



# G-ATR INSTRUCTOR GUIDE

The Disability Resource Center (DRC) utilizes the G-ATR portal to manage test requests at the DRC. To access the portal, visit the DRC website, [disability.ufl.edu](https://disability.ufl.edu). Scroll down to the Quick Links section and select G-ATR Testing Portal.

## STUDENT ACCOMMODATIONS IN G-ATR

1. Select the Students tab on the left side of the menu to view accommodation letters you have received.
2. Use the search bar to search for students by either last name, email, or UFID.
3. Select View to review the accommodation letter and confirm. Utilize the Confirm All LoA function on the top right portion of the student screen. Once confirmed, a green check mark will appear next to the student's name.

## REVIEW/APPROVE STUDENT SUBMITTED TEST REQUESTS

1. To review/approve Accommodated Test Requests (ATRs), select Test Requests on the left side menu. Recent ATRs are displayed in the top right area of the homepage for quick access.
2. Review and approve each student's ATR. Use search bar to help refine your list if necessary.
3. G-ATR will calculate any extended time accommodations for the student and display the adjustment to start and end time.
4. Approve the student's ATR. When you Deny an ATR request, provide a reason in the comment box.

## ADD TESTING INSTRUCTIONS AND MATERIALS

1. To view your courses and add tests, select Courses & Tests on the left side menu.
2. To add a test, click on Manage Tests in the row of the desired course, select Add Test on the lower right side of the screen.
3. On the Manage Tests page, provide the criteria for your test such as duration, allowable test aids/materials, date of the test, etc. Note: It is recommended that you submit all test dates into G-ATR at the beginning of the semester, allowing

students to submit their ATRs in a timely manner. You will complete a new form for each test in the course. NOTE: If you are not ready to upload your test materials, complete the form, leave the Tests is Ready box unchecked. When testing materials are ready to be uploaded, log back into the G-ATR Portal, upload them under the same test using the edit function explained in this guide. Test materials must be submitted into G-ATR a minimum of 2 business days before the day of the test.

4. To add test materials, scroll down to the Files section, click the box and upload your test file. Select the type of material being added, select Submit File.
5. Select Add Test to complete and upload the testing instructions. Once the instructions are entered into G-ATR, this will allow students to submit their request to take the test as the Disability Resource Center.

## **HOW TO EDIT AN EXISTING TEST OR UPLOAD TEST REVISION**

1. To edit a previously created test, select the Course & Tests tab on the left. Select Manage Tests in the correct course.
2. Any tests already created will display at the bottom of the page. To view, select the magnifying glass on the right-hand side of the row.
3. Select the “edit” icon indicated by the pencil and paper graphic in the top right corner of the test details.
4. Edit desired changes. If you have any changes less than 48 hours of the test date, please email [DRCTesting@ufsa.ufl.edu](mailto:DRCTesting@ufsa.ufl.edu) to alert, as the exam has been prepped. Adjustments on the day of the exam may not be possible.
  - a. If adding test files, scroll down to the “files” section and click the box to locate and select your file. Select what type of material the file is being added, select Submit File.
5. Scroll to the bottom of the page, mark the test as ready, select Update Test.

## **ADDING A PROXY TO YOUR COURSE**

If you have a Teaching Assistant (TA), program coordinator, or another individual who may help manage test information and Accommodated Test Requests for your course, you can assign them as a Proxy.

1. Select Courses & Tests in the left side menu
2. Select Edit under Proxies.

3. Enter the proxy's UF ID number and select the sections that they will assist with.
4. Select Add.

## **ONLINE ACCOMMODATED EXAMS**

For all online exams, instructors must add the student's testing accommodations to the online platform (Canvas, Respondus, etc.) being used to facilitate the exam. The Disability Resource Center does not proctor exams utilizing third party proctor systems including Honorlock or Proctor U. Please contact the DRC Testing Office if you have any questions or concerns about facilitating testing accommodations online.

## **PROCTORING INTEGRITY**

The DRC Testing Office upholds national standards for testing integrity. Each testing room in the DRC is monitored by Closed Circuit surveillance cameras. If a student is seen with unauthorized materials or devices on the surveillance cameras, we take screenshots for record. We then inform the instructor of the incident. The consequences of the academic dishonesty are left up to the instructor.

## **HAVE QUESTIONS?**

Visit the Disability Resource Center website for more information about the G-ATR Testing Portal and accommodated testing services at the DRC. For all other questions, please contact us at [DRCTesting@ufsa.ufl.edu](mailto:DRCTesting@ufsa.ufl.edu) or call us at (352) 392 - 8565 (Press option 2).