UNC Charlotte  
Office of Disability Services

How Can Instructors/Faculty Approve a Requested Test in the DS Faculty Portal?

01 DS Faculty Portal & Online Access
1. Go to https://dsportal.uncc.edu
2. Click on "DS Faculty Portal" icon
3. Click on "Courses" menu tab
4. On the "Instructor Log In" page, login using your NinerNet credentials

02 Tests and Exams
1. A ✭ indicates a request is waiting. Click on "_tests and Exams" link to see list of tests/exams requested by your student(s)
2. Click "Confirm/Edit" by the corresponding test/exam
3. On the "Classes" page, select the class and click on "Course Details"
4. View the list of students requesting to take your test in DS Test Center

03 Test Details
1. Review the information provided by your student for the test date and time
2. Make changes if the provided date and time are incorrect.
3. Click "Next"

04 Test Requirements
Select items you allow and software you require, if any, for the test

05 Delivery and Return Options
1. Select one of the Test Delivery options
2. Select one of the Test Return options

06 Confirm, Upload Test Materials, and Submit
1. Review test details
2. Upload your test materials, if any
3. Click "Submit changes" to complete the process

For more information, visit the Online FAQ page at: https://dsportal.uncc.edu/ClockWork/user/instructor/default.aspx