time for tests and quizzes, including those administered online. Extended time is calculated based on the amount of time allotted for the whole class.)

☐ Lower Distraction Environment: A testing environment that reduces auditory and visual distractions is required

☐ Test in DS Optional: Use of the DS Test Center is not required because assistive technology is not utilized. However, if faculty and student prefer that tests be proctored in the DS Test Center during Test Center hours, they must use the DS Portal. Students schedule tests using the DS Student Portal, and faculty approve test requests and enter proctoring requirements using the DS Faculty Portal.

Previous **Next** Cancel

- 11) On Prompt 4, "**Select your test time,**" you are reviewing your reservation with the DS Test Center. If you have extended time accommodations, you will see the calculated time on this screen. Make note of your test time and click "Next."
- a. Any testing times outside of your class test date and time will need instructor approval.

[Welcome](#)  
[1. Select course](#)  
[2. Specify test date and start time](#)  
[3. Choose accommodations](#)  
**[4. Test date and time in DS Test Center](#)**  
[5. Confirm and complete](#)

## 4. Test date and time in DS Test Center

Review the date and time of your scheduled test reservation. The time below includes any extended time accommodations.

### Available dates & times

Your scheduled test date and time should coincide with the in-class test date and time **UNLESS** you have a time conflict per your schedule **OR** you scheduled a test date/time that you pre-arranged with your professor.

☒ Thursday March 21 . 10:45 AM to 12:40 PM

Click the 'Next' button below to continue.

Previous **Next** Cancel

12) On Prompt 5 "Confirm and complete," review your test reservation under the heading "Tentative test information."

- a. The date and time listed under Tentative test date and time is when you need to plan to arrive at the DS Test Center for your test.

### Your tentative test information

#### Tentative test date and time

Thu Mar 28, 2024 . 10:00 AM to 11:55 AM (1 h and 55 m)

#### Course information

26061 PHYS2102 Lecture 02C

#### Class test date / time

Thu Mar 28, 2024 10:00 AM (1 h and 15 m)

**\* Note: this is not your accommodated writing time**

Your reservation time with the DS Test Center

This is when your class will take the test

13) After reviewing all information, scroll to the bottom of the page and acknowledge that the information is correct by clicking the checkbox. Then click "Finish" to complete your reservation.

☐

By clicking the **Finish** box, I acknowledge that the information I am submitting is correct to the best of my knowledge, and I confirm that I will abide by the terms of the above **DS Test Center Student Agreement**.

Previous **Finish** Cancel

14) If the test was scheduled successfully, you will automatically be redirected to a new screen with a thank you notice.

- a. You and your professor will receive a confirmation email and you can view the reservation under the "My upcoming events" tab in the Portal.

15) To schedule another test, click the "Schedule another test" button.

Main menu 800000000 . log out

Schedule a test, mid-term or quiz Schedule a final exam My upcoming events Accommodations Help

### Thank you for your submission.

Schedule another test