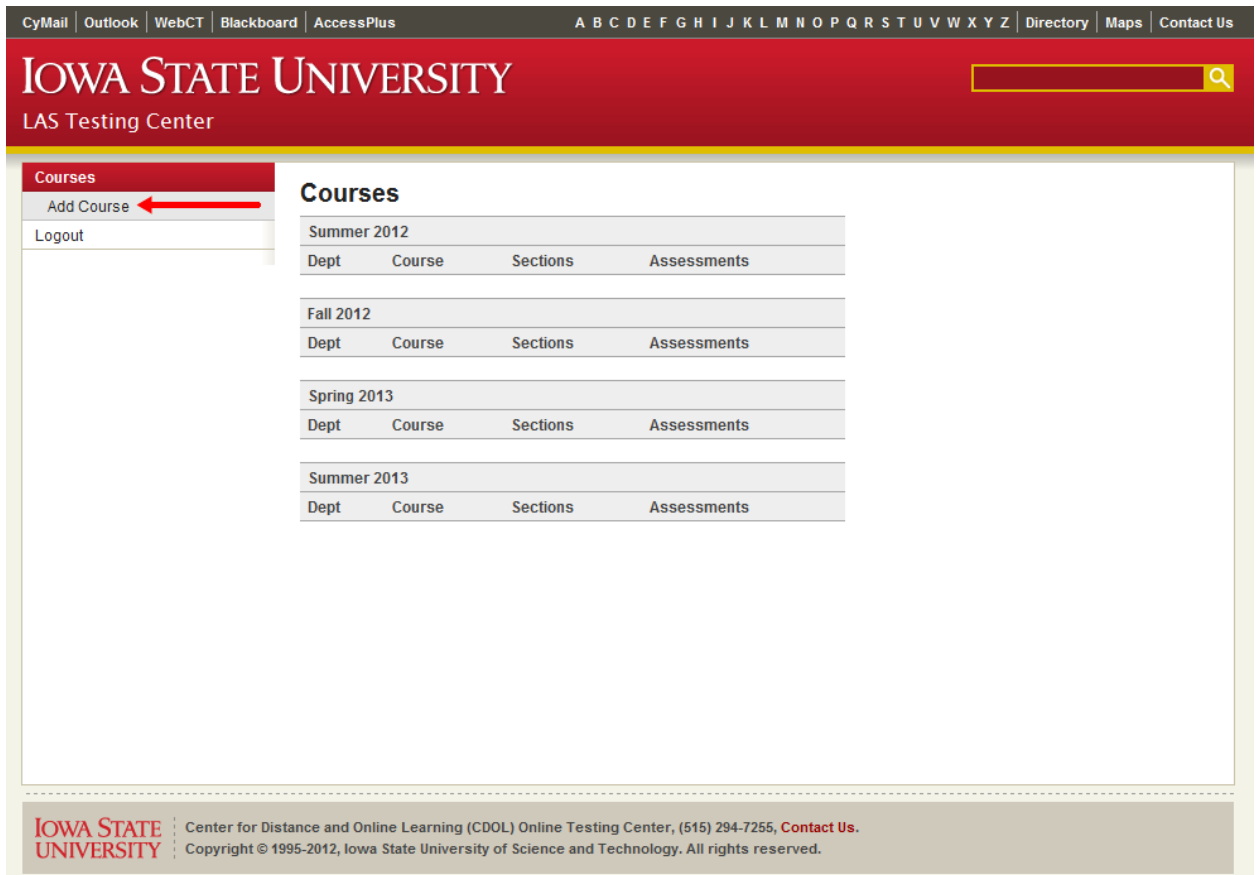# How to set up my course and exams to use the Testing Center services.

Adding your course to the list of courses using the Testing Center's services is a two step process.

1. Add the course information
    a. Go to Http://testing.las.iastate.edu/ and log in using your Iowa State NetID.
    b.

Click on the "Add Course" option

Courses

Add Course

Logout

Add Course

Cancel

Creator

Name

Jessica Haht

Professor

First Name

Jessica

Last Name

Haht

Net-ID

jhaht

Example: netid@iastate.edu

Office Phone

515-294-4303

Example: 555-555-5555

Mobile Phone

Co-Instructor/TA

First Name

Last Name

Net-ID

Office Phone

Mobile Phone

c. By default the person who logged into the site will be assigned as creator of the course record AND will be entered as the Professor. Edit the fields as needed. Note that there are fields that can be used for a co-instructor or for TA information. Continue to scroll down the page to enter additional information about the course.

Course Information

Department

[dropdown]

Course

[text field]

Example: 101

Sections

[text field]

Example: A-C,F,1-3,6

Est. Number of Assessments

[text field]

Example: 4

Est. Enrollment

[text field]

Example: 60

Session

Summer 2012 [dropdown]

Allow Off Campus

[checkbox]

Submit

d.
Use the drop down menu to select the primary department listing, add the course number, and then add the section or sections (if the course is cross listed you can enter additional department and numbers in the course section). Enter the number of assessments the Testing Center will be asked to proctor along with the estimated enrollment for the course. Select the appropriate session from the drop down list. Check the "Allow Off Campus" box only if you have a distance education (XW,XE, etc) section and you want the Testing Center to vet and manage off-campus proctors. (See off-campus proctor information).

e. Below is an example of a completed course form. (Please note the reference to cross listed courses.)

Co-Instructor/TA

First Name

Jess

Last Name

Haht

Net-ID

jhaht

Office Phone

Mobile Phone

Course Information

Department*

A B E

Course*

1, EEOB 301, MCDB 301 ← If the course is cross listed select the primary department then add the other departments in the course field.

Example: 101

Sections*

A, XW

Example: A-C,F,1-3,6

Est. Number of Assessments*

4

Example: 4

Est. Enrollment*

73

Example: 60

Session*

Summer 2013 ← Be sure to select the correct semester from the drop down list.

Allow O Summer 2012
Fall 2012
Spring 2013
Summer 2013   Submit

f.   After you press submit you are taken to the View Course Screen.

View Course

Edit Course | Add Assessment | Copy to Future Semester

Contacts	
Creator	Jessica Haht (jhaht@iastate.edu)
Professor	Doug Bull (ddbull@iastate.edu) Office - 515-294-7255
TA	Jess Haht (jhaht@iastate.edu)

General Information	
Session	Summer 2013
Dept	A B E
Course	301, EEOB 301, MCDB 301
Sections	A,, XW
Estimated Assessments	4
Estimated Enrollment	73
Allow Off Campus	No

2. Add the assessments: NOTE: Exams MUST be added a minimum of 24 hours prior to release.

View Course

Edit Course | Add Assessment | Copy to Future Semester | Delete

Select "Add Assessment" from the View Course Menu

Add Assessment - A B E 301

Name

Example: Quiz 1

Release Date

Example: 31 Jul 2012 or 07/31/2012

End Date

Example: 31 Jul 2012 or 07/31/2012

System

Blackboard ▼

Password

Password Suggestions
esvak8 (es-vak-EIGHT)
cheaf8 (cheaf-EIGHT)
jafeg6 (jaf-eg-SIX)
fetif5 (fet-if-FIVE)
Ruhig4 (Ru-hig-FOUR)
nabak2 (nab-ak-TWO)

Est. Check ins

73

Attempts

1

Special Conditions

☐ calculator, graphing
☐ calculator, simple
☑ calculator, windows
☐ lockdown browser
☐ open book
☐ open notes
☑ scratch paper (testing center provided)
☐ translation site (language, international students)

Other Special Conditions

Comments

Submit

Fill in the fields as indicated. The range of dates will typically be a 3 - 5 days excluding weekends. For online exams you may choose a password of your own or select one of the passwords suggested. **Note:** the password you enter in this form MUST be the same password that is used in Blackboard or the proprietary software used. Since the dates of exams change each semester and since passwords should be changed for each exam and each semester offered these fields do not carry over for subsequent additions of exams. The other fields will carry over for subsequent assessments. Repeat the "Add Assessment" for each exam you intend to the Testing Center to proctor.

3. Copy to Future Semester option

View Course

Edit Course | Add Assessment | Copy to Future Semester

Contacts

Creator	Jessica Haht (jhaht@iastate.edu)
Professor	Doug Bull (ddbull@iastate.edu) Office - 515-294-7255
TA	Jess Haht (jhaht@iastate.edu)

General Information

Session	Summer 2013
Dept	A B E
Course	301
Sections	A, EEOB 301, MCDB 301
Estimated Assessments	4
Estimated Enrollment	73
Allow Off Campus	No

Assessments

Start Date	End Date	Name	Check-Ins
09 Jun 2013 (Sun)	20 Jun 2013 (Thu)	Test 1	0 / 73

You can use the "Copy to Future Semester" menu option to quickly add your course to future semesters. Just click on the link and edit the fields if necessary. **BE SURE** to select the new semester that this course will be offered from the drop down list. Exam information cannot be carried over since the exam dates and passwords need to be changed for the new semester and therefore will need to be entered for the new semester but after you enter the first instance of the exam it will act as a pseudo template for additional exams.

Written Exams – If your course has a distance education section (XW, XE,..etc) the Testing Center has limited space that can be used by students enrolled in one of those sections to take written exams. Your exam has to be

saved as a .pdf file AND the first page of the exam should contain all the exam instructions. Following the instructions above, add the course information and then add the assessments. -However, when selecting the system use the drop down menu to select the "Written Exam" option.

Use the browse button to open a navigation screen that will allow you to select the written exam to be uploaded. Even though you have added the instructions as the first page of the pdf it is a good idea to add the exam instructions/conditions in the fields provided in the "Add Assessment" screen.

Make up exams: View Assessment screen

When an exam's end date has been reached proctors no longer have direct access to passwords nor, in the case of written exams, have access to the download feature. This is to prevent proctors from administering late exams without instructor approval. Faculty can communicate the need for and approval of a make-up exam by using the "Create Make-up" menu item found on the View Assessment page. This option allows you to change the end date of the exam and other items if you choose. You will also be asked to provide the netID's of the students for whom permission has been granted to take the make-up exam.