This is an introduction to the new ARS Hub – your tool to send instructor notifications and schedule tests and exams to be taken at ARS with accommodations.

If you need any help with either of these ARS Hub functions please email ars@unc.edu or telephone 919 962 8300.
This is your dashboard. You can see when you have a new message, a test coming up in the next week, or a test you have scheduled today. You can view your courses and your approved accommodations.

Shows your list of accommodations
Clicking on your accommodations only allows you to view them; you cannot change your accommodations without approval from ARS and the Accommodations and Modifications Committee.
Clicking on your “Courses” tab allows you to see which courses you are enrolled in this semester. From that screen you can send Instructor Notifications, send secure email messages to your instructors, schedule tests/exams, and view the exams you have already scheduled.
<table>
<thead>
<tr>
<th>Class Detail:</th>
<th>Subject / Semester:</th>
<th>Professor(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>000145 SPAN 204 - 014 Lecture (2876) TuTh 12:30PM - 1:45PM Dey Hall, Rm 0203</td>
<td>Spanish Fall 2019</td>
<td>Anneshley Harford (Primary) Pedro Huesaotegui Malgorzata Lee</td>
</tr>
<tr>
<td>016455 SOCI 444 - 001 Lecture (8933) MoWeFr 11:15AM - 12:05PM Gardner, Rm 0210</td>
<td>Sociology Fall 2019</td>
<td>Kathleen Fitzgerald (Primary) Risa Murase</td>
</tr>
<tr>
<td>025620 PLCY 101H - 001 Lecture (12137) MoWeFr 10:10AM - 11:00AM Phillips, Rm 0224</td>
<td>Public Policy Fall 2019</td>
<td>William Goldsmith (Primary)</td>
</tr>
</tbody>
</table>

**Exams cannot be scheduled until Instructor Notifications have been sent**

Clicking on the pencil/paper icon allows you to send the notifications for that course.
Select which instructor you want to receive the notification. If the course has more than one instructor, you can choose more than one to receive the notification; this is helpful if there are TAs for your course.

**Exams cannot be scheduled until Instructor Notifications have been sent**

Select which instructor to email – more than one can be chosen.
Select which accommodations you wish to send; you will not be able to use any accommodations you have not included in the notification.

**Exams cannot be scheduled until Instructor Notifications have been sent**
After selecting which instructors and accommodations you wish, you can click “Preview” to see how the email will look once sent.

*Exams cannot be scheduled until Instructor Notifications have been sent*
The calendar icon will show tests/exams that you have already scheduled. Clicking on the clock will allow you to schedule a new exam.

Each course has the same icons to send instructor notifications, send secure email messages, and view or schedule tests/exams.

**Exams cannot be scheduled until Instructor Notifications have been sent**
The ARS testing location is available all year – the Student Union is ONLY available during final exam periods.

Don’t forget to indicate if you will test at a different time than the rest of the class.
The preferred test end time will be calculated based on the Scheduled Test duration and approved extended time.

**Preferred Test Date and Time**

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Test Start Time</th>
<th>Test End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-30-2019</td>
<td>09:30AM</td>
<td>11:22AM</td>
</tr>
</tbody>
</table>

Testing hours for location 'ARS Testing Center, SASB 2126' on '08-30-2019' are from 8:00 am to 5:00 pm.

There are 37 spaces available for location 'ARS Testing Center, SASB 2126' on '08-30-2019' from 9:30 am to 11:22 am.

If applicable, choose your extended testing time

- **None**
- **50 %**

Select Extended Time Needed for this Test

Select Accommodations Needed for this Test

- Assignments / Projects / Papers - may need, if reasonable, extra time
- Classroom - may need momentary break from current setting
- Classroom - may use laptop / tablet / recording device
- Tests / Exams / Assessments - may need, depending on format, extra time
Once you have filled out all the fields, and checked your accommodations, you can click the “Add” button.
When selecting your accommodations, please note that there may not be a particular accommodation available at the time you wish to sit for an exam. You may need to negotiate a different testing time with your instructor or choose to not have a certain resource available; for example, we only have a certain number of private testing seats available at a time and you may have to use low distraction instead.
Once you have sent instructor notifications and start scheduling tests/exams, you will see the indicator numbers change.

Number of exams scheduled. If you click on this, you can see them listed.

Number of notifications sent
Once you see the test/exam listed here, you know it is scheduled.

Scheduled Test:
Fri, Aug 30, 2019
09:30AM - 11:22AM

Location:
ARS Testing Center, SASB 2126

Extended Time: 50
Test Duration:
1 hour(s) 52 minutes

Class Test:
Fri, Aug 30, 2019
09:30AM - 10:45AM

Accommodations Needed:
- Tests / Exams / Assessments - may need, depending on format, extra time
- Tests / Exams / Assessments - may need momentary break from current setting
- Resource - Tests / Exams / Assessments - needs low distraction environment
- Tests / Exams / Assessments - extend testing time, under timed conditions,

Course Detail:
000145
SPAN 204 - 014 (2876)
Spanish
Fall 2019

Course Professors:
- Anneshirley Harford (Primary)
- Pedro Hesaoteugui
- Malgorzata Lee
• Instructor notifications MUST be sent BEFORE any exams can be scheduled

• Send notifications to any instructor listed in the course that may be responsible for teaching the class. This way, all instructors will be aware of your accommodations, and will get the announcement when you have an upcoming exam.

• Exams cannot be scheduled outside of our testing center hours

• We have a set number of testing spaces at any given time. Adjustments to your schedule or test setting (separate seating vs. low distraction) may have to be made to schedule an exam.

• If you have any issues sending notifications or scheduling exams, we can be reached via email, phone, or during walk-in hours the first week of classes.

   Email – ars@unc.edu
   Phone – 919-962-8300
   NC Relay – 711