This is an introduction to the new ARS Hub – your tool to view accommodation notifications and upload test packages for exams scheduled to be taken at ARS.

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 email messages.

Shows the email messages you have sent and received

Shows the courses you are associated with in ConnectCarolina

Where you upload exams and instructions
The icons indicate where you can see if the message is new (gold star), read the message (envelope), or print the message (printer icon). The message ID number is helpful when searching a long list of emails.

The message subject indicated whether the student is sending their accommodation notifications, or is asking a question.
Clicking on the “Course” menu button will lead you to the page where you can see all the courses to which you are attached in ConnectCarolina.

Clicking on the envelope icon will allow you to see ALL accommodation notifications that have been sent to ANY instructor for that course.

Clicking on the calendar icon will allow you to see all the exams that have been scheduled for that course.
Clicking on the “Scheduled Tests” menu button will lead you to the page where all upcoming exams for your courses have been scheduled. You can see the course, student’s name, their accommodations, date and time they scheduled the test. Please check this information carefully, and let us know if there is an issue with any of the information as soon as possible. We usually cannot fix issues the day of or day before the exam as we have too many testers.
Once you have been notified of an upcoming exam, you will want to upload the test package with instructions, and the exam documents as soon as possible. We realize that sometimes exams are not ready until the day before the scheduled test. We like to receive those by 3 PM the day before in order to prep all the individual exams happening at the ARS Testing Center.

Click here to start entering a test package.
You will want to name the test package something that relates to the course. Here we have labeled it the date of the exam and the title of the course.

Please make sure to include instructions for the exam – are there any aids allowed, is scratch paper not allowed, is this an open note exam, how you want the exam returned, etc.
You will want to enter the date and time the rest of the class is taking the exam. Students testing at ARS may have scheduled for a different date and time due to accommodations, but they should have notified their instructor before about those arrangements.

Make sure to indicate for which course the exam is being given, then click “Add.”
Once you have added the package, you will want to indicate for which scheduled exams the test package applies. Simply click the “Enable” box next to each student/exam.

After selecting all the exams, click the “Manage Test Documents” button to upload your file(s).
### Professor Test Documents

#### Professor Name: Michelle Sheran Andrews  
Email: mesheran@email.unc.edu  
Onyen: mesheran  
PID: 720538476

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**Add Document**  
Click here to attach testing documents

**Total Number of Results:** 0

**Show:** 50 **per page**  
**Submit**
Click on the “Browse” button to find the file(s) on your local computer.

New this year, you can select multiple files to be uploaded for a single exam!!

Once you have selected your files, AND tied them to a test package, click the “Upload” button.

Make sure you choose the correct package.
Here the documents have been uploaded and are tied to the correct test packages, dates, etc.
Once you have uploaded the test package details, and tied the documents to the test package, this will let ARS Staff know that the test is complete and ready to be prepped for the students testing.

Again, we would ideally like these uploaded as soon as possible after receiving the notification, but by 3 PM the day before testing at the latest.
• Accommodation notifications MUST be sent BEFORE any exams can be scheduled. If you receive an exam update for a student that has not sent their accommodation notification first, please let us know.

• Students may send notifications to any instructor associated with the course in ConnectCarolina. You can view all accommodations notification received for a course by viewing them from the “Courses” tab and clicking on the envelope for that course.

• We have a set number of testing spaces at any given time. Adjustments to exam times may need to be made to schedule an exam. Students should discuss this with their professors before scheduling.

• Exams can ONLY be scheduled by student connected with ARS. If you have a student that needs to make up an exam and is NOT connected with our office, please visit http://testingcenter.web.unc.edu/ to set up a time for the exam.

• If you have any issues viewing notifications, creating test packages, or other questions/concerns, we can be reached via email or phone at the contact information below.

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