

ClockWork Online Test Booking Manual



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Scenario and Assumptions

The settings and screens that you see in the Online Test Booking Module are determined in part by the rules and processes of your test centre. For the purposes of this documentation the following scenarios and assumptions have been used:

- The disability office is not using online/electronic accommodation letters
- Only students will initiate the test/exam booking process (instructors cannot initiate a test or exam)
- Students must book a test/exam at least seven (7) days prior to the date of the test/exam
- Instructors will receive one email notification six (6) days prior to the date of the test/exam (rather than receiving an email each time a student books a test/exam)
- Instructors who have not yet submitted a test/exam will receive an email reminder three (3) days prior to the date of the test/exam
- Classroom and test accommodations have been set up
- The test centre will have different rules/settings for tests vs. exams
- The test centre will sync with the School's formal exam schedule and use this to create the test definitions for exams
- The test centre will use the virtual room setting

What are Your Test Centre Rules/Processes?

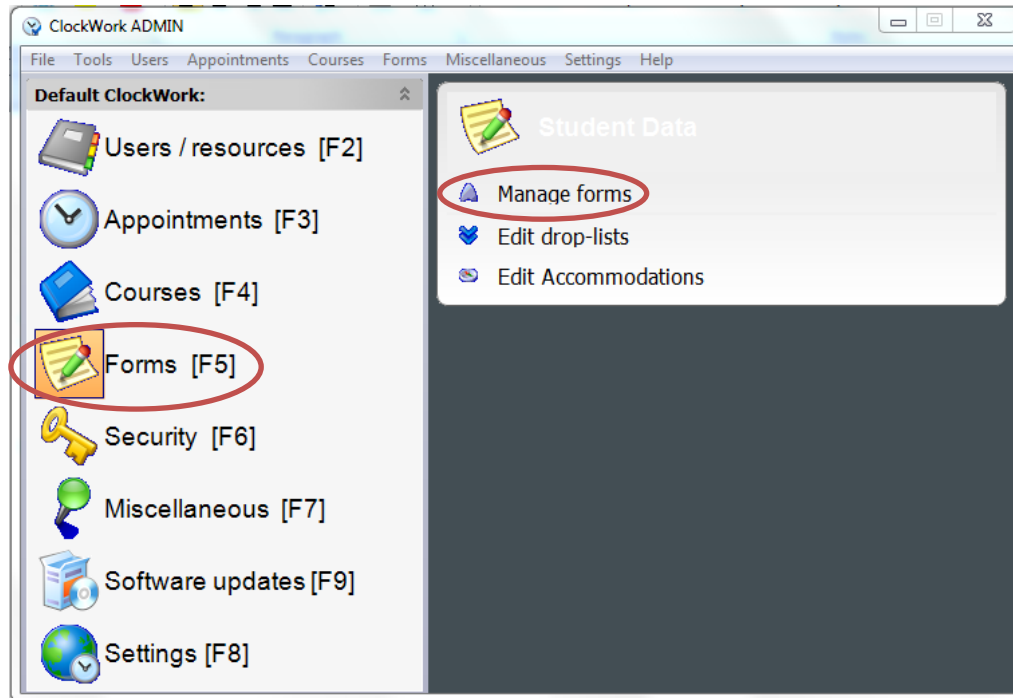
Question	Your Answer
Do students initiate the test/exam booking or do instructors or both?	
How many days in advance can students book their test/exam? (e.g. 7 days in advance)	
Do you want instructors to receive notification for each student every time they book a test/exam or one email once test booking has closed for the student? (e.g. 6 days in advance)	
Do you want to send a reminder to instructors who haven't submitted the test/exam? If yes, how many days before the test date?	
What additional information do you need instructors to provide? (e.g. what's allowed in the test, contact info, software needed in test, etc.)	
Do you want to use a virtual room? (this means no student will be told there is no room even if you are fully booked)	

Question	Your Answer
Will you need separate settings for tests vs. exams?	
Will you use your college's exam schedule to create test definitions for the exam period?	

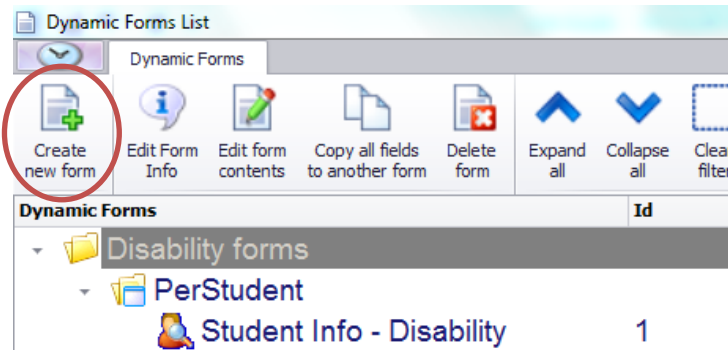
Add a Test Booking Form for Assets

Detailed instructions and explanations for creating forms are available in the “Forms” section of the Admin Manual. The instructions here are not as detailed and provide just what you need to set up this form for the Online Test Booking Assets.

1. On the “Extra” tab, click the “ClockWork Admin” button; enter your password when prompted
2. In the ClockWork ADMIN window, click “Forms”
3. Click “Manage forms”



4. Click the “Create new form” button



5. Select the type of form you want to create. For the purposes of setting up this form for Online Test Booking, choose the “Appointment” type as tests are considered an appointment.
6. Click “Select”

Form Type Chooser

Please select the type of form (screen):

- Student**
Each student gets a single screen with fields of data - you can update the fields at any time.
- Date**
You can create any number of instances of a form for each student. Form entries are dated.
- Appointment**
Each student gets a single screen with fields of data - you can update the fields at any time.
- Anonymous**
Each student gets a single screen with fields of data - you can update the fields at any time.
- Survey / evaluation**
Each student gets a single screen with fields of data - you can update the fields at any time.
- Staff per date**
Each staff gets a single screen with fields of data for each date.
- Instructor per date**
Use for instructor test info (by date) for online test confirmation
- Inventory product**
Each inventory product gets a single screen with fields of data; you can update the fields at any time.
- Alt format content**
Each Alternative Format media content gets a single screen with fields of data; you can update the fields at any time.

Select **Cancel**

The “Dynamic Form Info” window opens where you can set the form attributes.

7. If you have other forms created and want this one in the same group, enter that name in the “Group name” box (e.g. Disability Forms). You can leave this blank and the form will be classified as “Un-grouped”.
8. Enter the form name in the “Screen Caption” box (e.g. Student Test Booking Assets)
9. Uncheck the “Show as button” check box (if this is checked it will add this form as a tab on the Student Information page in ClockWork)
10. Click “Save”

Dynamic Form Info	
Type:	PerAppointment
Group name:	
Screen Caption:	Student Test Booking Assets
Screen Caption Alternate:	
	<input checked="" type="checkbox"/> Enabled <input type="checkbox"/> Show as button
	<input type="checkbox"/> Bottom-less (fields will continue vertically - no wrapping to next column)
Icons:	<input type="checkbox"/> Large icon <input checked="" type="checkbox"/> Small icon (for appointments)
Vertical control padding:	2
Column width percent (ex. 35)	96 <input type="button" value="1/3"/> <input type="button" value="1/2"/> <input type="button" value="Full"/>
Column padding (pixels)	6
Group ids (new students will be automatically added to these groups in addition to the students group)	
Control id that indicates if this screen has been filled out (for per app screens only)	0
Student number caption	
Student number auto generate rule	
	<input type="checkbox"/> Student name hidden

Type of form you selected

Group name

Form name

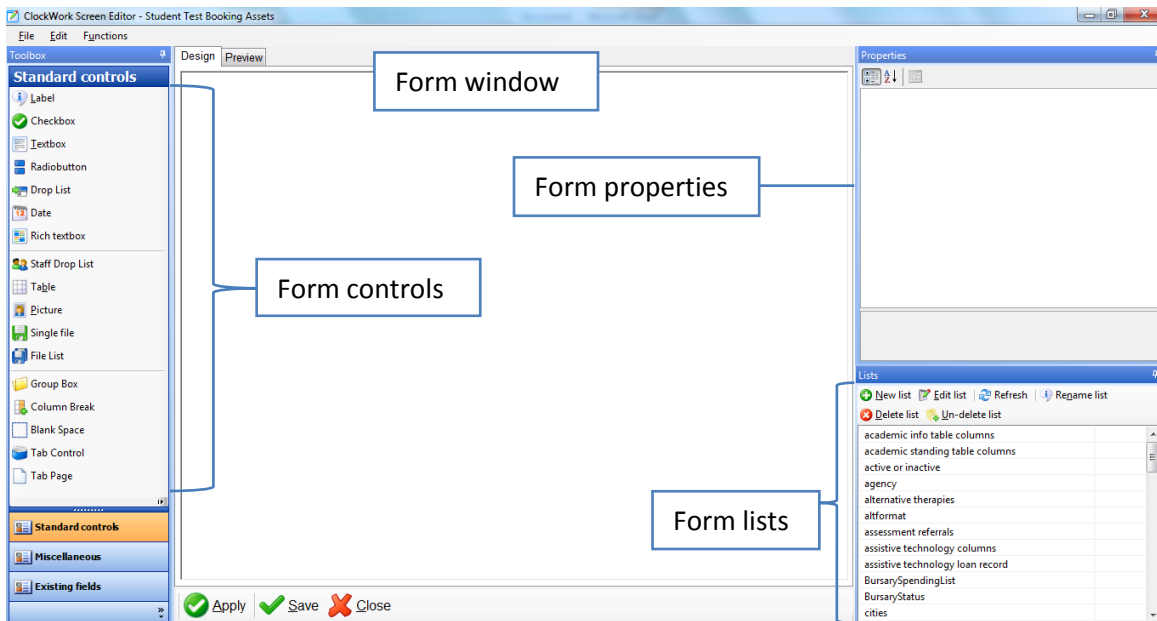
The form you just created is now listed under “Un-grouped forms” in the forms list

Dynamic Forms		Id
PerInstructor	Instructor Test Info	31
Un-grouped forms	PerStudent	
	Staff Info	7
	Alternate format	35
Accommodation	Survey	37
PerAppointment	Student Test Booking Assets	51
Counselling forms		

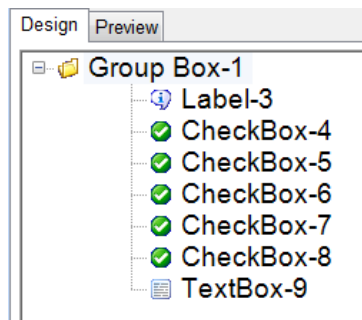
Your new form (#51)

11. Double-click the form you just created to add the form controls

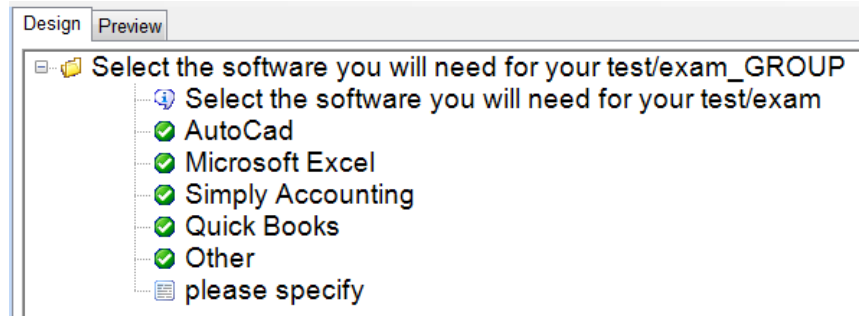
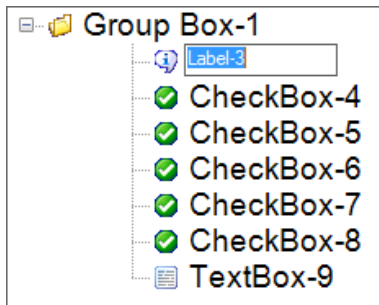
The form window is blank until you add controls to it. The list of standard form controls you can choose form is located in the panel on the left side of this window. The properties of the controls you are adding display in the panel on the right side of this window.



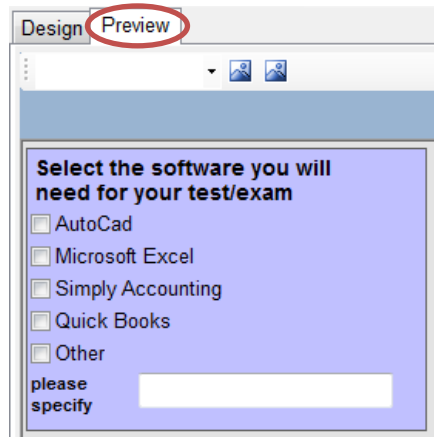
12. To place a control on the form, click and drag it from the control list. Place the following controls on the form: Group Box, Label, 5 Checkboxes and a Textbox. Your screen should look like this:



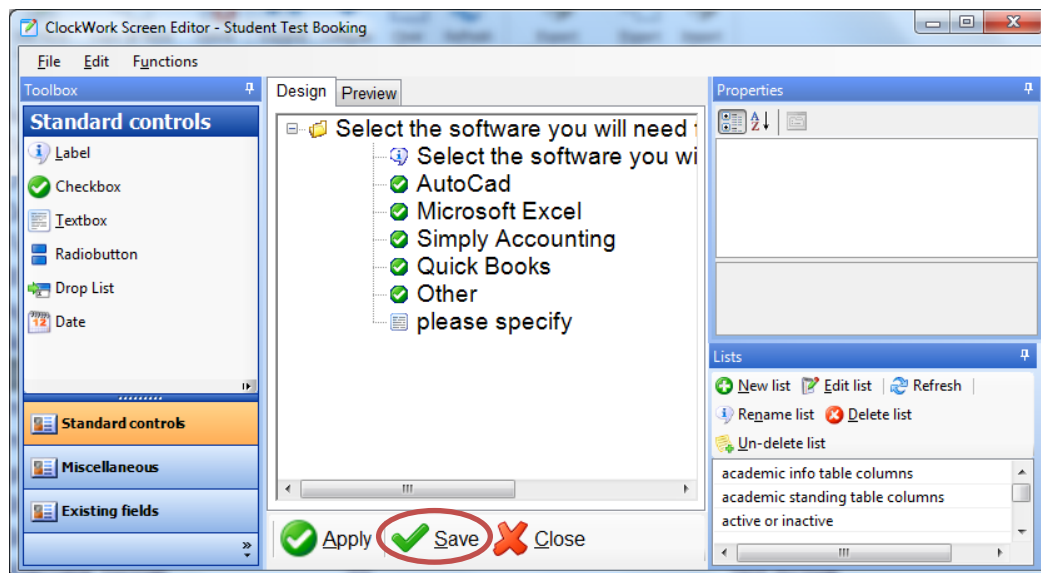
13. Click on each control to name it



14. Click on the “Preview” tab to see what the form will look like on the screen



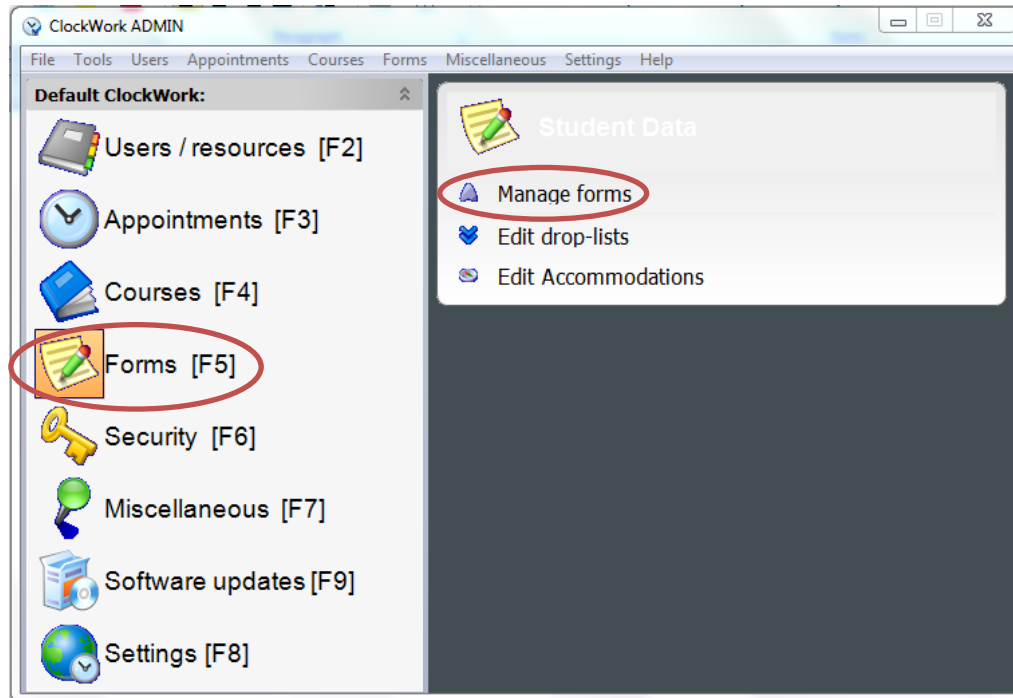
15. When you’re finished creating the form, click “Save”



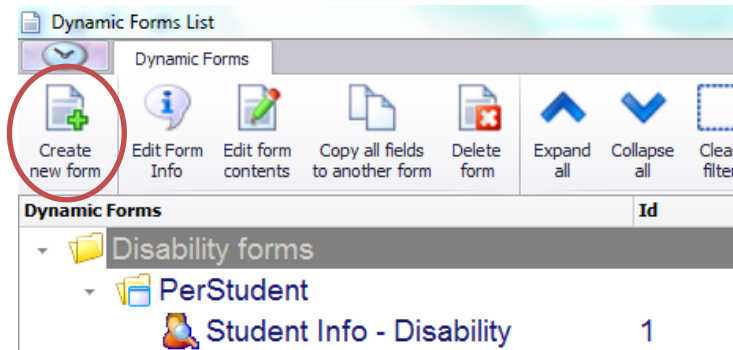
Add a Form for the Instructor Wizard

Detailed instructions and explanations for creating forms are available in the “Forms” section of the Admin Manual. The instructions here are not as detailed and provide just what you need to set up this form for the Online Test Booking Instructor Wizard.

1. On the “Extra” tab, click the “ClockWork Admin” button; enter your password when prompted
2. In the ClockWork ADMIN window, click “Forms”
3. Click “Manage forms”



4. Click the “Create new form” button



5. Select the type of form you want to create. For the purposes of setting up this form for Online Test Booking Instructor Wizard, choose the “Instructor per date” type.
6. Click “Select”

Form Type Chooser

Please select the type of form (screen):

- Student**
Each student gets a single screen with fields of data - you can update the fields at any time.
- Date**
You can create any number of instances of a form for each student. Form entries are dated.
- Appointment**
Each student gets a single screen with fields of data - you can update the fields at any time.
- Anonymous**
Each student gets a single screen with fields of data - you can update the fields at any time.
- Survey / evaluation**
Each student gets a single screen with fields of data - you can update the fields at any time.
- Staff per date**
Each staff gets a single screen with fields of data for each date.
- Instructor per date**
Use for instructor test info (by date) for online test confirmation
- Inventory product**
Each inventory product gets a single screen with fields of data; you can update the fields at any time.
- Alt format content**
Each Alternative Format media content gets a single screen with fields of data; you can update the fields at any time.

The Dynamic Form Info window opens where you can set the form attributes.

7. If you have other forms created and want this one in the same group, enter that name in the “Group name” box (e.g. Disability Forms). You can leave this blank and the form will be classified as “Un-grouped”.
8. Enter the form name in the “Screen Caption” box (e.g. Instructor Wizard)
9. Uncheck the “Show as button” check box (if this is checked it will add this form as a tab on the Student Information page in ClockWork)
10. Click “Save”

Dynamic Form Info	
Type:	PerInstructor
Group name:	
Screen Caption:	Instructor Wizard
Screen Caption Alternate:	
	<input checked="" type="checkbox"/> Enabled <input type="checkbox"/> Show as button
	<input type="checkbox"/> Bottom-less (fields will continue vertically - no wrapping to next column)
Icons:	<input type="checkbox"/> Large icon <input type="checkbox"/> Small icon (for appointments)
Vertical control padding:	2
Column width percent (ex. 35)	33 <input type="button" value="1/3"/> <input type="button" value="1/2"/> <input type="button" value="Full"/>
Column padding (pixels)	6
Group ids (new students will be automatically added to these groups in addition to the students group)	
Control id that indicates if this screen has been filled out (for per app screens only)	0
Student number caption	
Student number auto generate rule	
	<input type="checkbox"/> Student name hidden

Save Cancel

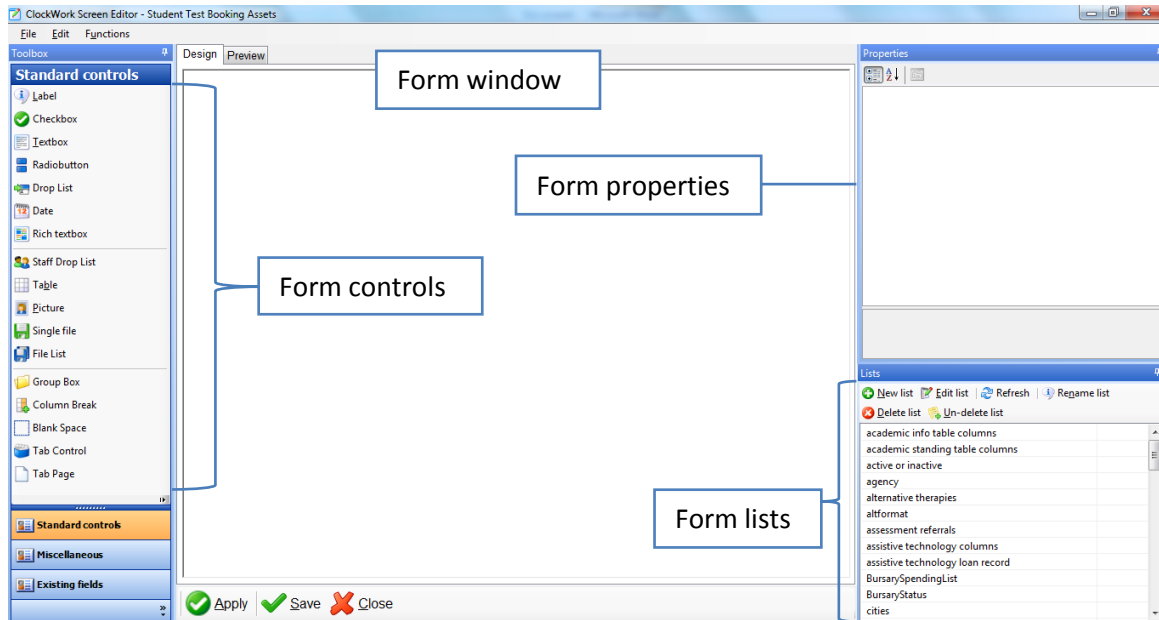
The form you just created is now listed under “Un-grouped forms” in the forms list

Dynamic Forms	Id
Un-grouped forms	
PerStudent	
Staff Info	7
Alternate format	35
Accommodation	
Survey	37
PerAppointment	
Student Test Booking Assets	51
PerInstructor	
Instructor Wizard	52

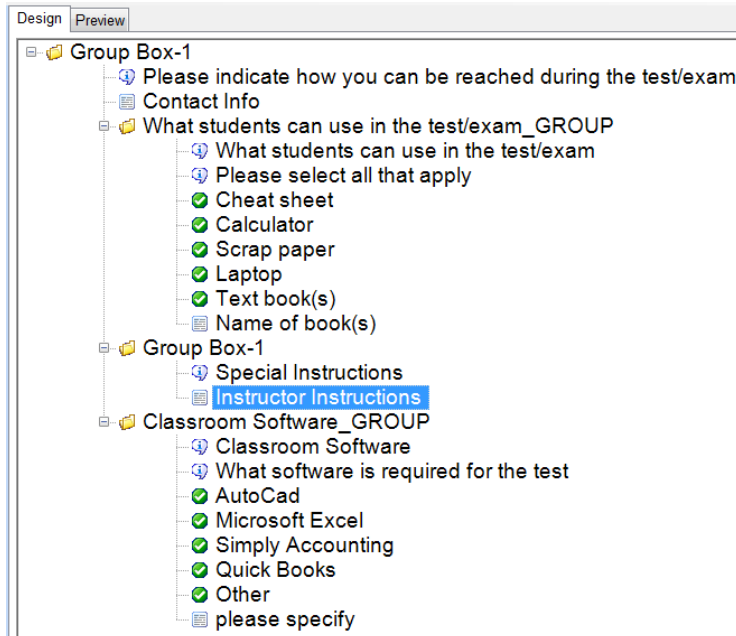
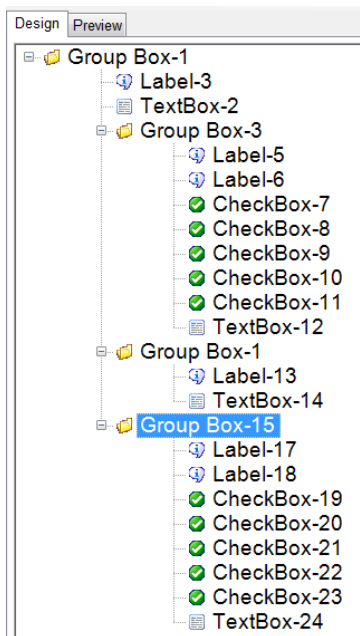
Your new form (#52)

11. Double-click the form you just created to add the form controls

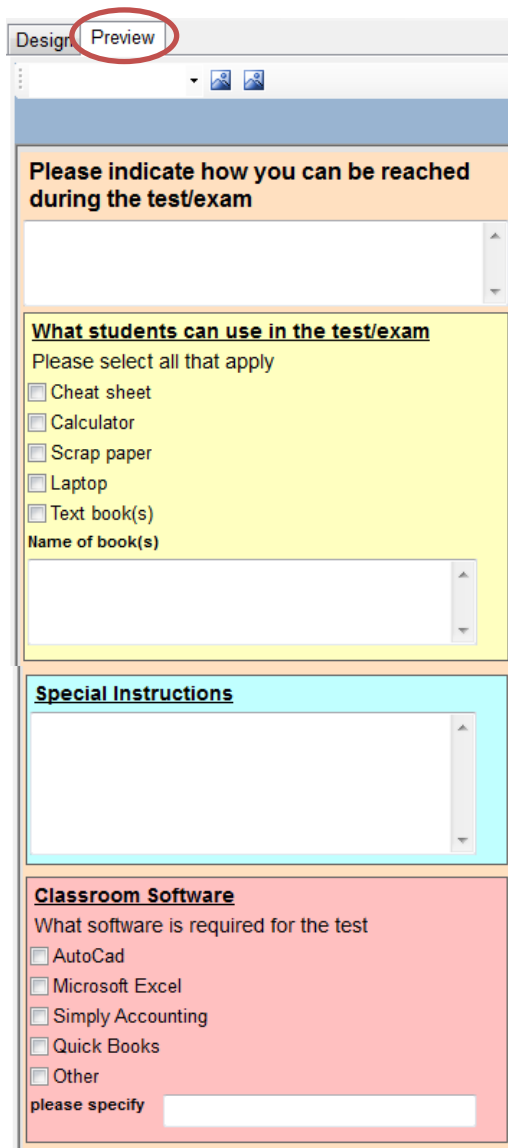
The form window is blank until you add controls to it. The list of standard form controls you can choose from is located in the panel on the left side of this window. The properties of the controls you are adding display in the panel on the right side of this window.



- 12. To place a control on the form, click and drag it from the control list. Place the controls you want on this form.
- 13. Click on each control to name it



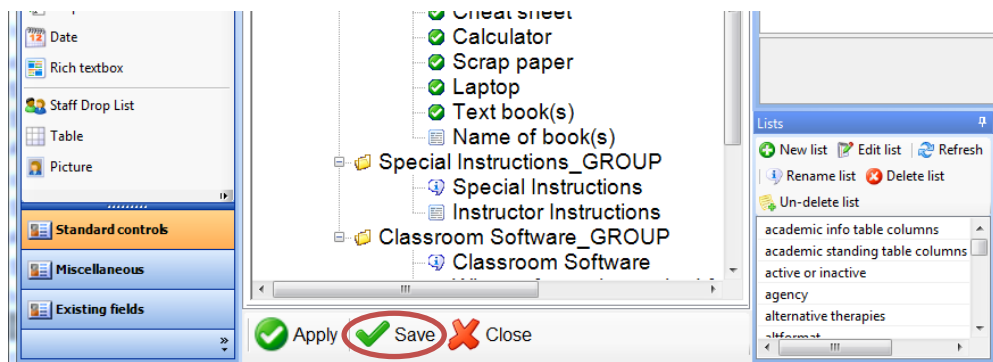
14. Click on the “Preview” tab to see what the form will look like on the screen



The screenshot shows a software interface with two tabs: "Design" and "Preview". The "Preview" tab is selected and circled in red. The form content is displayed in a vertical stack of colored sections:

- Orange section:** "Please indicate how you can be reached during the test/exam" with a text input field.
- Yellow section:** "What students can use in the test/exam" with the instruction "Please select all that apply". It contains a list of checkboxes: "Cheat sheet", "Calculator", "Scrap paper", "Laptop", and "Text book(s)". Below this is a text input field labeled "Name of book(s)".
- Cyan section:** "Special Instructions" with a text input field.
- Red section:** "Classroom Software" with the instruction "What software is required for the test". It contains a list of checkboxes: "AutoCad", "Microsoft Excel", "Simply Accounting", "Quick Books", and "Other". Below this is a text input field labeled "please specify".

15. When you're finished creating the form, click "Save"



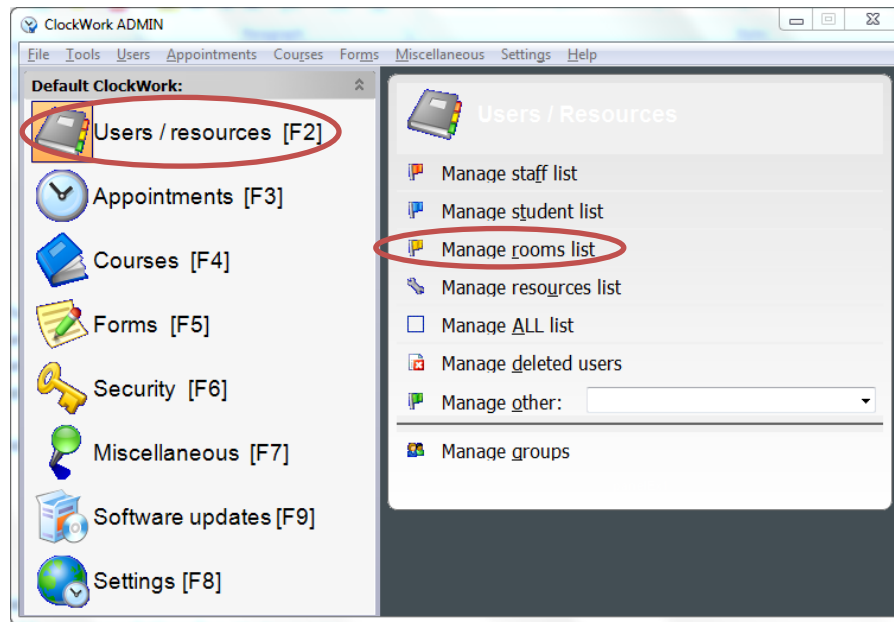
The screenshot shows a software interface with a list of items on the left and a "Lists" panel on the right. The "Save" button is circled in red.

- List of items:** "Cheat sheet", "Calculator", "Scrap paper", "Laptop", "Text book(s)", "Name of book(s)", "Special Instructions_GROUP", "Special Instructions", "Instructor Instructions", "Classroom Software_GROUP", "Classroom Software".
- Buttons:** "Apply", "Save", "Close". The "Save" button is circled in red.
- Lists panel:** "Lists" panel with buttons: "New list", "Edit list", "Refresh", "Rename list", "Delete list", "Un-delete list". Below these are several list items: "academic info table columns", "academic standing table columns", "active or inactive", "agency", "alternative therapies", "format".

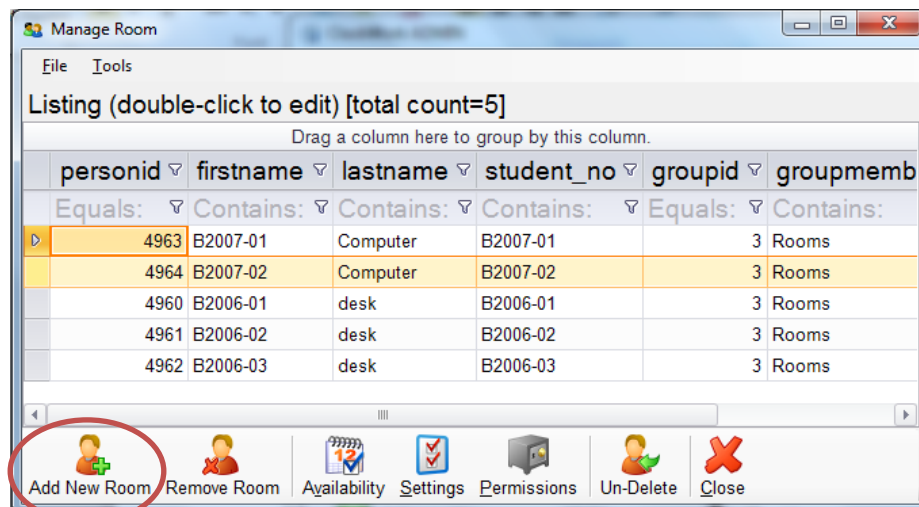
Add a Room as a Resource

Before you start adding rooms in the Test Booking section, you have to create the resource first. You do this in the “Users / resources” section of the Admin area. Once you create all the rooms here, you can add them into the Test Booking module.

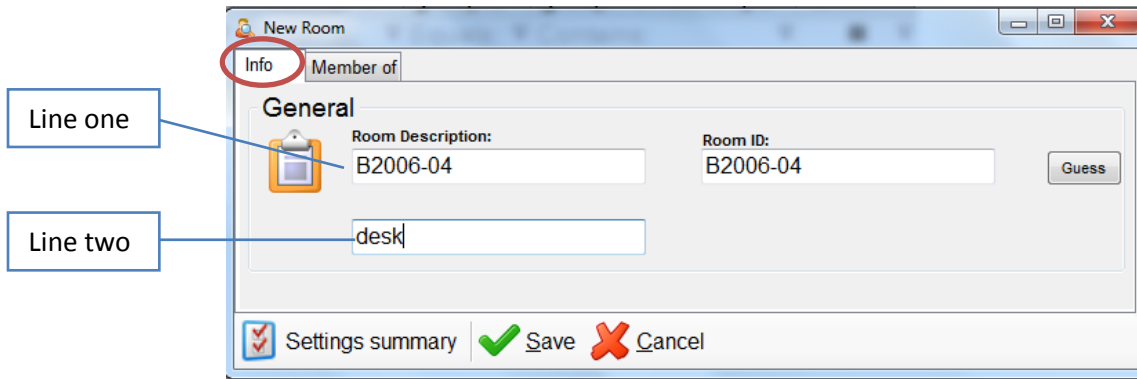
1. On the “Extra” tab, click the “ClockWork Admin” button; enter your password when prompted
2. In the ClockWork ADMIN window, Click “Users / resources”
3. Click “Manage rooms list”



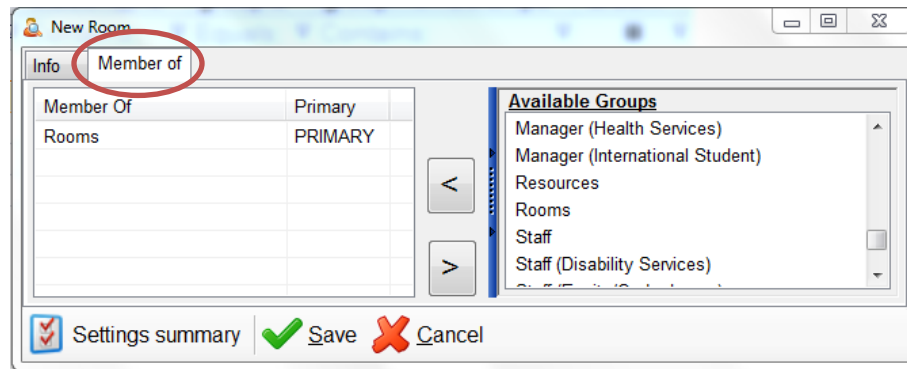
4. Click “Add New Room”



5. On the “Info” tab of the “New Room” window, enter the “Room Description” and “Room ID”. You can decide how you want to set this up. For this example, the room number (B2006) and desk/station number (01, 02, etc.) have been used for both line one of the Room Description and the Room ID and the second line of the Room Description has been used to indicate if this is a desk or computer station.



6. When you click the “Member of” tab, it should show this room as a PRIMARY member of the “Rooms” group



7. Click “Save”. You have successfully set up a room. Repeat for each room you have in your test/exam centre.

Add Assets

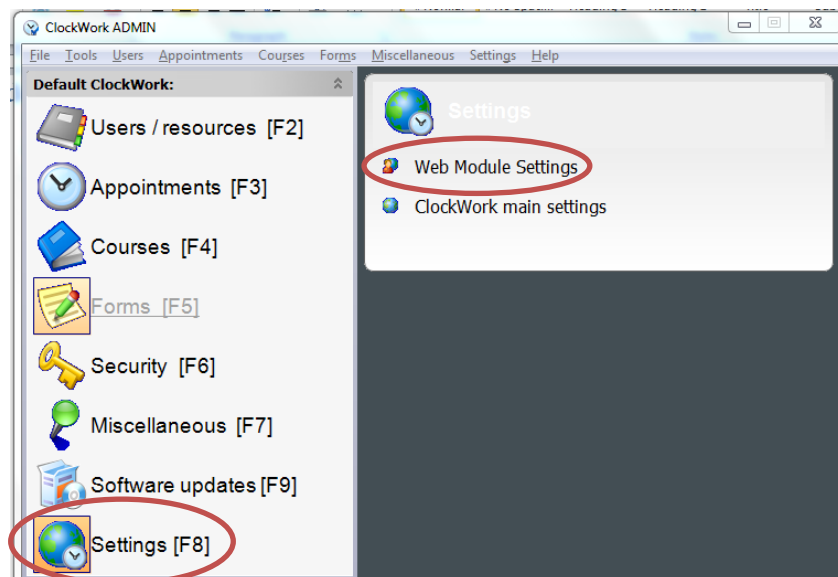
Explanation about Assets and Accommodations

****Note:** when we talk about “rooms” we mean any testing desk or station, with or without a computer, in an actual separate room or not. **

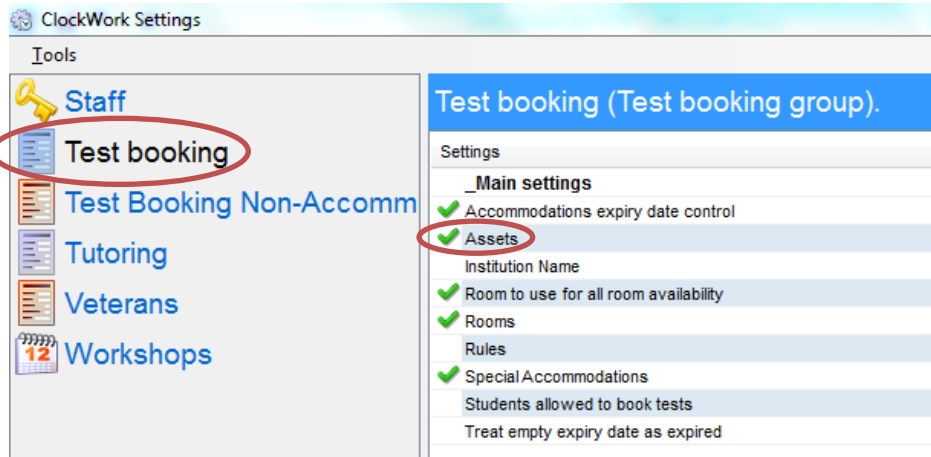
Assets are a way to tell the Test Booking system about each room. They tell the system if a room is a desk or computer, they tell the system which test accommodations are available in each room, they tell the system what software is loaded onto the computer in the room. The booking system uses this information to determine if there is a room available for each student’s testing needs and assigns a room to a student based on their selections. If there is no room with the combination of required assets available, the student will get a message telling them their booking could not be completed and are prompted to contact the department.

You need to set up each asset, attach an accommodation to it and then assign assets to each room. Accommodations include the actual test accommodations that are selected in the accommodations section of ClockWork (e.g. extra time, scribe, adaptive technology) and things like non-adaptive software that might be needed for a test (e.g. Simply Accounting). The non-accommodation assets are set up through the use of a form in the Admin section – see “Adding a Test Booking Form for Assets” for instructions.

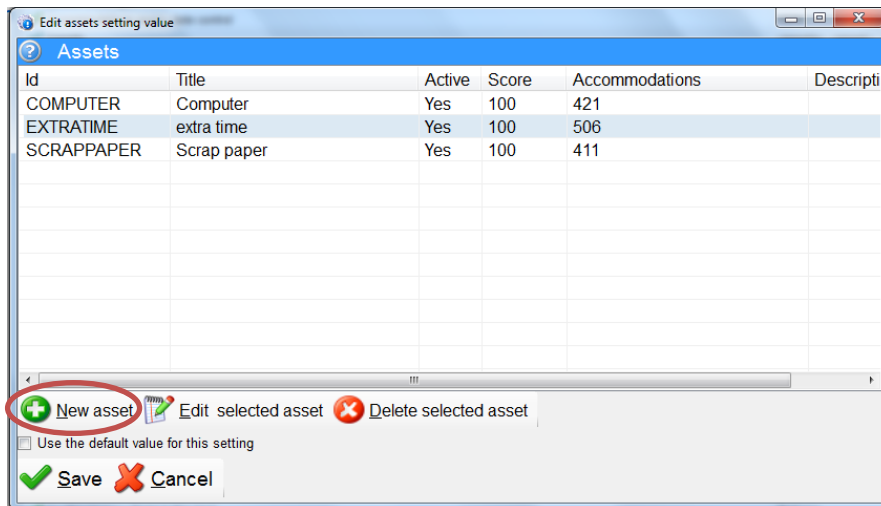
1. On the “Extra” tab, click the “ClockWork Admin” button; enter your password when prompted
2. In the ClockWork ADMIN window, click “Settings”
3. Click “Web Module Settings”



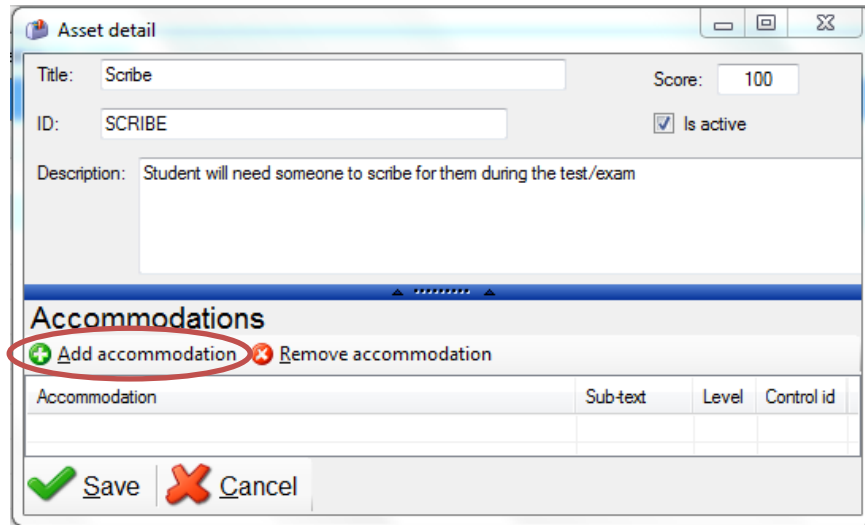
4. Click "Test Booking" to access the test booking settings
5. Click "Assets" to create the asset (or accommodation) that you will later attach to rooms



6. Click "New Asset"

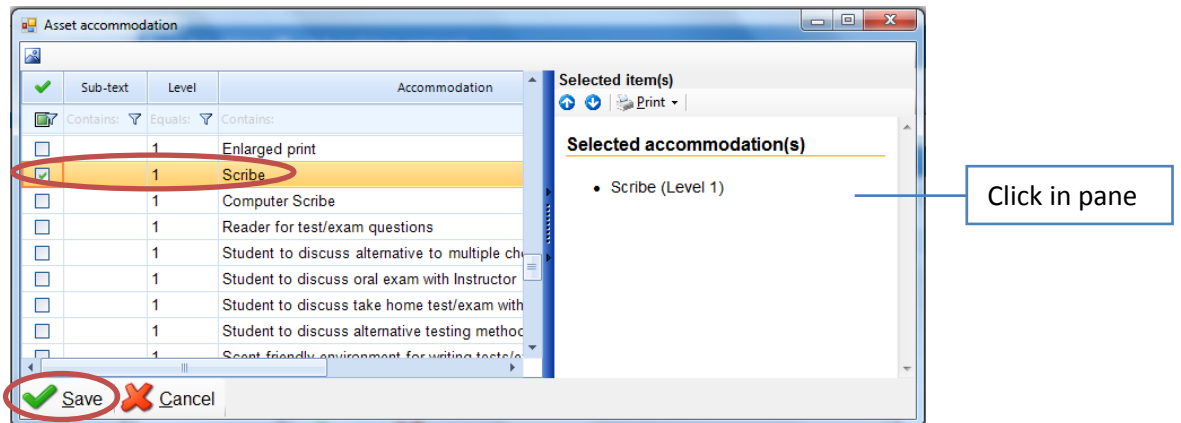


- Enter the name of the asset you are adding in the "Title" field. When you click in the "ID" field it will automatically repeat the title in ALLCAPS; you can edit the ID field if you want. The "Score" will default to 100 and the "is active" checkbox will automatically be checked. Adding a description is optional.
- Click "Add accommodation" to attach an accommodation to this asset

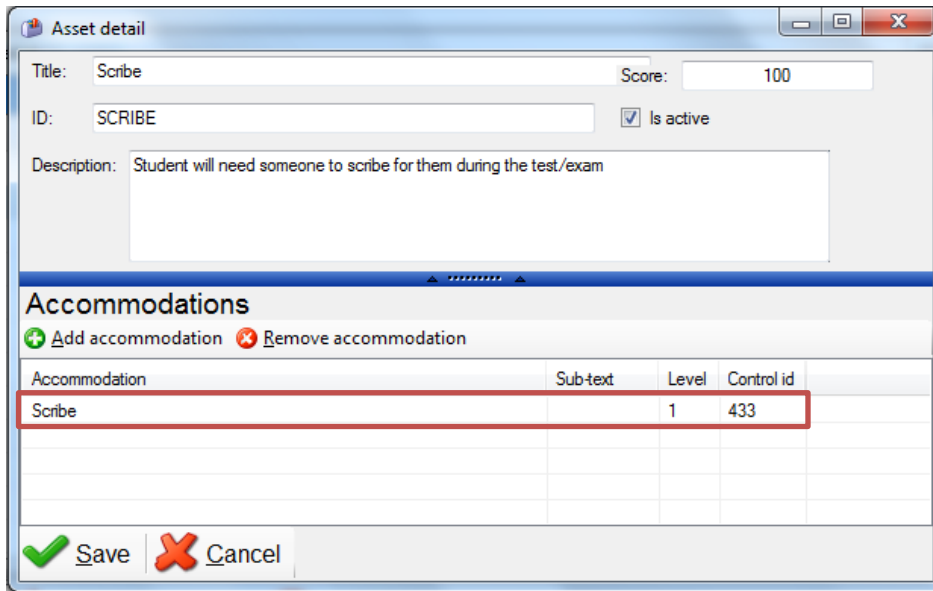


The Asset accommodation window will open.

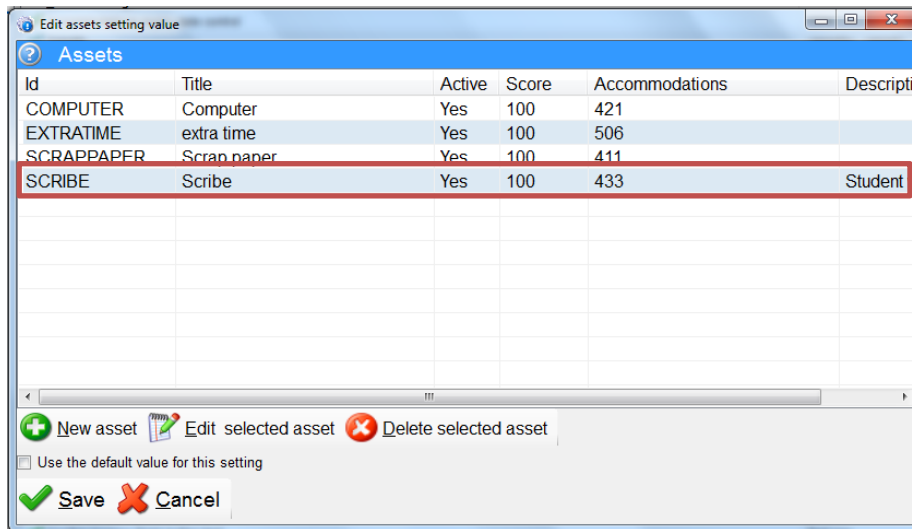
- Scroll the list of accommodations and select the one you want (in this case "Scribe"). Check the box beside the accommodation and click in the "Selected accommodation(s)" pane on the right side to add the accommodation(s). You can add multiple accommodations to one asset.
- Click "Save"



The added accommodation now appears in the “Asset detail” window:



11. Click “Save”. The asset is now in the asset list:



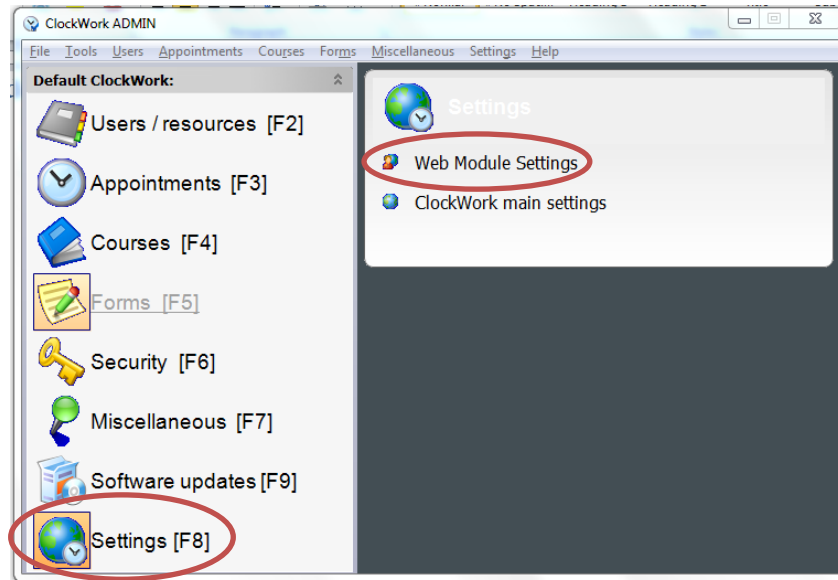
12. Repeat for all the assets you need to enter

13. Click “Save” when you are finished to save all assets

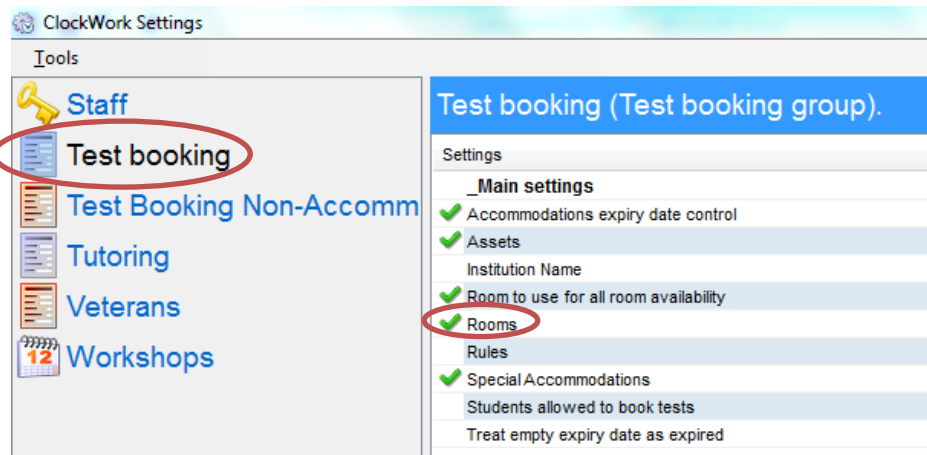
Add a Room to the Test Booking System

In order to have a room available to be booked in the Test Booking system, you must add it in the Test Booking Settings. Before you can do this, you must set up the rooms as resources first, see “Add a Room as a Resource” for instructions.

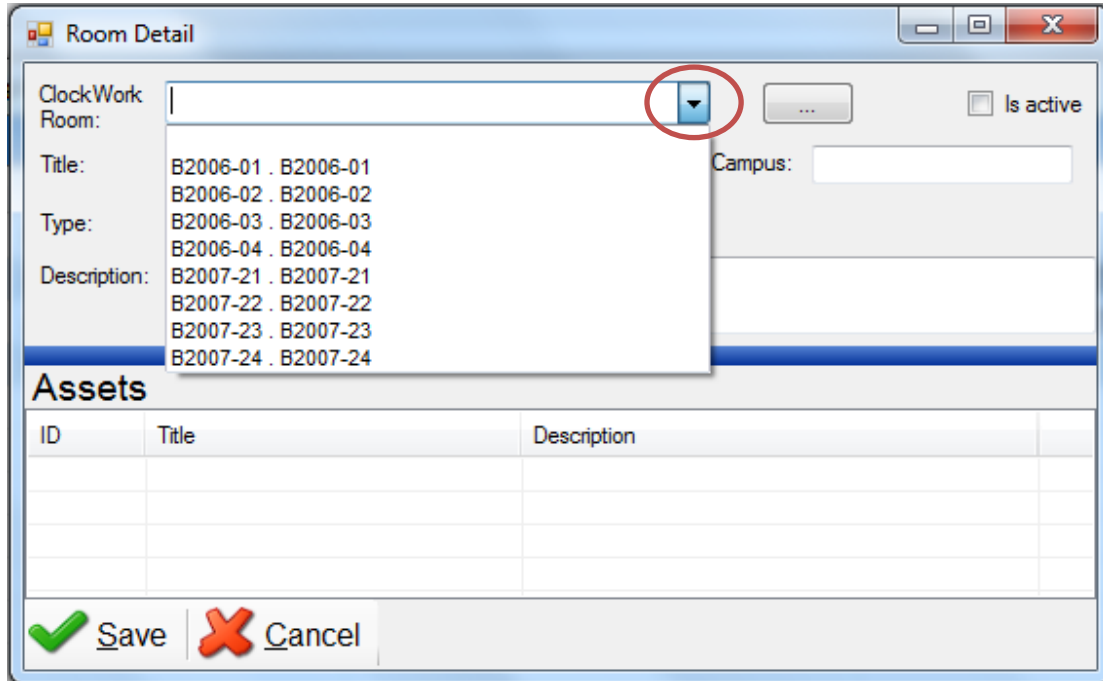
1. On the “Extra” tab, click the “ClockWork Admin” button; enter your password when prompted
2. In the ClockWork ADMIN window, click “Settings”
3. Click “Web Module Settings”



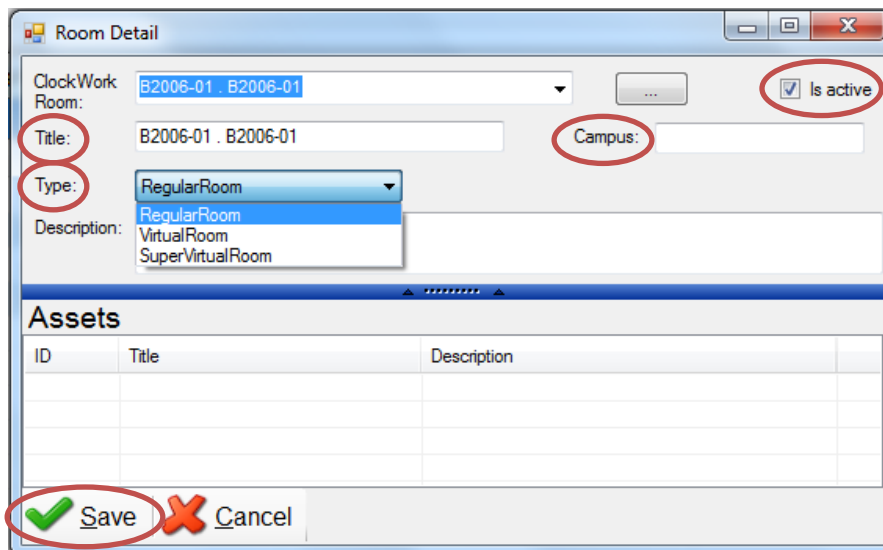
4. Click “Test Booking” to access the test booking settings
5. Double-click “Rooms” to add rooms to the Test Booking system



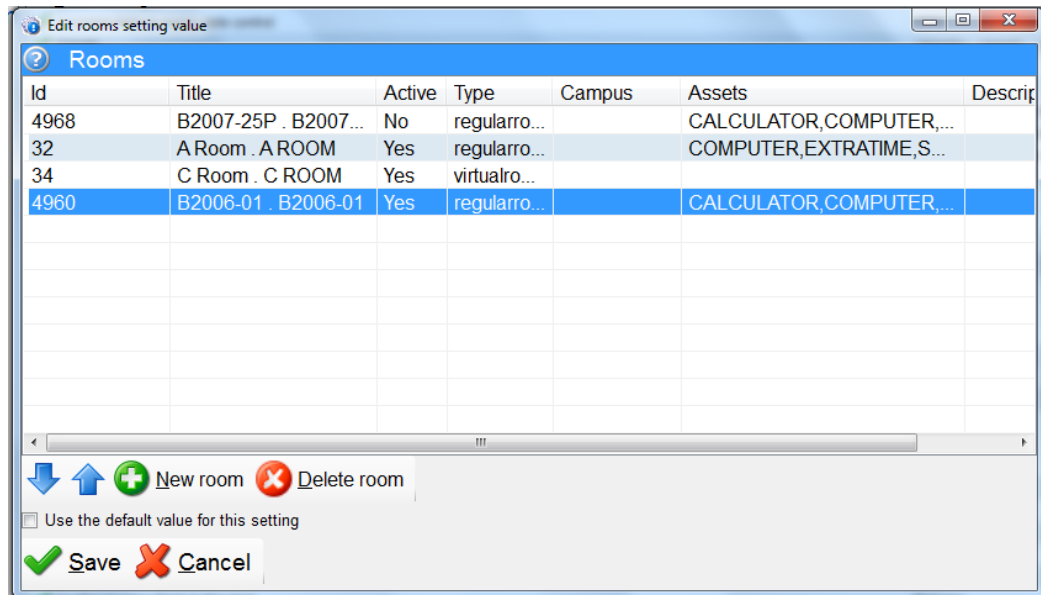
6. Select a room (from the ones you entered into resources earlier) by clicking the drop-down arrow beside the “ClockWork Room” field. If there are no rooms listed, see “Add a Room as a Resource” for instructions.



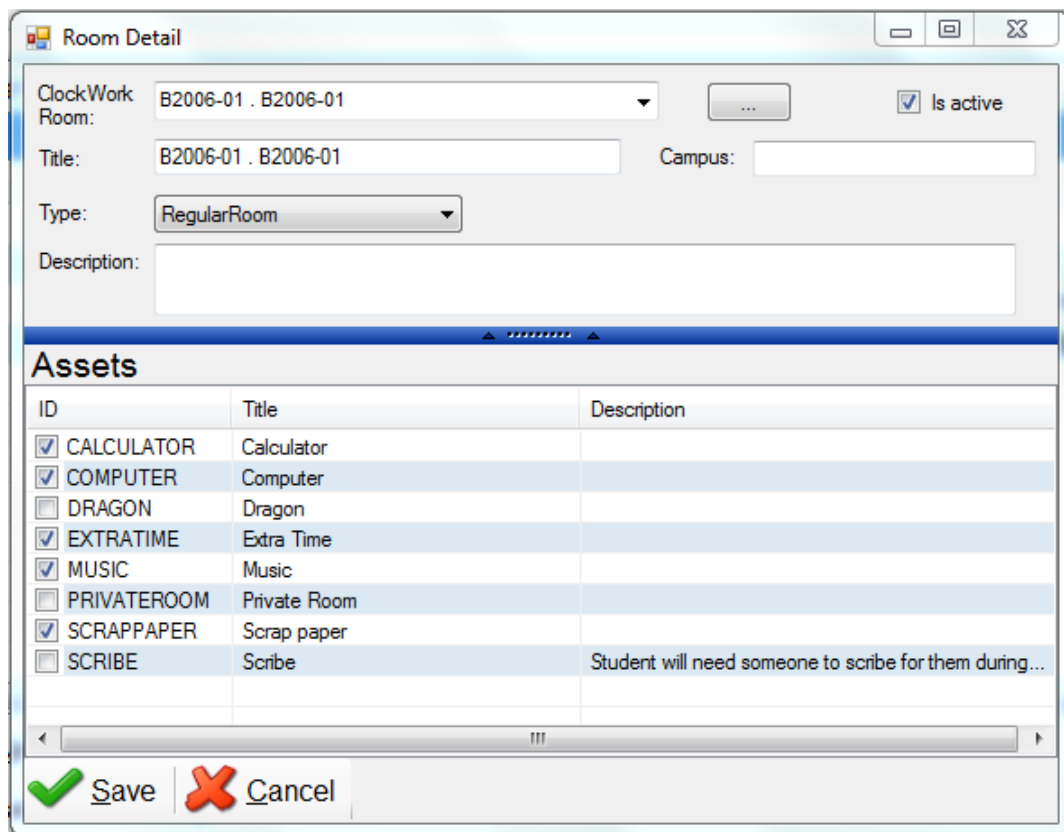
7. Check the “Is active” box
8. Enter a name for the room in the “Title” field
9. Add Campus information as needed for multiple campuses
10. Select the type of room this will be. “RegularRoom” refers to an actual room that exists in your test centre. “VirtualRoom” can be used when you do not want to deny any student from booking a test online; you will give it all the assets. “SuperVirtualRoom” does not look at any assets but just looks at the time.
11. Click Save. **Note:** You have to save the room first and then re-open the “Room Detail” window to add the Assets.



12. Double-click on the room you just added (in this example B2006-01) to re-open the “Room Detail” window.



13. Select all the assets that exist in this room (see “Add Assets” for instructions to set up assets)

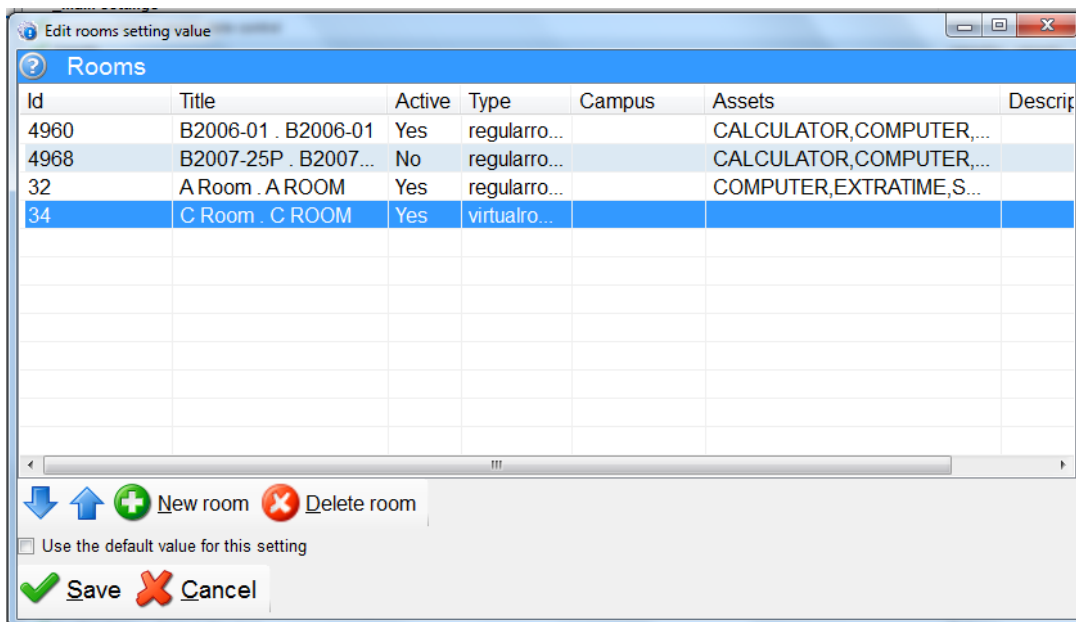
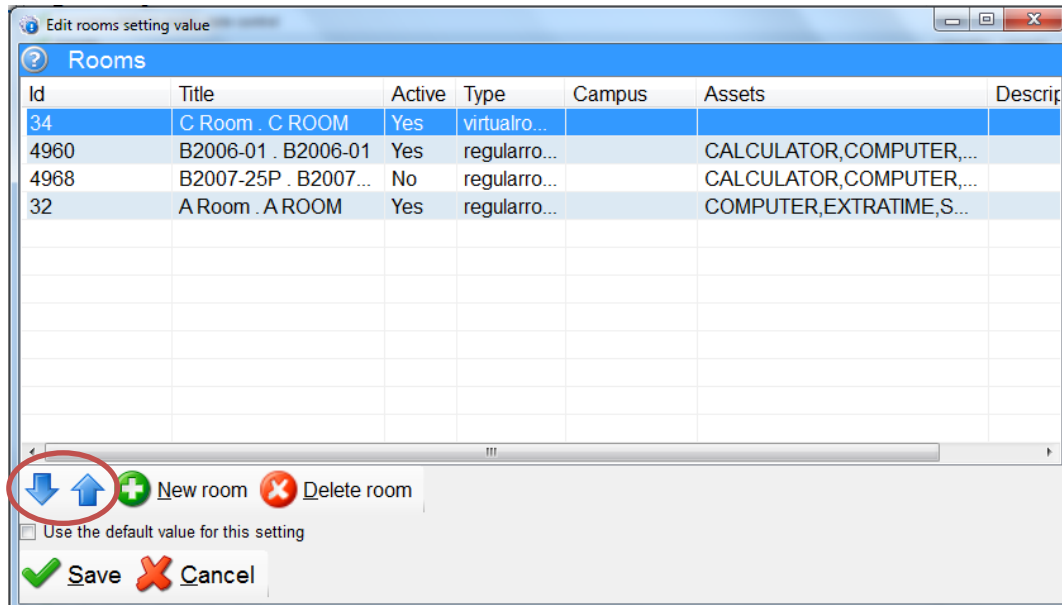


14. Click “Save”

You have now added a room to the Test Booking system and assigned the available assets to this room. Repeat for all rooms in your test centre.

Room Order

You can change the order that the rooms are listed using the large up and down arrows. The room order plays a role when the system is assigning a room to a student's test. Rooms listed first will be looked at first, so rooms that have fewer assets should be toward the **top/bottom** of the list. When you add a new room it will automatically go to the top of the list unless/until you move it, so you should consider the room order when setting rooms up to avoid a lot of reordering later.



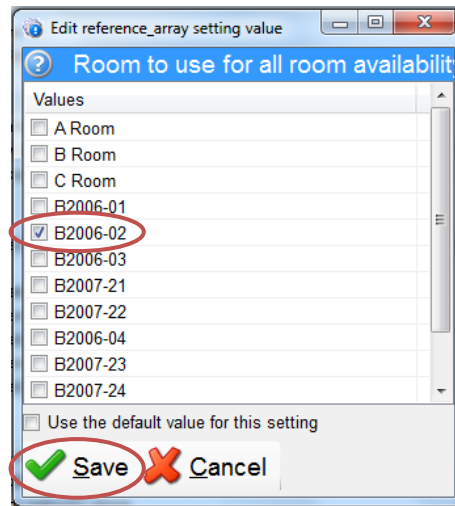
Set Room Availability

Instead of having to set the room availability for every room in your test centre, you can set the availability for one room and tell ClockWork that the availability for this room is true for all rooms. In Test Booking (Web Module Settings), you select which room you will use for this and then you set the availability in the Users/resources section. Note: You must set up your rooms before doing this step (see “Add a Room as a Resource” and “Add a Room to the Test Booking System” to set up rooms).

1. On the “Extra” tab, click the “ClockWork Admin” button; enter your password when prompted
2. In the ClockWork ADMIN window, Click “Settings”
3. Click “Web Module Settings”
4. Click “Test Booking”
5. Double-click “Room to use for all room availability”

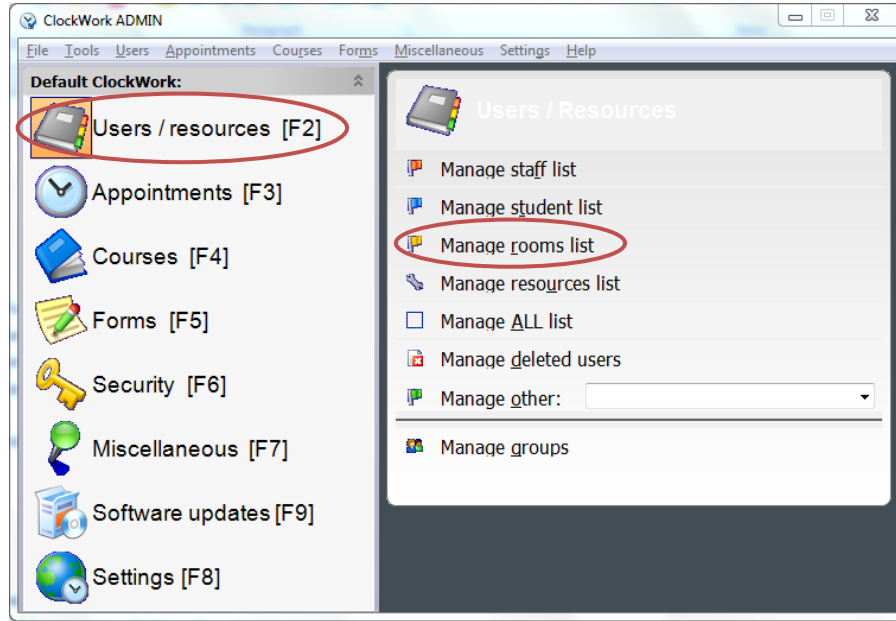
Test booking (Test booking group).		
Settings	Values	Is Default value?
_Main settings		
✓ Accommodations expiry date control	1374	No
✓ Assets	<assets> <asset> <title>AutoCad</title> <id>...	No
Institution Name		Yes
✓ Room to use for all room availability	4961	No

6. Select the room you want to use
7. Click “Save”



8. Close the Settings window

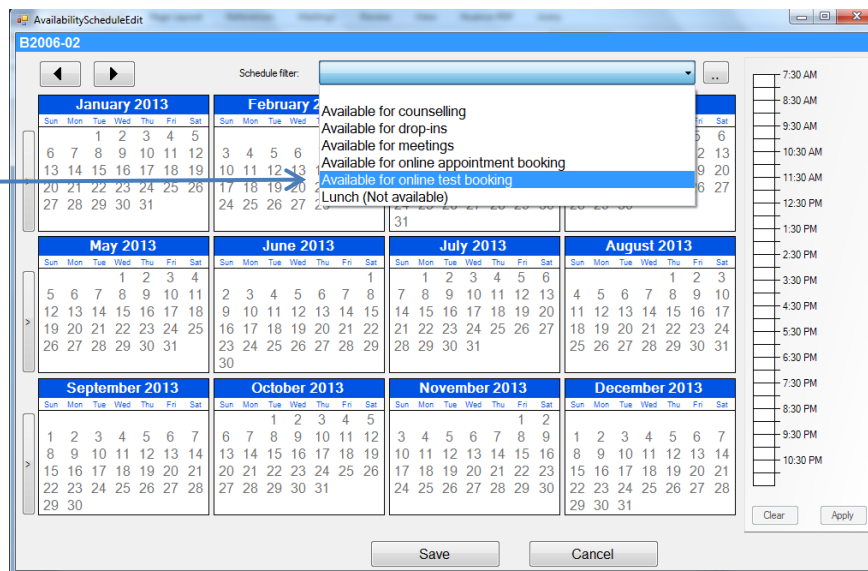
9. In the ClockWork ADMIN window, Click “Users / resources”
10. Click “Manage rooms list”



11. Click to highlight the room you selected in Step 6 (e.g. B2006-02)
12. Click “Availability”

4960	B2006-01	desk	B2006-01	3
▶ 4961	B2006-02	desk	B2006-02	3
4962	B2006-03	desk	B2006-03	3
4965	B2006-04	desk	B2006-04	3

13. Using the drop down arrow, select the schedule filter “Available for online test booking”

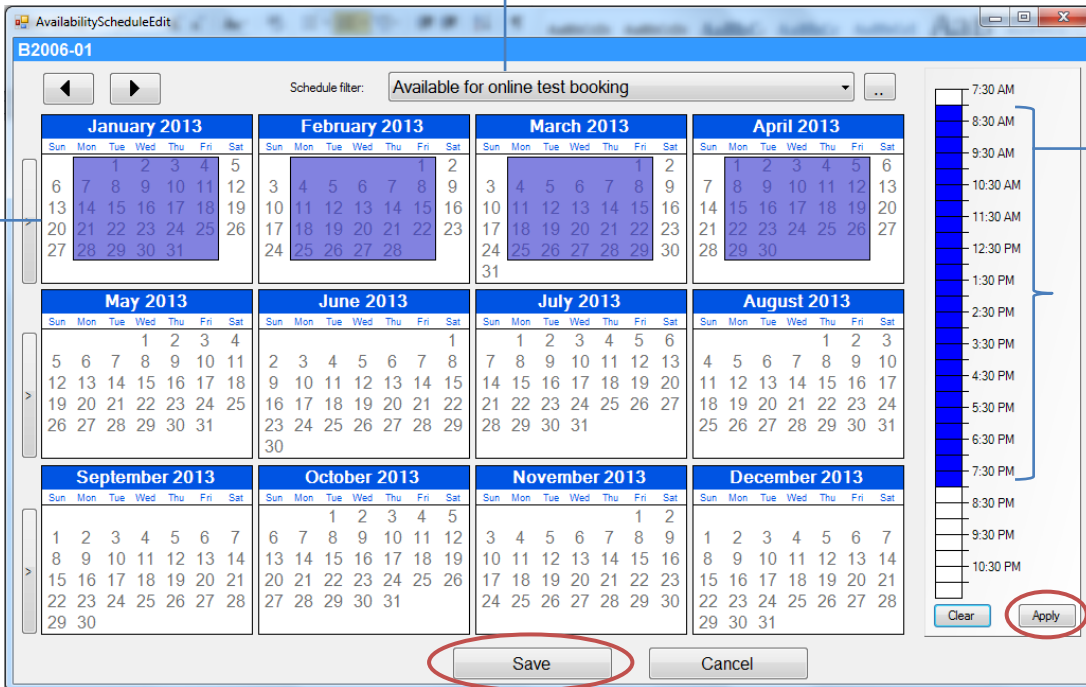


14. Select a day (click on day) or month (double-click on month name) or term (click arrow at left of term) and set the hours of availability using the scale on the right side (click on the start time and drag down to the close time)
15. Click "Apply" after each change/addition
16. Click "Save" when finished

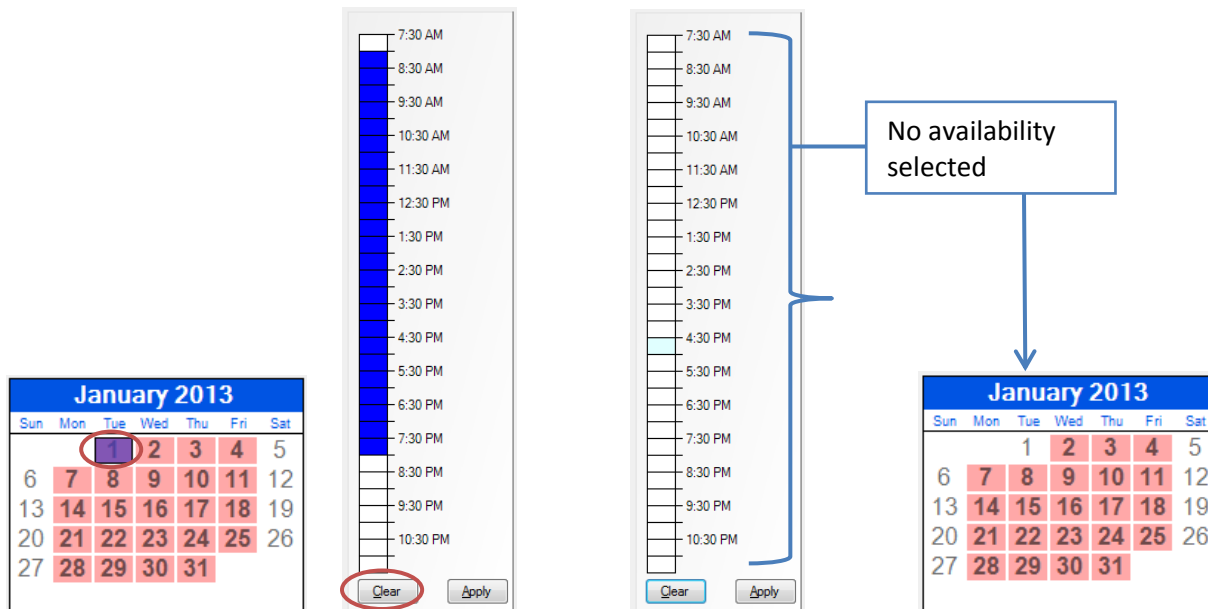
Filter selected

Every Monday to Friday in January, February, March and April is selected

8:00 a.m. to 8:00 p.m. is selected



17. To set up exceptions like a statutory holiday, set every day with the same availability and then adjust those days you need to change
18. Select the day you want to adjust (e.g. January 1)
19. Click "Clear"

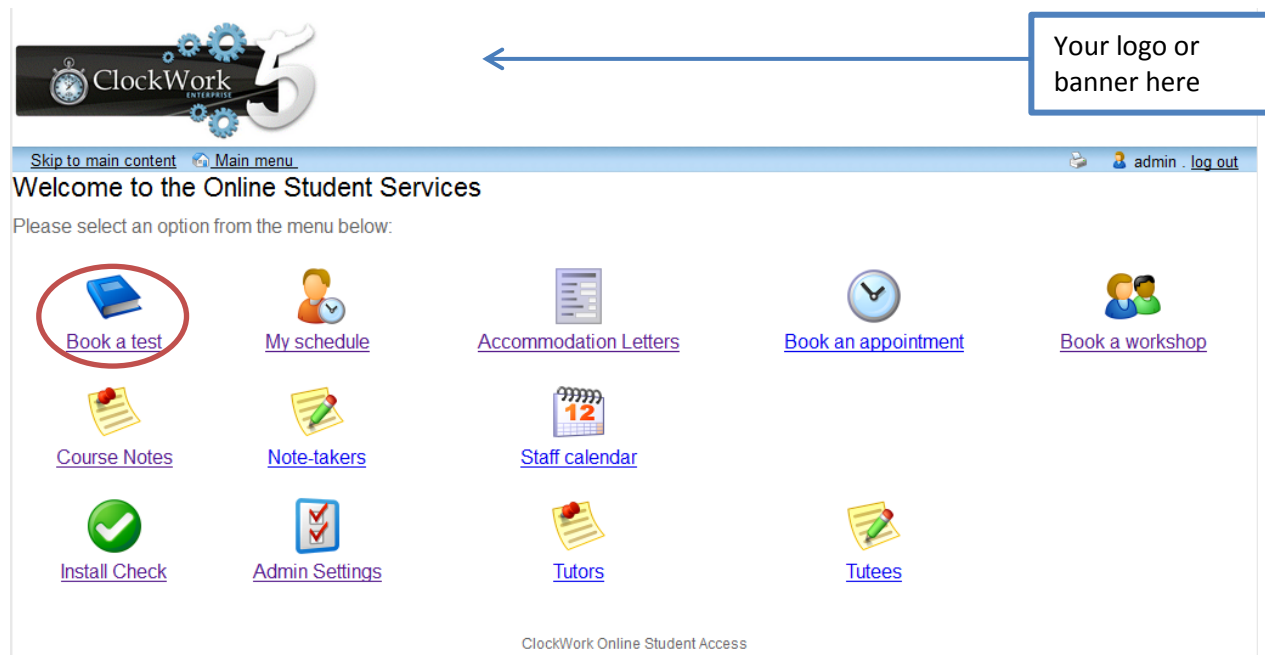


Online Test Booking Student Wizard

These screens can be customized with your school's banner at the top in place of the ClockWork 5 banner. If you are not using all the online tools, the icons can be removed from view on the main menu page.

Students will log on using their school user id and password.

1. Click "Book a test" on the main menu page



This brings the student to the test/exam welcome page. The list of menu items is determined by the web module settings and which modules you are using. For example, if you are not using Online Accommodation letters, that option would be turned off in your settings and would therefore not be in the list for students to choose from. In that case you would want to edit the content in the welcome message to remove references to accommodations letters.

The screenshot shows the ClockWork 5 Student Test-Booking and Accommodations website. The page title is "Student Test-Booking and Accommodations". The main content area contains a welcome message and a list of actions: "Book a test, mid-term or quiz", "Book a final exam", "Check your upcoming scheduled appointments, tests and exams", "View your accommodations that have been assigned by your advisor", and "Print out a pdf copy of your accommodations letter". A callout box on the left points to the "Accommodations" menu item, stating "Settings turn menu items on or off". A callout box on the right points to the main content area, stating "This content is editable".

Settings turn menu items on or off

This content is editable

Schedule a test, mid-term or quiz

2. Click “Schedule a test, mid-term or quiz”

The names of each step on the left of the screen are editable in the web module settings. The test booking welcome content is also editable and is a good place to provide students with general information you may want them to know (e.g. test booking deadlines, test centre contact information).

Editable Steps

- [1. Select course](#)
- [2. Class test date and time](#)
- [3. Confirm prof info](#)
- [4. Choose accommodations](#)
- [5. Additional requirements](#)
- [6. Select your test time](#)
- [7. Confirm and complete](#)

Online Test Booking

Welcome to the Online Test Booking wizard. This wizard will guide you through the process of booking your test with us. You may abort this process at any time by clicking the 'Cancel' button at the bottom of each page.

Please be aware that your instructor will receive an email notification with the details of your test booking.

You will need to have the following information handy in order to successfully book your test:

1. The name of the course you want to book a test for, and the instructor's name and email address
2. The date, start time and duration of the test the class will be writing
3. You must be booking your test a minimum of seven (7) days before the class is writing

Click the 'Next' button below to get started.

This content is editable

Next Cancel

ClockWork Online Student Access

3. Click on “Next” to continue

The courses the student is currently enrolled in will appear in the drop down list.

4. Select the course you want to book a test for

Skip to main content

admin . log out

1. Select course

Please select the course you would like to schedule a test for from the list below.

Course Info

Course:

You can add a message here or leave it blank

Previous Next Cancel

ClockWork Online Student Access

1. Select course

Please select the course you would like to schedule a test for from the list below.

Course Info

Course:

You can add a message here or leave it blank

This content is NOT editable

This content is editable

5. Click "Next" to continue

6. Enter the date of the class test (format = yyyy-mm-dd) or select the date by clicking on the calendar icon
7. Enter the time of the class test (format = hh:mm AM/PM) or select the time by clicking on the time picker icon
8. Enter the duration of the class test by entering the duration in minutes or using the arrows to increase or decrease the amount of time

2. Class test date and time

Please specify when the test is taking place. Enter class test duration in minutes.

Specify a date and time

Date of class test:

Time of class test:

Class test duration in minutes:

2 hours

[Select a previously submitted date and time](#)

[Previous](#) [Next](#) [Cancel](#)

ClockWork Online Student Access

If another student has already booked a date and time for this test, subsequent students can select that date and time; Click “Select a previously submitted date and time” to see what options are available. If this date and time are not suitable, Click “Select an alternate date and time” to go to the previous screen and choose the date and time you want.

Select a date and time

Please select a date from the list below:

- Friday June 28 . 8:00 AM to 10:00 AM

[Select an alternate date and time](#)

9. Once you have either selected a previously submitted date and time or selected the date and time you want, Click “Next” to continue

The instructor information should automatically populate this screen. This is a confirmation page only; changes made here do not populate the Tests and Exams Interface. Displaying this page is a setting you can turn off or leave on.

3. Confirm prof info

Please verify the following information and correct anything that is missing or incorrect. ←

Course Info

Math 103 LEC 3

Instructor Info

You must enter the instructor email address in order to continue. ←

Instructor name: (last name, first initial)

Instructor email:

This content is NOT editable

ClockWork Online Student Access

10. Click "Next"

The test/exam accommodations that are set up in the ClockWork Accommodations section for each student are listed on this screen. Only the accommodations the student selects here will be provided to them for their test/exam. You may consider adding a message to the students on this page explaining how this works.

11. Select the test/exam accommodations you would like to use for your test/exam – please only select those you intend to use

4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counsellor. Please check off the accommodation(s) that you feel are necessary for this test.

Available accommodations

* note: Only accommodations with a check will be used for your test booking.

- Quiet room with fewer than 15 students
- Availability of contact with TA/Professor during accommodated exams
- Extra scrap paper
- Extra Time (50%)
- Scribe

Check all

Check none

Previous

Next

Cancel

ClockWork Online Student Access

This content comes directly from the Accommodations tab in ClockWork

This content is editable

12. Click "Next" to continue

This page connects to a form you create to indicate what software is loaded on the computers in your test centre. Your form won't look exactly like this one. The information captured here is used by ClockWork to assign the correct seat for the student's test. See "Add a Test Booking Form for Assets" for instructions to set up this form.

13. Click in the box beside the software you need; check all that you need for this test

5. Additional requirements

Please fill in the appropriate information below.

Select the software you will need for your test/exam

- AutoCad
- Microsoft Excel
- Simply Accounting
- Quick Books
- Other

please specify

Previous Next Cancel

ClockWork Online Student Access

14. Click "Next" to continue

There are rules that you can set to allow students to start writing their test before or after the class start time. For example, if a student is writing a one-hour test at 2:00 and has a 3:00 class, their extra time will take the end time to 3:30 and they will miss or be late for their 3:00 class. By setting the before and after times to 30 minutes, the student now has several time ranges to choose from. If they choose 1:30-3:00 they will not miss class.

15. Select the time that best suits your schedule

6. Select your test time

Please select a date and time from the list of available dates and times below. If none of the date/times in the list below will work for you then please contact us to see if alternate arrangements can be made. We can be reached at (ask for assistance with test booking).

Available dates & times

You can add an additional message here.

- Friday June 28 . 1:30 PM to 3:00 PM
- Friday June 28 . 1:45 PM to 3:15 PM
- Friday June 28 . 2:00 PM to 3:30 PM
- Friday June 28 . 2:15 PM to 3:45 PM
- Friday June 28 . 2:30 PM to 4:00 PM

Previous Next Cancel

ClockWork Online Student Access

This content is editable

16. Click "Next"

This is the message students will receive if the booking cannot be completed.

Available dates & times

You can add an additional message here.

No available spaces could be found for you to write your test. Please click the 'Cancel' button at the bottom and contact us to see if alternate arrangements can be made.

This content is editable

The student will now see a summary of their previous selections. There are several places on this page where you can add custom messages. If the student notices anything wrong on this page, they can use the “Previous” button to go back and change anything they have entered. If the “I agree” (acknowledge) checkbox is not checked, the student will get an error message and the booking will not complete.

17. Check the box to indicate you acknowledge that the information provided is correct to the best of your knowledge

7. Confirm and complete
You can add a message here or leave it blank

The text here will be highlighted in this box - add an important message here

Your tentative test date / time
Fri Jun 28, 2013 . 1:30 PM to 3:00 PM (90 minutes)

Course
Math 103 LEC 3

Instructor
T. Brown . brown@tpro.ca

Class test date / time
Fri Jun 28, 2013 2:00 PM (60 minutes)
*** Note: this is not your accommodated writing time**

Accommodations required

Extra scrap paper
Extra Time (50%)

Additional requirements:

Microsoft Excel **yes**

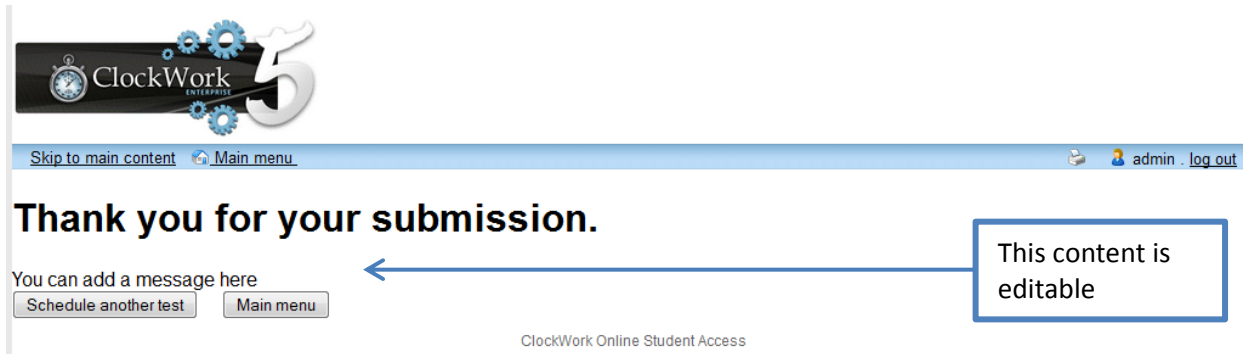
I acknowledge that the information I am submitting is correct to the best of my knowledge.

Previous Finish Cancel

ClockWork Online Student Access

18. Click “Finish” to complete the booking

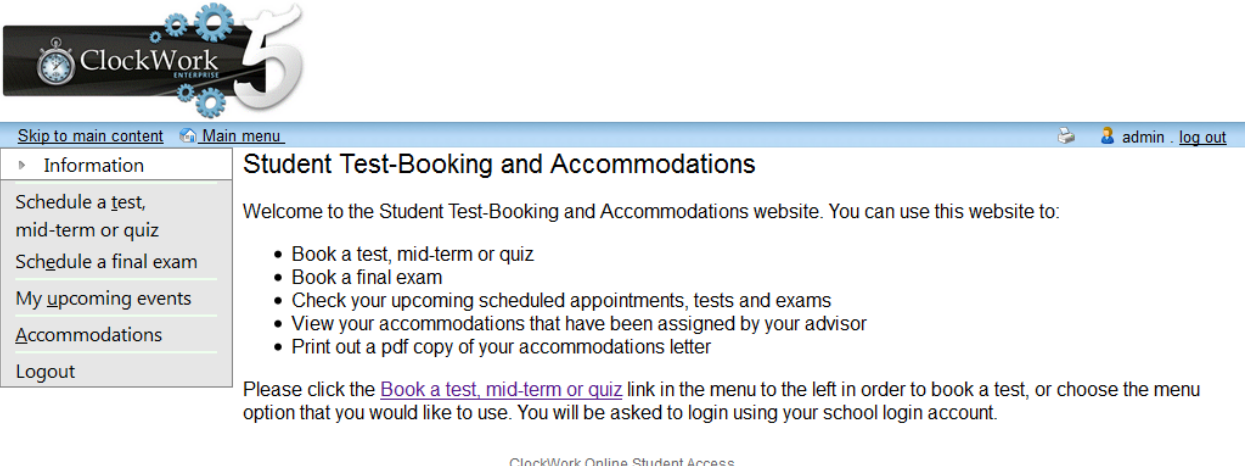
Once the student clicks the “Finish” button, the test is visible in the ClockWork Tests and Exams Interface, the student receives a confirmation email (which you can customize in the Web Module Settings), and the instructor will receive notification via email based on your settings for this. The student can now schedule another test or return to the main menu.



Schedule a final exam

For the most part scheduling an exam is the same as scheduling a test. There are a few things that are different and again it depends on your rules/processes and settings. If you have ClockWork read the formal exam schedule from your student management system, it will automatically create the test definitions for you in the Tests and Exams Interface (see more about this in the “Tests and Exams Interface” section).

Student will click “Schedule a final exam”



Student Test-Booking and Accommodations

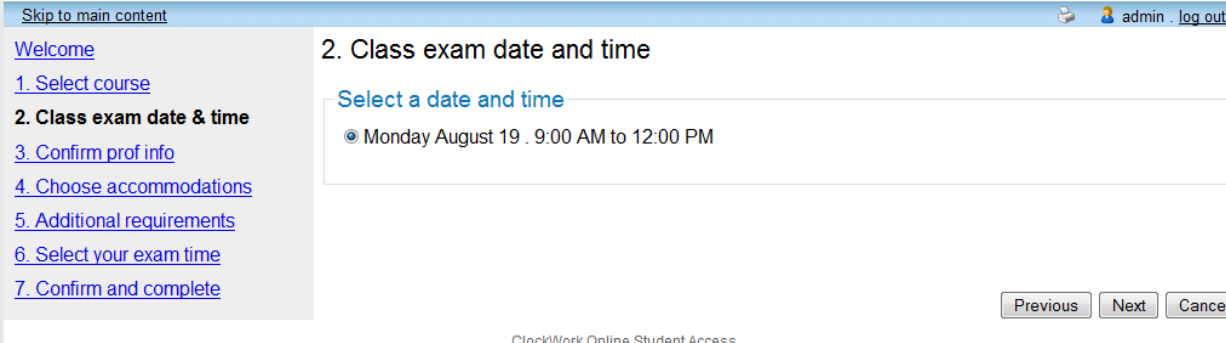
Welcome to the Student Test-Booking and Accommodations website. You can use this website to:

- Book a test, mid-term or quiz
- Book a final exam
- Check your upcoming scheduled appointments, tests and exams
- View your accommodations that have been assigned by your advisor
- Print out a pdf copy of your accommodations letter

Please click the [Book a test, mid-term or quiz](#) link in the menu to the left in order to book a test, or choose the menu option that you would like to use. You will be asked to login using your school login account.

ClockWork Online Student Access

In the Exam Wizard students will be given the scheduled exam date/time to select. Allowing students to choose an alternate date/time is a setting you can turn on or off (it is set to “off” in the example below).



2. Class exam date and time

Select a date and time

Monday August 19 : 9:00 AM to 12:00 PM

Previous Next Cancel

ClockWork Online Student Access

All the other screens are the same as in the Test Booking Wizard and the same content areas can be edited. You can put different content on the same page in the exam wizard vs. the test wizard.

Here is an overview of the differences that might exist between test booking and exam booking; these would be set up in the Exam Booking Settings

- Students can only choose from the scheduled exam date and time (no option to pick another date/time)
- You may have additional rooms that you use during the exam period that you will need to add into your exam settings
- You might use virtual rooms for exams and not for tests (allowing for overflow)
- You can also have different messages in the Wizards for booking exams, so if you have a different process for students or faculty that you need to highlight, you can.
- You will need to adjust the exam settings to “turn on” the exam registration period
- You have the option of having the “Schedule a final exam” visible all the time or just when students can book an exam (setting)

For a full look at these settings, see the “Settings” section.

View Schedule

Students can also see all their upcoming appointments including both appointments and tests/exams. From the Test Booking Wizard menu, they can click “My upcoming events” which will display a table of their scheduled appointments, tests and exams.

The screenshot shows the 'My upcoming events' page in the ClockWork Online Student Access system. The left sidebar menu includes options like 'Information', 'Schedule a test, mid-term or quiz', 'Schedule a final exam', and 'My upcoming events' (which is circled in red). The main content area displays a table of upcoming events with columns for Details, Date / time, and Status. The table lists several events, including 'Counselling, Disability' and 'Test' for various courses like ECON 321 7, ANTH 101 1, and Math 103 3. The status for all listed events is 'Booked'. There are 'Refresh', 'Export to Pdf', and 'Refresh' buttons on the page.

Details	Date / time	Status
Counselling, Disability admin	Wed. July 17 10:00 AM to 11:00 AM	Booked
Test ECON 321 7	Mon. July 29 11:00 AM to 2:00 PM	Booked
Test ANTH 101 1	Tue. July 30 9:00 AM to 12:00 PM	Booked
Test Math 103 3	Mon. August 5 9:00 AM to 11:15 AM	Booked
Exam ANTH 101 1	Mon. August 19 9:00 AM to 1:30 PM	Booked

If you are using Online Accommodation Letters, the student can also access their accommodations letters from this page.

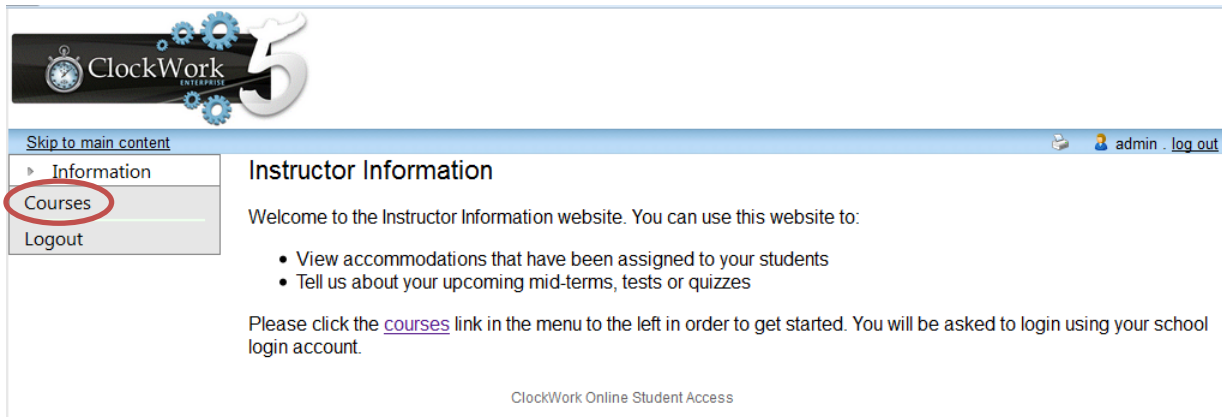
Online Test Booking Instructor Wizard

These screens can be customized with your school's banner at the top in place of the ClockWork 5 banner. Instructors will log on using their school user id and password. This welcome screen is customizable.

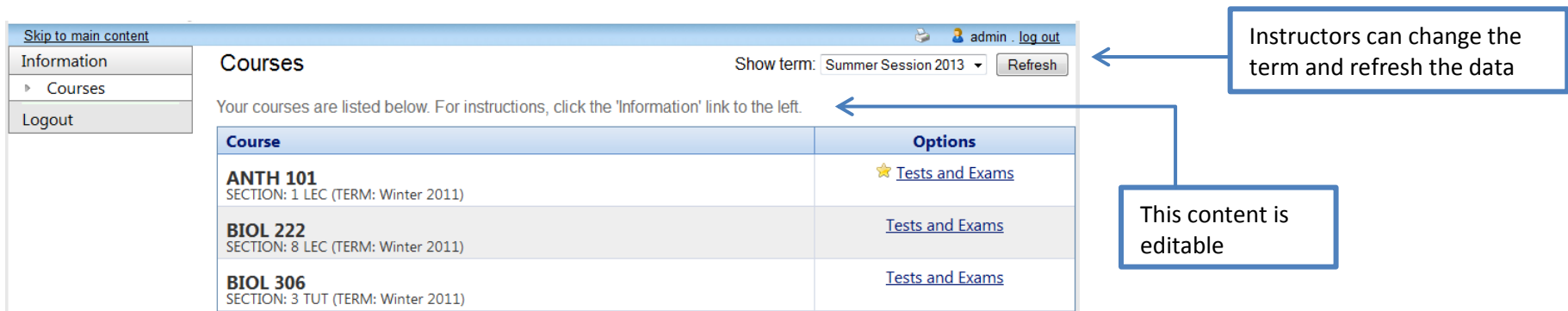
The screenshot shows the 'Instructor Log In' interface. At the top left is the 'ClockWork 5' logo. A blue box on the right contains the text 'Your logo or banner here' with an arrow pointing to the logo area. Below the logo is a blue bar with the text 'Skip to main content'. The main heading is 'Instructor Log In'. Below this is a paragraph: 'Please enter your University e-mail and password below. If this is your first time using this system, or you do not have a University e-mail address, please click the 'I do not have a password' link below.' There are two input fields: 'Your University e-mail' with the text 'admin' and 'Password:' with a masked password '.....'. A 'Log In' button is below the password field. Below the login fields is the section 'Additional options' with a blue link: '[I do not have a password, or I have forgotten my password](#)'. At the bottom center, it says 'ClockWork Online Student Access'. A blue box on the left contains the text 'This content is editable' with a bracket pointing to the main content area.

After instructors log in they will come to this welcome page. The content on this page can be customized based on your processes. For example if you don't allow instructors to create tests/exams, you would take the second bullet point out.

1. Click "Courses"



The Courses page opens listing all the courses the instructor is teaching in the selected term. If there is a star beside the "Tests and Exams" link, the instructor knows at least one student has booked to write this test/exam in your test centre.



When instructors click “Tests and Exams” it will display a table showing all the tests/exams that students have booked to write in your test centre. This screen also lets instructors know if they have confirmed the test/exam and if they have uploaded a file. If you allow your faculty to initiate a test/exam, they can also create a test/exam from this page.

2. Click “Confirm” to continue

The screenshot shows the 'Scheduled tests and examinations' page for ANTH 101 section 1 LEC (Winter 2011): D. Lee (2013 Jun 16 to Aug 31). The page includes a sidebar with 'Information', 'Courses', and 'Logout'. The main content area has a 'Tell us about an upcoming test' section with a 'Date of test' input field and an 'Add this test' button. Below this is a table of tests and exams with columns for Type, Date of test, Class test time, Previously confirmed, Submitted file, and a confirmation status. Callouts point to the 'Add this test' button, the 'Confirm' links, and the 'Submitted file' column.

Scheduled tests and examinations for:
ANTH 101 section 1 LEC (Winter 2011): D. Lee (2013 Jun 16 to Aug 31)

Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.

Tell us about an upcoming test

Date of test:

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	
Final exam	August 19 Monday (2013)	9:00 AM (180 minutes) <i>Last modified: 2013-07-12</i>	No	Submit file	Confirm
Test	July 30 Tuesday (2013)	9:00 AM (120 minutes) <i>Last modified: 2013-07-12</i>	No	Submit file	Confirm
Test	June 27 Thursday (2013)	8:00 AM (120 minutes) <i>Last modified: 2013-06-19</i>	No	Submit file	Passed cutoff - please call or email
Test	June 19 Wednesday (2013)	2:00 PM (60 minutes) <i>Last modified: 2013-06-06</i>	Yes	Submit file	Passed cutoff - please call or email
Test	June 18 Tuesday (2013)	9:00 AM (60 minutes) <i>Last modified: 2013-06-04</i>	Yes	Review file	Passed cutoff - please call or email

Callouts from the image:

- This content is editable (points to the main content area)
- This is where instructors can initiate a test or exam (if allowed). Instructor settings make this visible or hidden. (points to the 'Add this test' button)
- Test not confirmed, no file uploaded (points to the first 'Confirm' link)
- Test confirmed, no file uploaded (points to the second 'Confirm' link)
- Test confirmed, file uploaded (points to the 'Review file' link)

The screens and process for Exams is exactly the same as Tests for Instructors.

The Test/Exam Course Information page opens. Instructors can change the date and time of the test/exam if the student has submitted the wrong date/time.

3. If everything is correct, click “Next”

1. Test / Exam Information for ANTH 101LEC 1

You can add content here

Course: **ANTH 101LEC 1** This is a test, mid-term, or quiz.

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

Date of test (yyyy-mm-dd):

Test start time:

Test end time:

ClockWork Online Student Access

The next screen displays the list of students who have booked to write a test/exam in your test centre for this course. If no students have booked to write, it will indicate that there are “No records to display”

4. Click “Next” to continue

2. Students scheduled to-date for ANTH 101LEC 1

Below is the list of students that have registered to write this test with us so far. Please review this list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
Gayle Brady (99000123)	July 30 Tuesday (2013)	9:00 AM to 12:00 PM
Lucy Rhodes (99007330)	July 30 Tuesday (2013)	9:00 AM to 12:30 PM

ClockWork Online Student Access

The next screen is where the instructor provides you with the details about the test/exam. This could include what all students are allowed to bring into the test/exam, what software is required for the test/exam, if a scantron is required, and any special instructions or passwords that may be required. This page is created in the Forms section of the Admin area. For instructions about how to create this screen (form) see “Adding a Form for the Instructor Wizard”.

3. Test Information for ANTH 101LEC 1

Please indicate how you can be reached during the test/exam

What students can use in the test/exam

Please select all that apply

- Cheat sheet
- Calculator
- Scrap paper
- Laptop
- Text book(s)

Name of book(s)

Special Instructions

Classroom Software

What software is required for the test

- AutoCad
- Microsoft Excel
- Simply Accounting
- Quick Books
- Other

please specify

Previous Next Cancel

ClockWork Online Student Access

5. Click “Next”

The next page is a confirmation screen that summarizes what instructors have entered:

4. Confirm exam details for ANTH 101LEC 1

Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us.

Test details

ANTH 101LEC 1
Tue July 30, 2013 . 9:00 AM -
11:00 AM

Test information

Contact Info **cell phone 416-852-9564**

Scrap paper **yes**

Instructor Instructions **student will need green scantron for multiple choice section**

File upload

Note: A copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the Exams Office in advance of your scheduled test or exam, at least one business day in advance.

Select test/exam file to submit:

Test file 1.docx

Previously uploaded tests:
No records to display.

Please note that you must click the [Submit changes](#) button in order to confirm your test to us.

[Please print a copy for your records.](#)

This content is
editable

The start and end time are the class time,
not accommodated time

This is the information that was entered on
the form on the previous screen

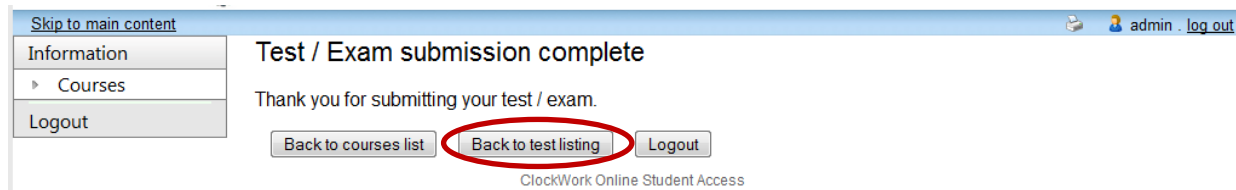
This content is
editable

Instructors can upload
tests here one at a time

Once instructors click "Submit changes", the
information populates the Tests and Exams
Interface in ClockWork. This will submit the
first uploaded file and then they can go back
in to upload additional files.

6. Click "Submit Changes"

Instructors will get a submission confirmation and have the choice to return to the course list, go back into the test listing or logout.



If they need to upload another file for this test/exam, they should choose “Back to test listing” which returns them to the test/exam list for the selected course where they can skip right to the file upload page by clicking “Review file”.

7. Click “Back to test listing”

Scheduled tests and examinations for:
ANTH 101 section 1 LEC (Winter 2011): D. Lee (2013 Jun 16 to Aug 31)

Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.

Tell us about an upcoming test

Date of test:

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	
Final exam	August 19 Monday (2013)	9:00 AM (180 minutes) <i>Last modified: 2013-07-12</i>	No	Submit file	Confirm
Test	July 30 Tuesday (2013)	9:00 AM (120 minutes) <i>Last modified: 2013-07-12</i>	Yes	Review file	Confirm
Test	June 27 Thursday (2013)	8:00 AM (120 minutes) <i>Last modified: 2013-06-19</i>	No	Submit file	Passed cutoff - please call or email

8. Click “Review File”

File upload

Note: A copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the Exams Office in advance of your scheduled test or exam, at least one business day in advance.

Select test/exam file to submit:

Test file 2.docx

✗ Remove this entry

Previously uploaded tests:

Test file 1.docx	view remove
------------------	--

Upload another file

The first file that was uploaded is now listed here and instructors can upload a second file. The listed files can also be viewed and removed.

Please note that you must click the [Submit changes](#) button in order to confirm your test to us.

 [Please print a copy for your records.](#)

ClockWork Online Student Access

9. Click "Submit Changes" to upload the second file to the Tests and Exams Interface

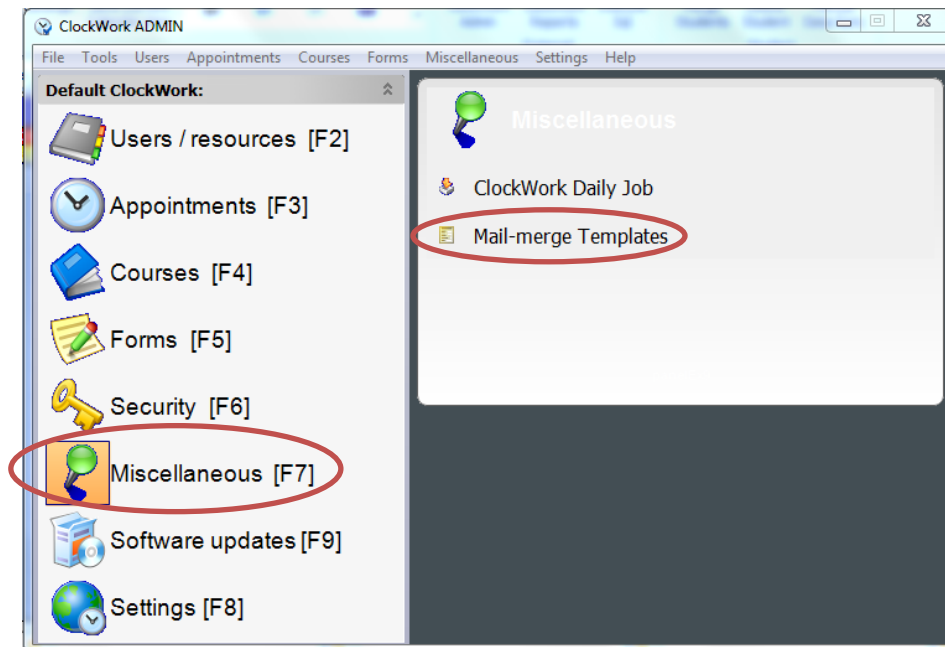
Creating Email Templates for Online Test Booking

There are two ways to send emails to Online Test Booking users. You can set up automated emails that go to a specific audience at a specific time (for example a confirmation email that goes to students as soon as they have booked a test/exam) or you can set up templates for emails you will send manually when the situation arises. The automated emails need to be created by TechnoPro, but you can create the email templates yourself.

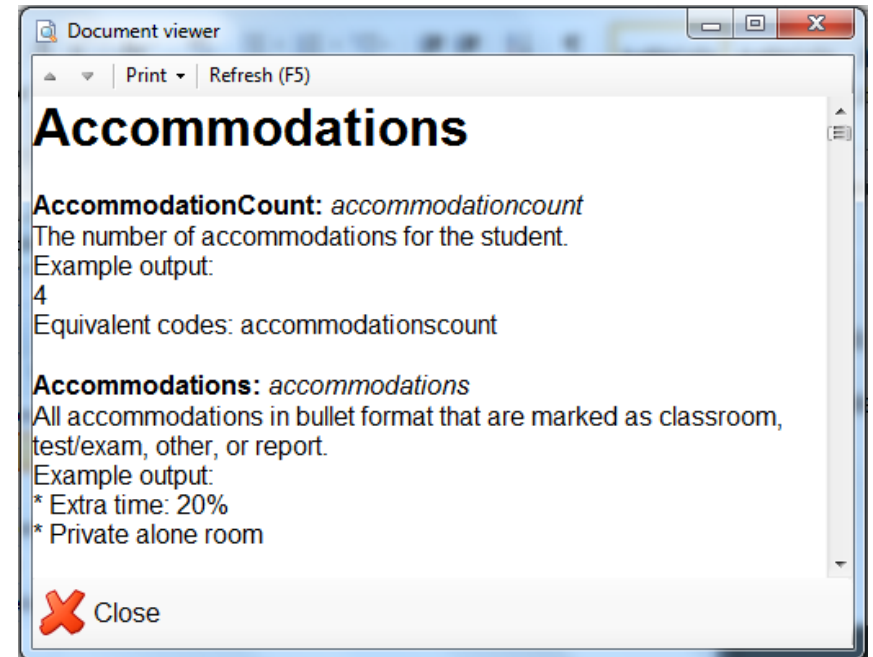
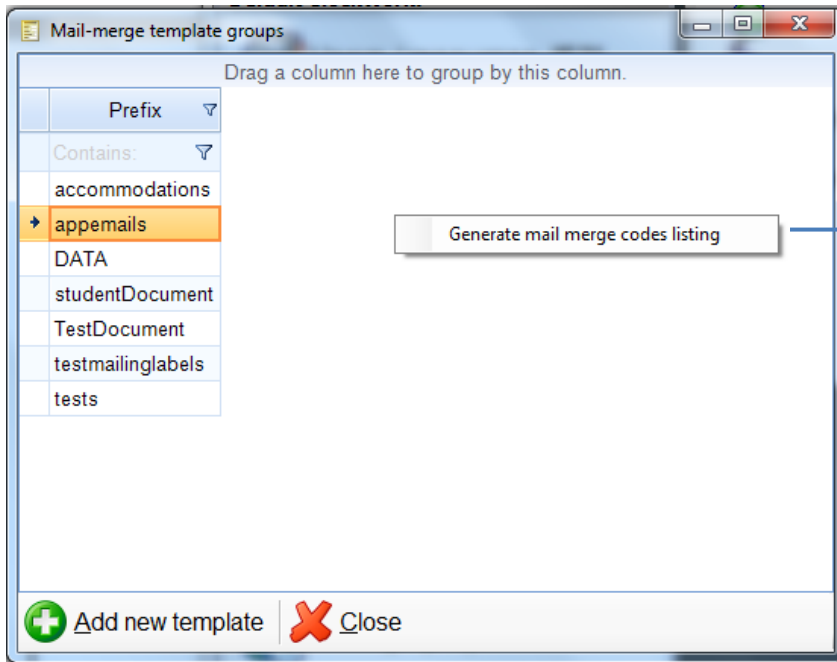
Accessing the Email Templates

You create email templates called “Mail-merge Templates” in the “Miscellaneous” section of the Admin area.

8. On the “Extra” tab, click the “ClockWork Admin” button; enter your password when prompted
9. In the ClockWork ADMIN window, Click “Miscellaneous”
10. Click “Mail-merge Templates”



You will need the list of mail merge codes to set up the email templates. You can get this list by right-clicking in the blank space beside the list of mail-merge template groups. You can print the whole list or just look up the one(s) you need.



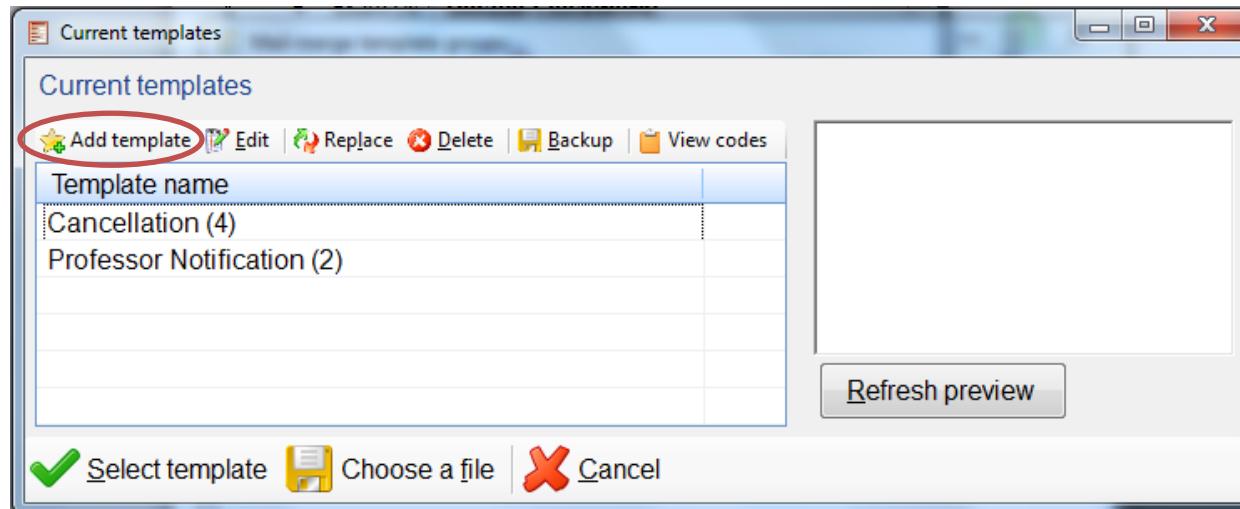
The templates most commonly used in Online Test Booking are located in three separate mail-merge template groups:

- Basic emails are located in “appemails”
- Exam Sheets are located in “TestDocument”
- Exam Lists are located in “Tests”

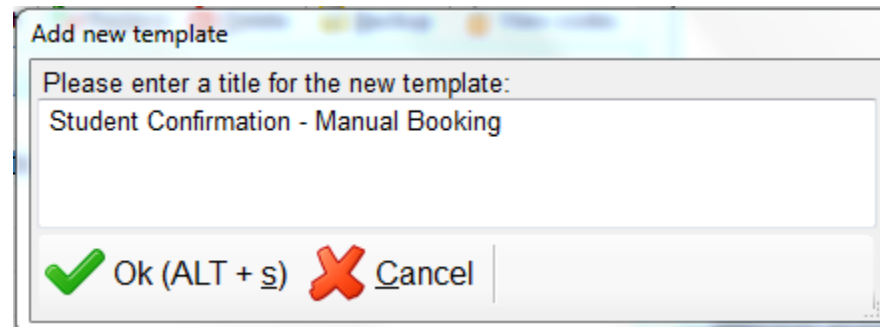
Creating a Basic Email Template

When you create a manual booking for a student, the automated confirmation email does not get sent to the student, so you may want to create a student confirmation email template that you can send the student after you manually book their test/exam.

1. Double-click “appemails”
2. Click “Add template”

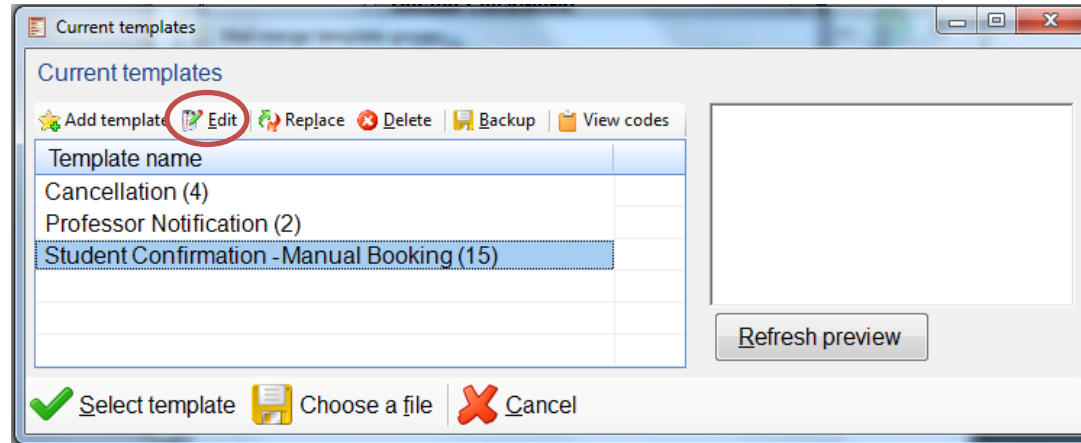


3. Enter a name for the new template, for example “Student Confirmation – Manual Booking”
4. Click “Ok”

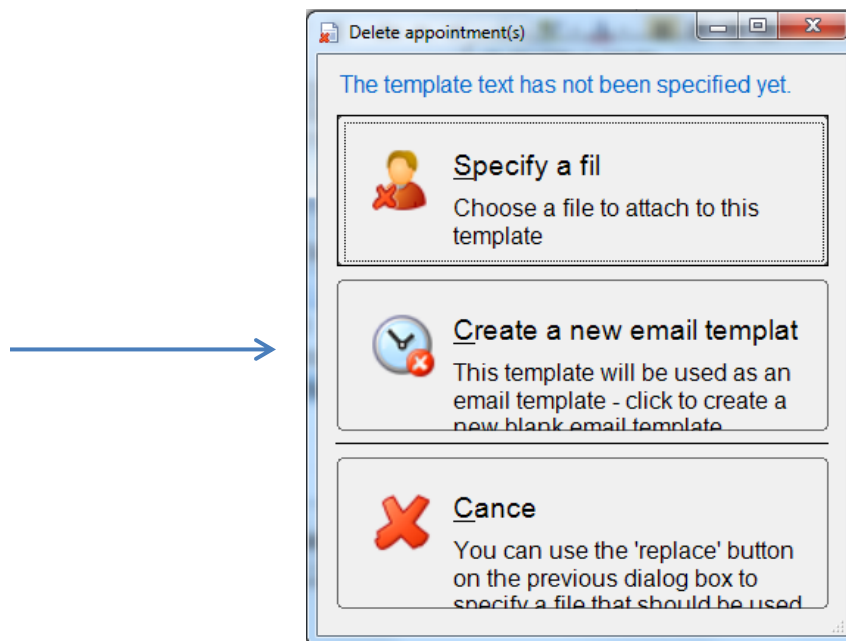


Your new template now appears in the list.

5. Click on the new template you created and then click "Edit"

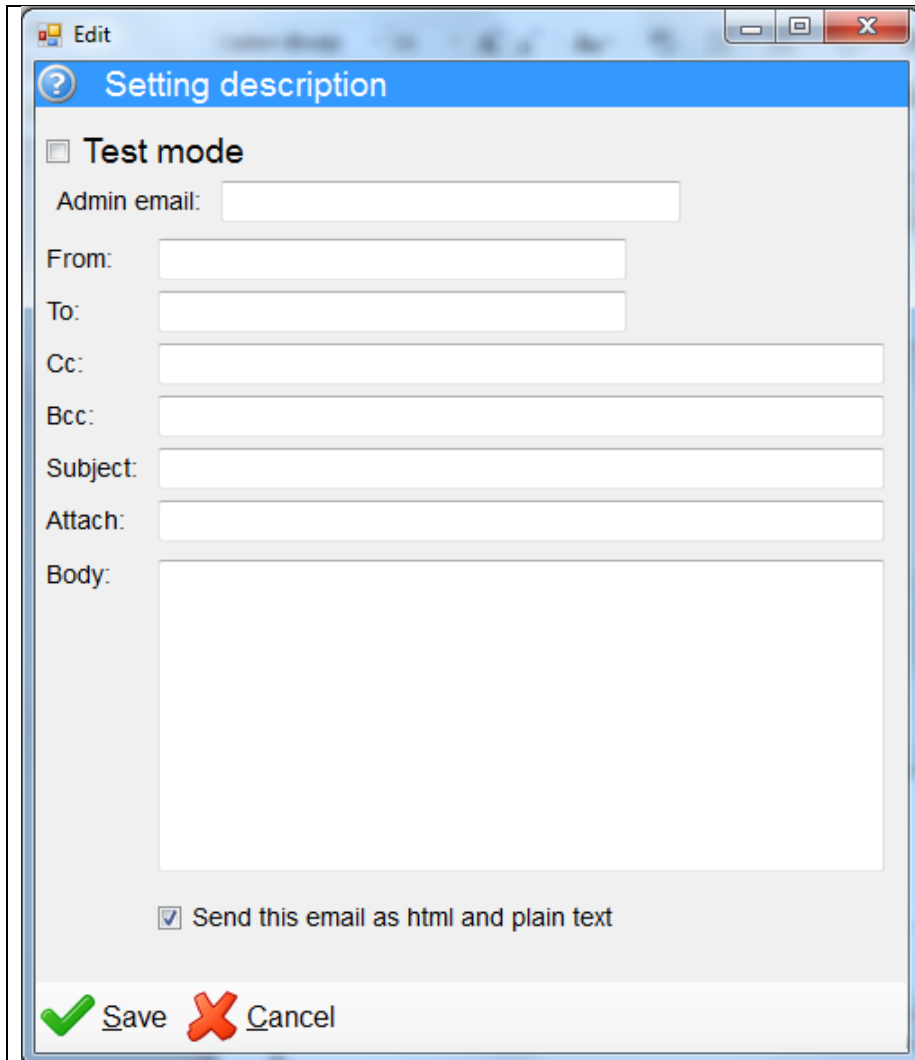


6. Click "Create a new email template"

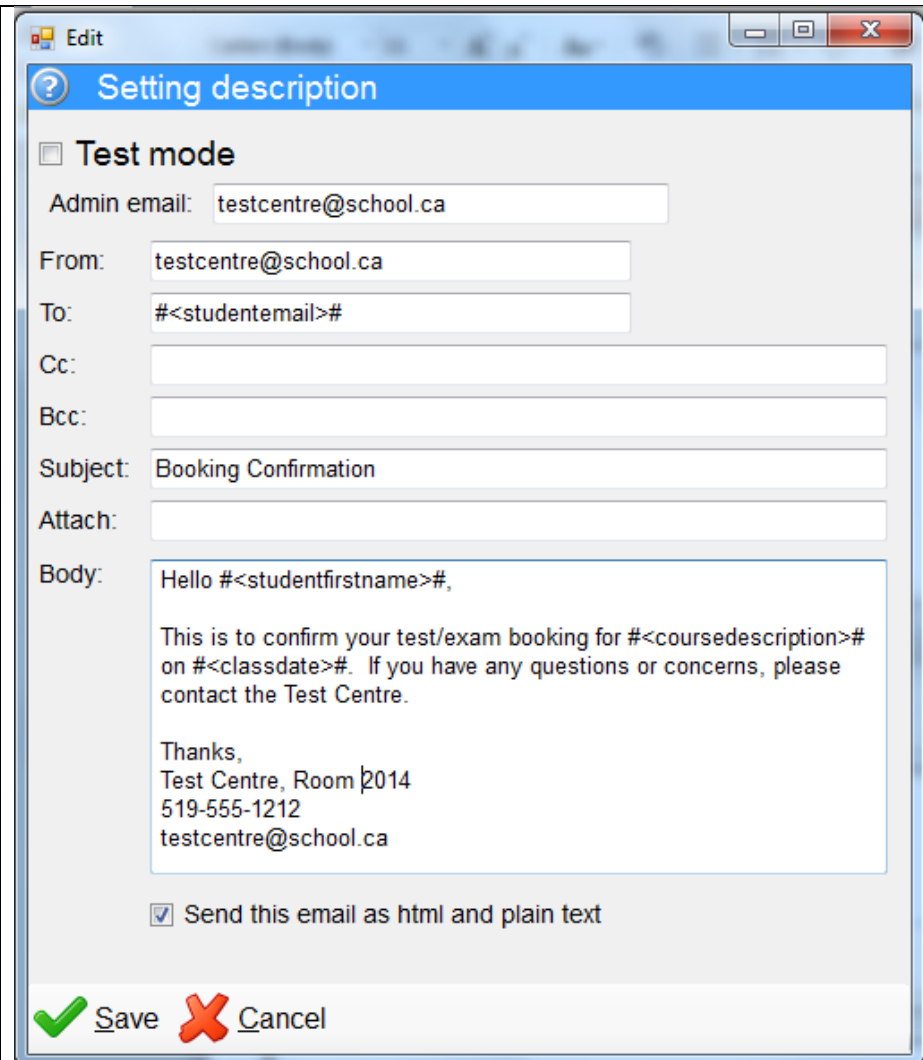


The next window is where you will enter the details of the email template using the mail-merge codes as needed.

7. Complete the Setting Description form entering your custom message in the body of the email
8. Click "Save"



The screenshot shows a window titled "Edit" with a sub-header "Setting description". Below the header is a checkbox for "Test mode" which is checked. The form contains several input fields: "Admin email:", "From:", "To:", "Cc:", "Bcc:", "Subject:", "Attach:", and "Body:". All these fields are currently empty. At the bottom of the form, there is a checkbox labeled "Send this email as html and plain text" which is checked. At the very bottom, there are two buttons: a green checkmark icon followed by the text "Save" and a red X icon followed by the text "Cancel".

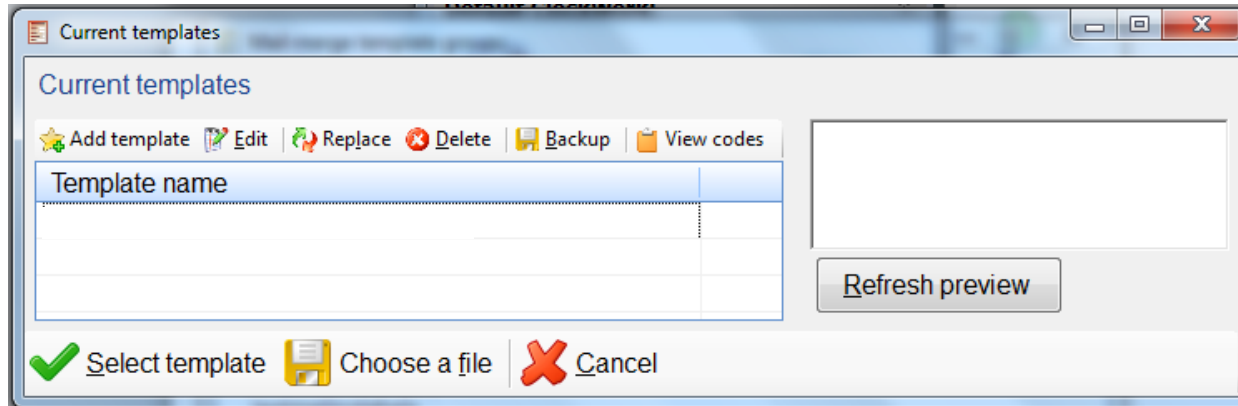


The screenshot shows the same "Setting description" form, but now with data entered. The "Admin email:" field contains "testcentre@school.ca". The "From:" field contains "testcentre@school.ca". The "To:" field contains the merge code "#<studentemail>#". The "Subject:" field contains "Booking Confirmation". The "Body:" field contains a multi-line message: "Hello #<studentfirstname>#," followed by "This is to confirm your test/exam booking for #<coursedescription># on #<classdate>#. If you have any questions or concerns, please contact the Test Centre." and "Thanks, Test Centre, Room 2014 519-555-1212 testcentre@school.ca". The "Send this email as html and plain text" checkbox remains checked. The "Save" and "Cancel" buttons are still present at the bottom.

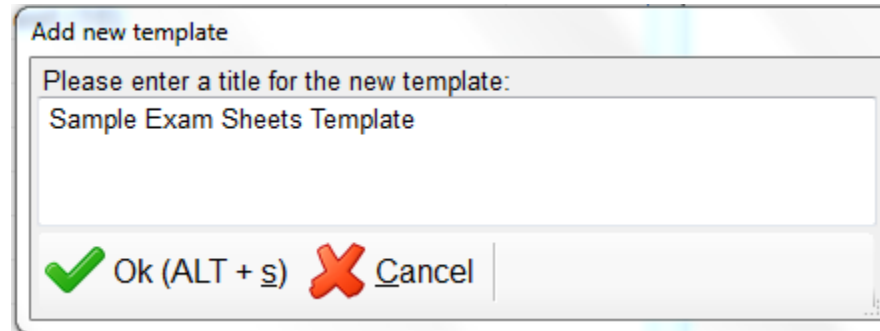
Creating the Exam Sheet

The Exam Sheet is a sheet you create for each test/exam that contains the information that is needed by your test centre staff to invigilate each test/exam. You custom design the exam sheet in Microsoft Word using the mail-merge codes and then attach the Word document to the template.

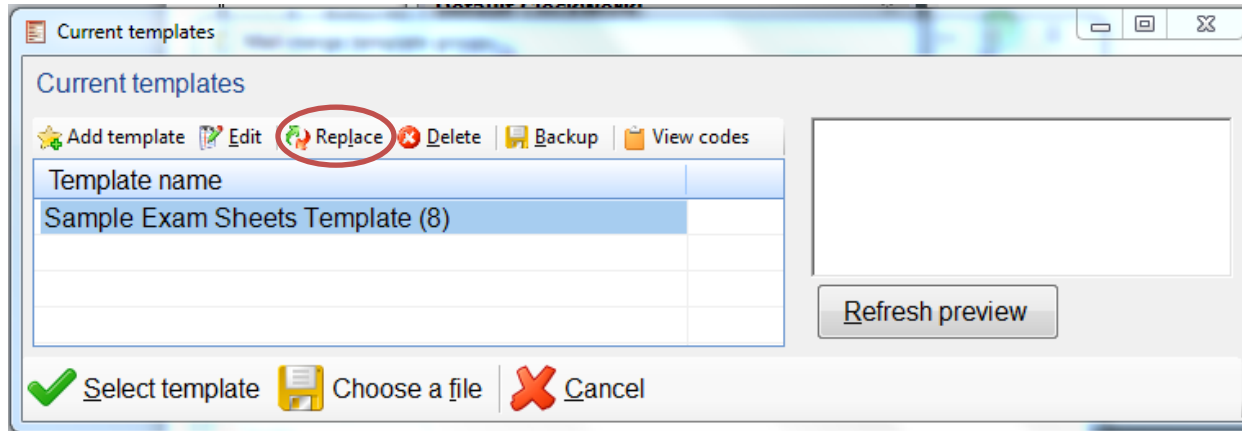
1. Double-click "TestDocument"
2. Click "Add template"




3. Enter the name of your exam sheet template
4. Click "Ok"



5. Select the new template and click "Replace"
6. Browse to the file you created in Word and select that file

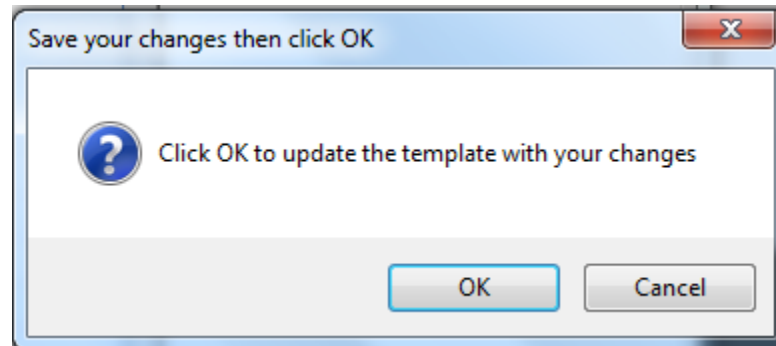


Samples of Exam Sheet Word documents with mail-merge codes

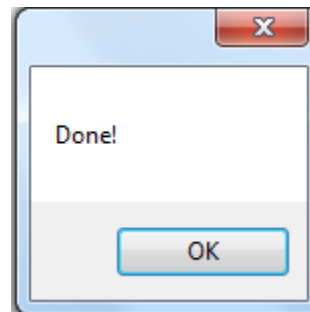
 TEST AND EXAM SERVICES ADMINISTRATION FORM		Serial #: #<appointmentid># Student #: #<studentno>#
Class information		
Course:	#<coursedescription>#	
Primary contact:	#<instructorname># #<instructoremail># #<instructorphone>#	
Alternate contacts:	#<alternatecontacts>#	
Class time:	#<classdate># #<classtarttime># to #<classendtime># (#<classduration>#)	
Class location:	#<classlocation>#	
Additional info:	#<instructorform>#	

Test Booking Cover Sheet	
Name: #<firstname># #<lastname># Student Number: #<student_no># Course: #<course># AS Counsellor: #<counsellorfirstname># #<counsellorlastname>#	<input type="checkbox"/> Computer <input type="checkbox"/> Classroom <input type="checkbox"/> No Show <input type="checkbox"/> _____
Date: #<scheduleddate># Seat Number: #<roomdescription># Start Time: #<scheduledstarttime># End Time: #<scheduledendtime># Actual Start Time: _____ Actual End Time: _____	Codes <input type="checkbox"/> Scribe <input type="checkbox"/> Word <input type="checkbox"/> Reader <input type="checkbox"/> Wordpad <input type="checkbox"/> WordQ <input type="checkbox"/> Zoom Text <input type="checkbox"/> JAWS <input type="checkbox"/> CCTV <input type="checkbox"/> Kurzweil <input type="checkbox"/> Dragon <input type="checkbox"/> Read & Write Gold T to S <input type="checkbox"/> Interpreter <input type="checkbox"/> Private Room <input type="checkbox"/> Saved on Memory Stick <input type="checkbox"/> Lockdown Browser Accommodations #<examaccommodations>#

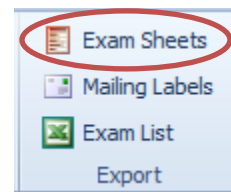
7. You will be asked if you want to update the template, click "OK".



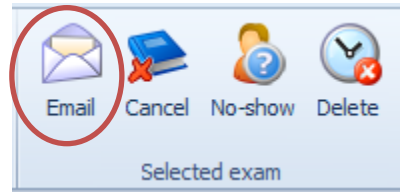
You will receive a confirmation that the file had been updated.



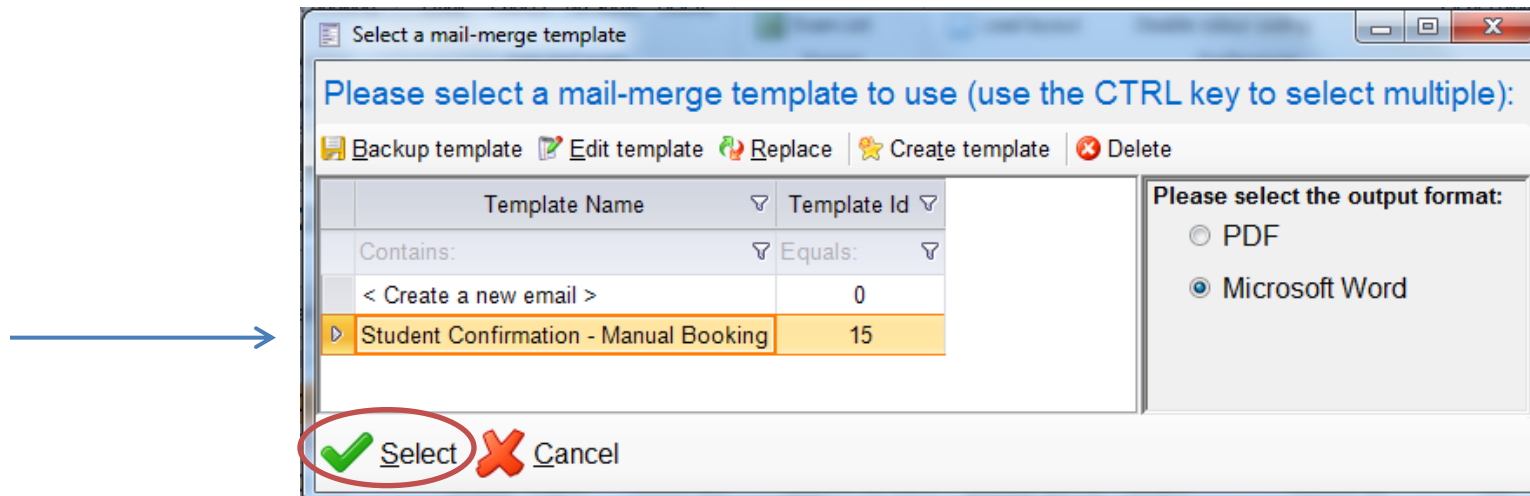
8. In the Tests and Exams Interface, click the "Exam Sheets" button to check the exam sheet. The exam sheet will be created for the test or exam you have selected in the interface table. See "ClockWork Tests and Exams Interface" for detailed instructions about using this template.



9. In the Tests and Exams Interface, click the “Email” button to check the email template. The email will be created for the test or exam you have selected in the interface table.

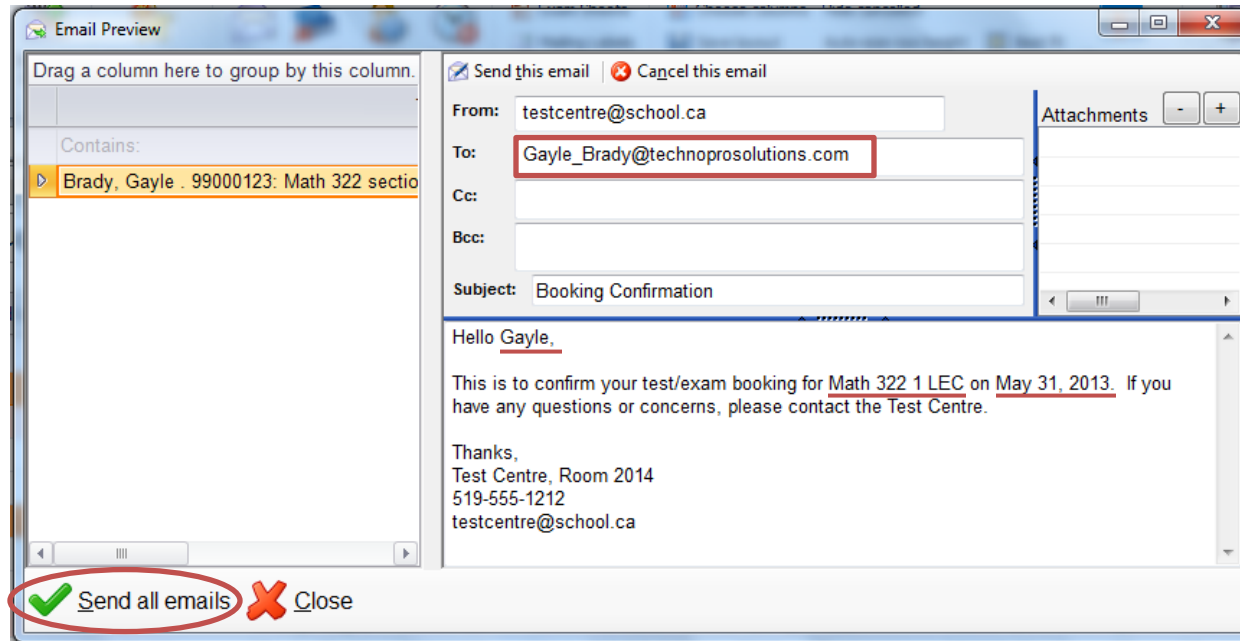


10. Select the template you just created and click “Select”



The email preview window will display the email. You can add things to the email or delete content as needed before sending it. Notice that the mail-merge codes have pulled the appropriate information into the email (student email, student name, course description and class date). See “ClockWork Tests and Exams Interface” for detailed instructions about using this template.

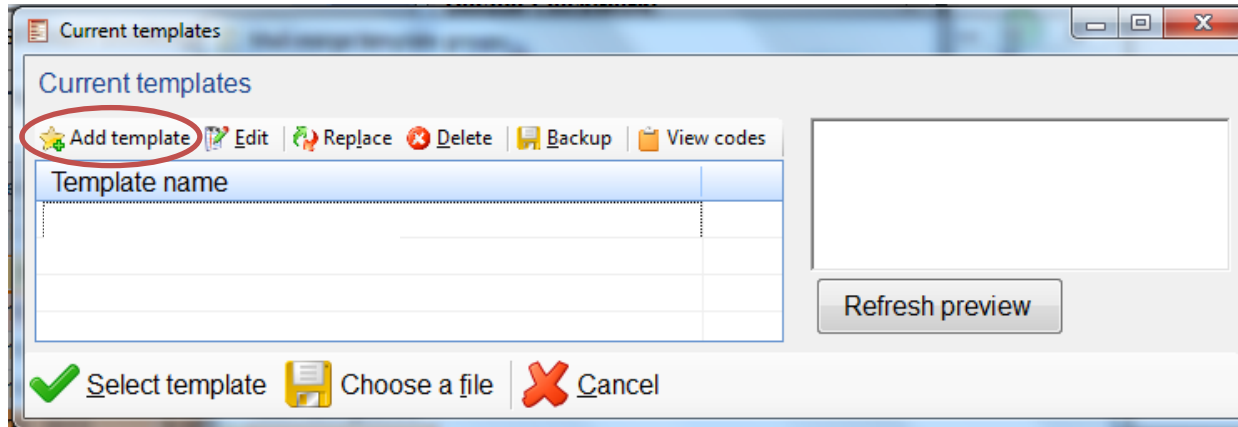
11. If you are satisfied with the email, click “Send all emails” to send the email to all recipients listed (in this case, just the student)



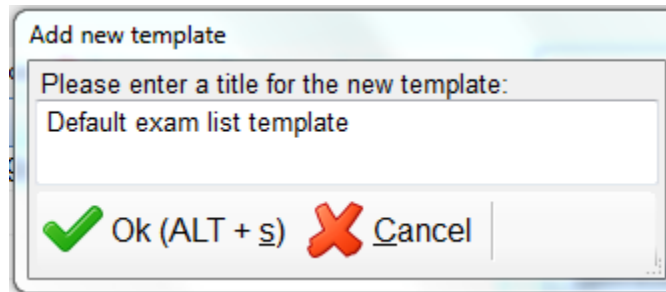
Creating the Exam List

The exam list is where you can create a list of the tests/exams for a particular day or week. You custom design the exam list in Microsoft Excel using the mail-merge codes and then attach the Excel document to the template.

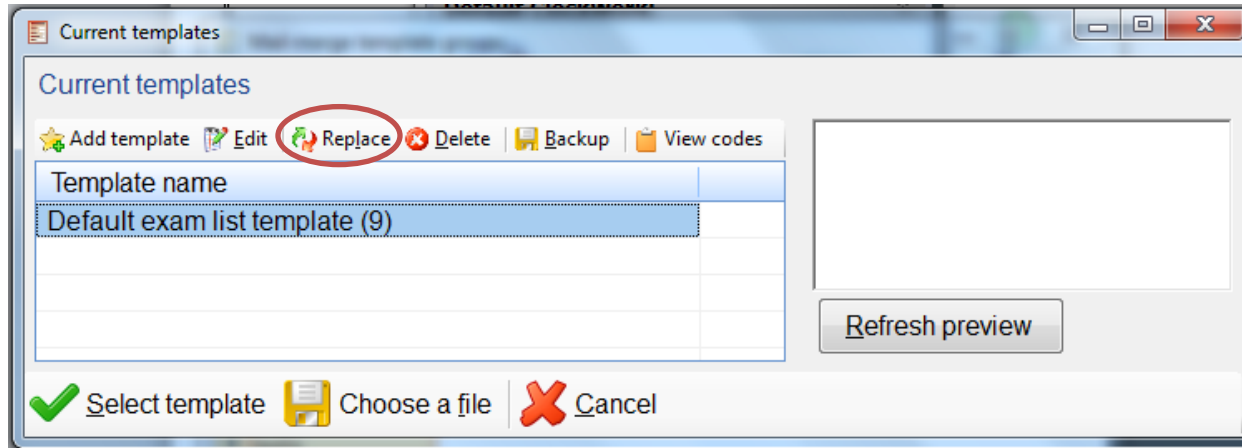
1. Double-click "TestDocument"
2. Click "Add template"



3. Enter the name of your exam list template
4. Click "Ok"



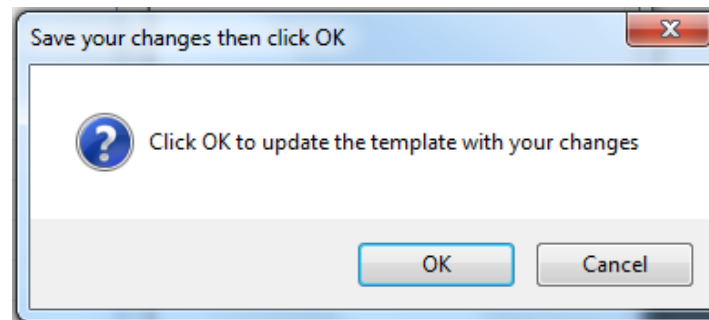
5. Select the new template and click "Replace"
6. Browse to the file you created in Excel and select that file



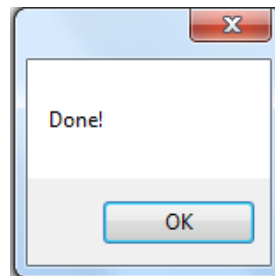
Sample of Exam Sheet Excel document with mail-merge codes

A	B	C	D	E	F	G	
CSD Test Centre Activity Schedule by Day							
<i>Test Schedule Date:</i>							
#<scheduleddates>#							
Begin Time	End Time	Student Number	Student Last	Student First	C/U	Course	Cod
#<scheduledstarttime>#	#<scheduledendtime>#	#<studentno>#	#<lastname>#	#<firstname>#	#<studentnote>#	#<subject>#	#<code>#

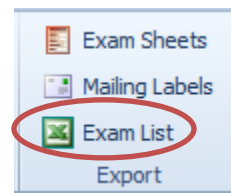
7. You will be asked if you want to update the template, click "OK".



You will receive a confirmation that the file had been updated.



8. In the Tests and Exams Interface, click the "Exam List" button to check the exam list. The exam list will be created for the test or exam in the date range you have selected. See "ClockWork Tests and Exams Interface" for detailed instructions about using this template.



ClockWork Tests and Exams Interface

The ClockWork Tests and Exams Interface offers the test centre staff a large amount of information and many options for manipulating that information. This guide will take you through the Menu Ribbon, each of the Tabs and will demonstrate how you can use the data in the table.

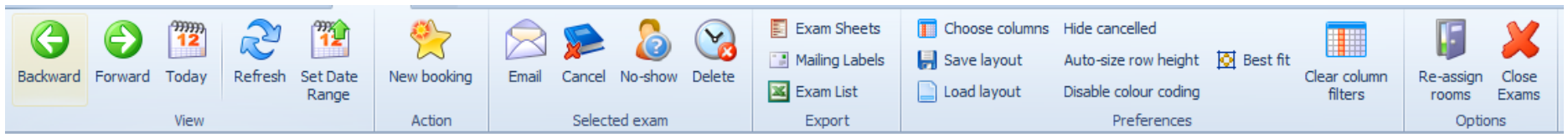
The screenshot shows the ClockWork Tests and Exams interface. Callouts point to the following elements:

- Test/Exam bookings Tab**: Points to the 'Test/Exam bookings' tab in the navigation bar.
- Calendar Tab**: Points to the 'Calendar' tab in the navigation bar.
- Class test definitions Tab**: Points to the 'Class test definitions' tab in the navigation bar.
- Un-booked Students Tab**: Points to the 'Un-booked students' tab in the navigation bar.
- Tests and Exams Menu Ribbon**: Points to the ribbon containing various action buttons like 'Backward', 'Forward', 'Today', 'Refresh', 'Set Date Range', 'New booking', 'Email', 'Cancel', 'No-show', 'Delete', 'Exam Sheets', 'Choose columns', 'Hide cancelled', 'Mailing Labels', 'Save layout', 'Auto-size row height', 'Best fit', 'Clear column filters', 'Re-assign rooms', 'Close Exams', 'Exam List', 'Export', 'Load layout', 'Disable colour coding', and 'Preferences'.
- Date range to display**: Points to the date range 'Wednesday May 1, 2013 to August 31, 2014'.
- This table lists the tests and exams that are booked during displayed date range**: Points to the main data table.

Scheduled date	Scheduled start	Scheduled end	Student	Student no	Course description	Description	Room	Cancelled	Instructor submitted
May 31, 2013	9:00 AM	10:30 AM	Brady, Gayle	99000123	Math 322LEC 1 (Winter 2011)	Test	A Room	<input type="checkbox"/>	<input type="checkbox"/>
Jun 18, 2013	9:00 AM	12:00 PM	Brady, Gayle	99000123	ANTH 101LEC 1 (Winter 2011)	Exam	B2006-02	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jun 19, 2013	9:00 AM	10:30 AM	Brady, Gayle	99000123	ECON 321LEC 7 (Winter 2011)	Exam	B2006-02	<input type="checkbox"/>	<input type="checkbox"/>
Jun 19, 2013	2:00 PM	3:30 PM	Brady, Gayle	99000123	ANTH 101LEC 1 (Winter 2011)	Exam	B2006-02	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jun 20, 2013	9:00 AM	10:30 AM	Brady, Gayle	99000123	FRNC 221TUT 1 (Winter 2011)	Exam	B2006-02	<input type="checkbox"/>	<input type="checkbox"/>
Jun 25, 2013	8:00 AM	11:00 AM	Brady, Gayle	99000123	Math 322LEC 1 (Winter 2011)	Exam	B2006-02	<input type="checkbox"/>	<input type="checkbox"/>
Jun 27, 2013	8:00 AM	11:00 AM	Brady, Gayle	99000123	ANTH 101LEC 1 (Winter 2011)	Test	B2006-02	<input type="checkbox"/>	<input type="checkbox"/>
Jun 27, 2013	1:30 PM	3:00 PM	Brady, Gayle	99000123	ECON 321LEC 7 (Winter 2011)	Test	B2007-21	<input type="checkbox"/>	<input type="checkbox"/>
Jun 28, 2013	8:00 AM	11:00 AM	Brady, Gayle	99000123	Math 322LEC 1 (Winter 2011)	Test	B2006-02	<input type="checkbox"/>	<input type="checkbox"/>
Jun 28, 2013	1:30 PM	3:00 PM	Brady, Gayle	99000123	Math 103LEC 3 (Winter 2011)	Test	B2007-21	<input type="checkbox"/>	<input type="checkbox"/>
Jul 29, 2013	11:00 AM	2:00 PM	Brady, Gayle	99000123	ECON 321LEC 7 (Winter 2011)	Test	B2006-02	<input type="checkbox"/>	<input type="checkbox"/>
Jul 29, 2013	11:00 AM	2:00 PM	Cook, Rodney	99002870	ECON 321LEC 7 (Winter 2011)	Test	B2007-21	<input type="checkbox"/>	<input type="checkbox"/>
Jul 29, 2013	11:00 AM	1:00 PM	Branch, James	99002443	ECON 321LEC 7 (Winter 2011)	Test	B2006-01	<input type="checkbox"/>	<input type="checkbox"/>
Jul 29, 2013	11:00 AM	1:00 PM	Hill, Mike	99001361	ECON 321LEC 7 (Winter 2011)	Test		<input type="checkbox"/>	<input type="checkbox"/>

Menu Ribbon

The menu ribbon is organized into six categories; View, Action, Selected exam, Export, Preferences, and Options.



View

View refers to what is being displayed in the table. You can choose to display the tests and exams for a day, a week, a month, a term, a year, or any other custom date range that you might want.

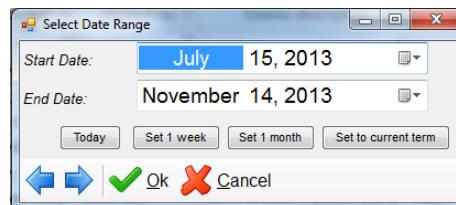


Backward and Forward – The “Backward” and “Forward” buttons advance the current date range by a week at a time. For example if your date range is May 1, 2013 to August 31, 2013 and you click the “Forward” button, the date range displayed will change to May 8, 2013 to September 7, 2013 and conversely if you click the “Backward” button the date range displayed would change to April 24, 2013 to August 24, 2013.

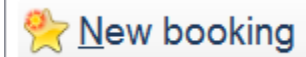
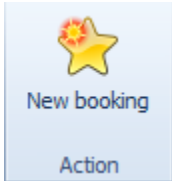
Today – The “Today” button changes the start of the display to today’s date and keeps the same number of days in the display. For example if your date range is May 1, 2013 to August 31, 2013 and today’s date is July 15, 2013, when you click the “Today” button, the date range displayed will change to July 15, 2013 to November 14, 2013.

Refresh – The “Refresh” button updates (reloads) the display with any new data or settings that you may have made since initially loading the data.

Set Date Range – “Set Date Range” is one place where you can set the date range of tests and exams you want to display in the table. You can also click directly on the date range to set it.



Action



If you are creating a manual booking for a student, you will use the “New Booking” button in the menu ribbon or at the bottom of the table; both buttons open the same window.

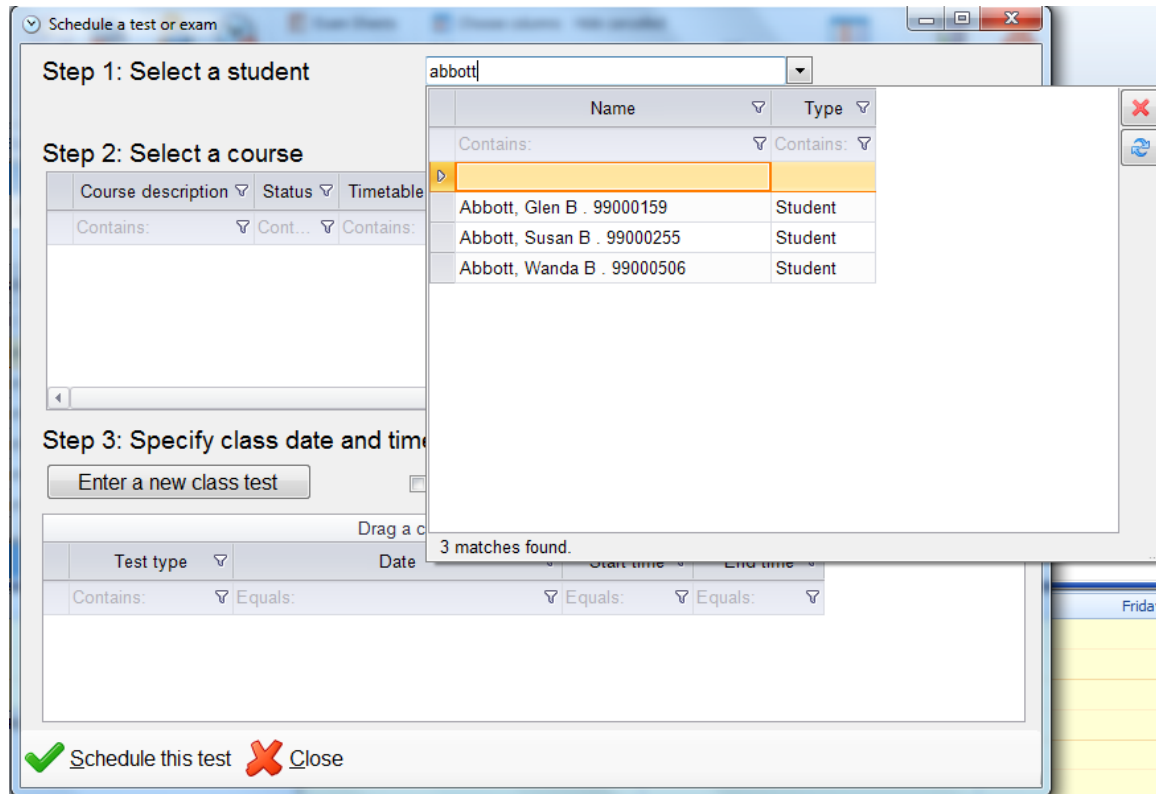
1. Click the “New Booking” button, the “Schedule a test or exam” window will open

The screenshot shows a window titled "Schedule a test or exam" with a standard Windows-style title bar. The window is divided into three main sections:

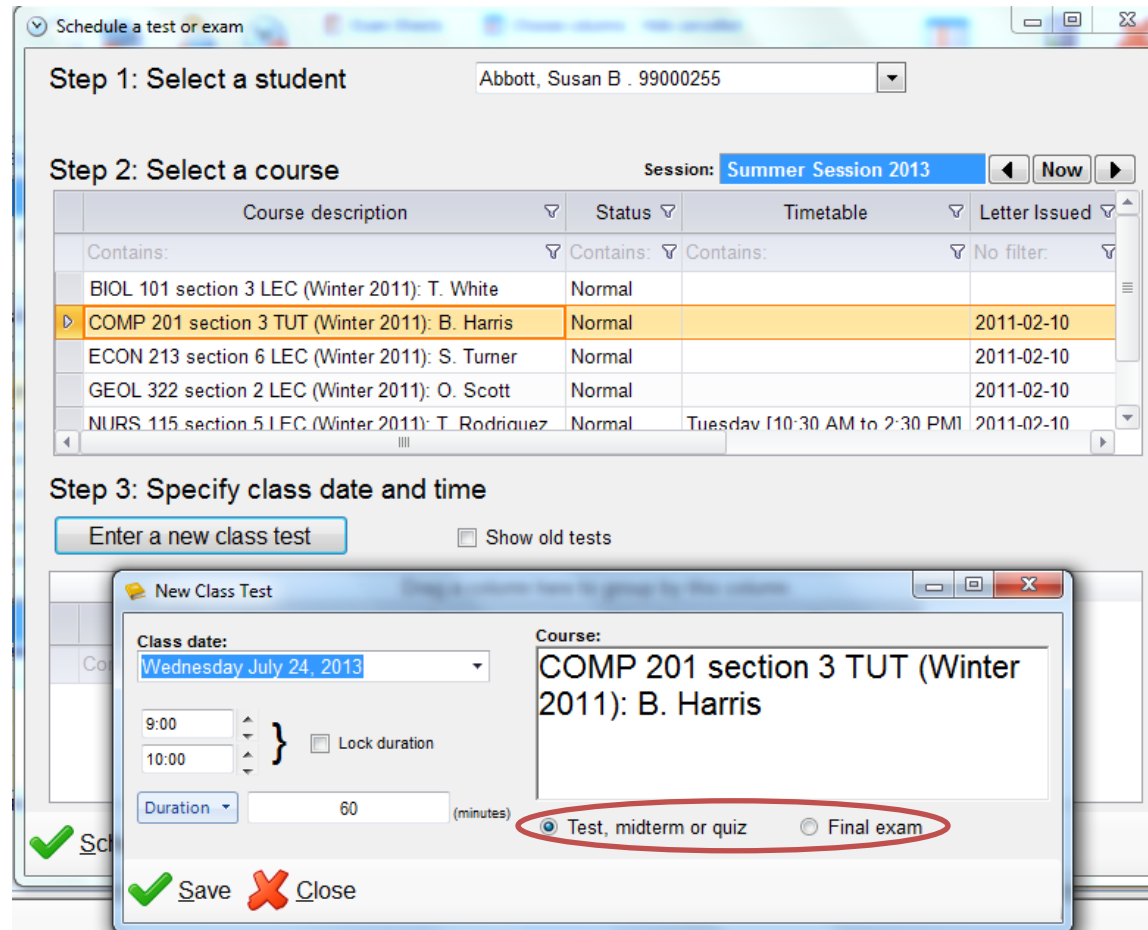
- Step 1: Select a student**: A dropdown menu is currently empty.
- Step 2: Select a course**: A table is displayed with the session "Summer Session 2013" selected. The table has columns for "Course description", "Status", "Timetable", "Letter Issued", "Instructor viewed", "Instructor confirmed", and "Student". The first row contains "Contains:" followed by "Cont...", "Contains:", "Equals:", "Equals:", "Equals:", and "Equals:". Below the table is a scrollbar.
- Step 3: Specify class date and time**: A button labeled "Enter a new class test" and a checkbox labeled "Show old tests" are present. Below them is a table with columns for "Test type", "Date", "Start time", and "End time". The first row contains "Contains:" followed by "Equals:", "Equals:", and "Equals:". Above this table is the instruction "Drag a column here to group by this column."

At the bottom of the window, there are two buttons: a green checkmark icon followed by "Schedule this test" and a red X icon followed by "Close".

2. Select the student by typing either the student name or number. Select the student you want by double-clicking their name. Their courses will populate the "Select a course" table.



3. Select the course you are booking the test for and click “Enter a new class test”. The “New Class Test” window will open; enter the date, start time, end time and duration of the test/exam and indicate if this is a test or exam by clicking the appropriate radio button.
4. Click “Save”



The test or exam will now be listed in the last table.

5. Click "Schedule this test"; the "Create New Test / Exam" window will open.

There is additional information you will need to provide/select in this window.

6. Click the drop down arrow beside "Type" to select either test or exam
7. Click the "Auto find seat" button to assign a desk for this test/exam (see possible scenarios for this step on Page 72)
8. Un-check any accommodations the student will not need for this test/exam (they are all checked automatically when you do a manual booking)
9. Enter any notes you may have in the "Private notes" section
10. Click "Save"; this test booking will now be in the Tests and Exams Interface table. Note: Manual bookings do not generate the confirmation email to students, but you can do this manually with an email template. See "Email" on Page 73 or "Creating Email Templates for Online Test Booking" for instructions on setting up templates.

The screenshot shows the 'Create New Test / Exam' window with the following details:

- Test Detail** tab selected.
- Mark as submitted** section: The instructor has not yet submitted information about this test. Click to mark info as submitted.
- Student** section: Susan Abbott
- Course** section: COMP 201TUT 3 (Winter 2011), B. Harris . harris@tpro.ca 333-954-5129
- Class date / time** section: July 24, 2013 (Wednesday), 9:00 AM to 10:00 AM (1 hour)
- Date:** July 24, 2013
- Accommodations:** Start: 9:00 AM, End: 11:00 AM, Duration: 120 (minutes), 100% extra time.
- Type:** (highlighted with a red circle)
- Seat:** (highlighted with a red circle)
- Auto find seat:** (highlighted with a red circle)
- Accommodations list:** (highlighted with a red circle)
 - Extra scrap paper
 - Voice recognition software (Dragon)
 - Use of pre-approved music CD for noise reduction and CD player OR noise-cancelling headphones
 - Scribe
 - Write in SES exam room alone
 - Extra Time: 100%
- Booking notes:** Added extra time (1 hour)
- Private notes:** (highlighted with a red circle)
- Buttons:** Save (highlighted with a red circle), Close

Here's what the screen might look like just before you save it:

The screenshot shows the 'Test / Exam Detail' window for a test with ID 548. The window has several tabs: 'Test Detail', 'Test Copy', 'Instructor Info', 'Student Info', and 'Invigilator'. The 'Test Detail' tab is active. On the left, there is a 'Mark as submitted' section with a message: 'The instructor has not yet submitted information about this test. Click to mark info as submitted.' Below this are sections for 'Student' (Susan Abbott, Susan_Abbott@gmail.com), 'Course' (COMP 201TUT 3 (Winter 2011), B. Harris . harris@tpro.ca 333-954-5129), and 'Class date / time' (July 24, 2013 (Wednesday), 9:00 AM to 10:00 AM (1 hour)).

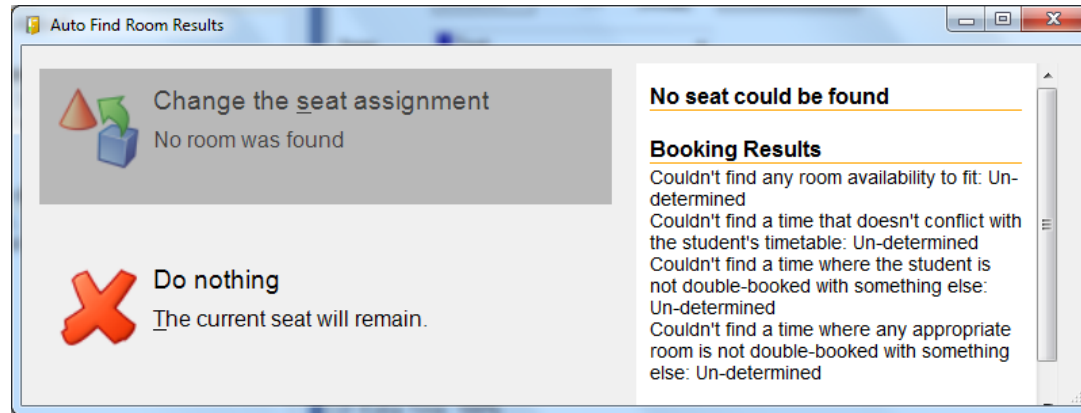
The main area contains the following fields and controls:

- Date:** July 24, 2013. Checkboxes for 'Cancelled', 'Tentative', and 'No-show' are present.
- Accomm Start:** 9:00 AM
- End:** 11:00 AM. A 'Lock duration' checkbox is checked.
- Duration:** 120 (minutes). Buttons for 'Apply extra time' and 'Apply breaks' are visible.
- 100% extra time:** A blue button with a warning icon.
- Type:** Test (selected in a dropdown menu).
- Seat:** B2006-02 desk::AVAILABLE::AVAILABLE: (selected in a dropdown menu). An 'Auto find seat' button is next to it.
- Alternate location:** (empty dropdown menu).
- Actual:** 9:00 AM to projected end: 11:00. An 'actual end' field is empty.
- Accommodations:** A section titled 'Check the accommodations below that the student requires for this test:' with 'Check all' and 'Check none' buttons. The list includes:
 - Extra scrap paper
 - Voice recognition software (Dragon)
 - Use of pre-approved music CD for noise reduction and CD player OR noise-cancelling headphones
 - Scribe
 - Write in SES exam room alone
 - Extra Time: 100%
- Booking notes:** *Added extra time (1 hour)
- Private notes:** Manually booked as student was sick and didn't know about the test 7 days before.

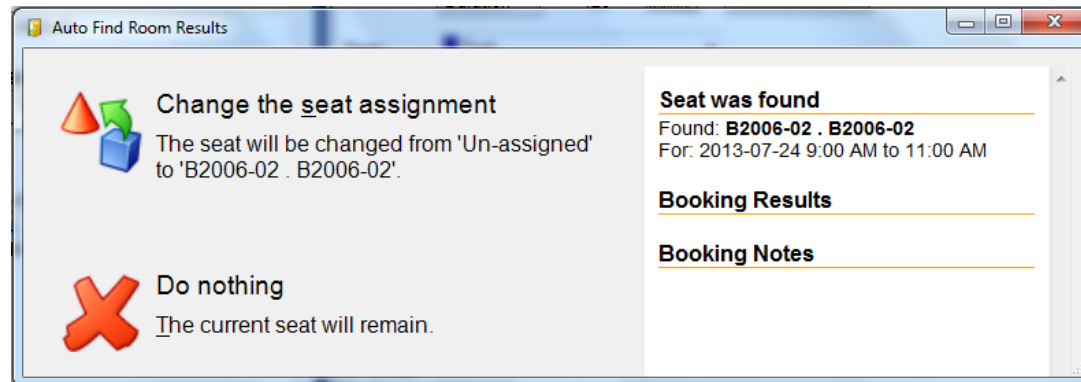
At the bottom left, there are 'Save' and 'Close' buttons. The 'Save' button is circled in red. Five blue arrows point from external text boxes to specific elements: 'Test selected' points to the 'Type' dropdown, 'Seat assigned' points to the 'Seat' dropdown, 'Accommodations adjusted' points to the 'Use of pre-approved music CD...' checkbox, and 'Note made' points to the 'Private notes' text area.

Auto find seat scenarios

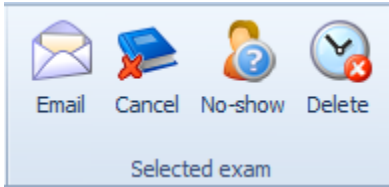
If the system can't find a seat that matches all the test detail specifications, you will get a message saying "No seat could be found" and it will list some possible reasons.



If there is a seat available that matches all the test detail specifications, you will have the choice to assign that seat to this test booking.



Selected exam

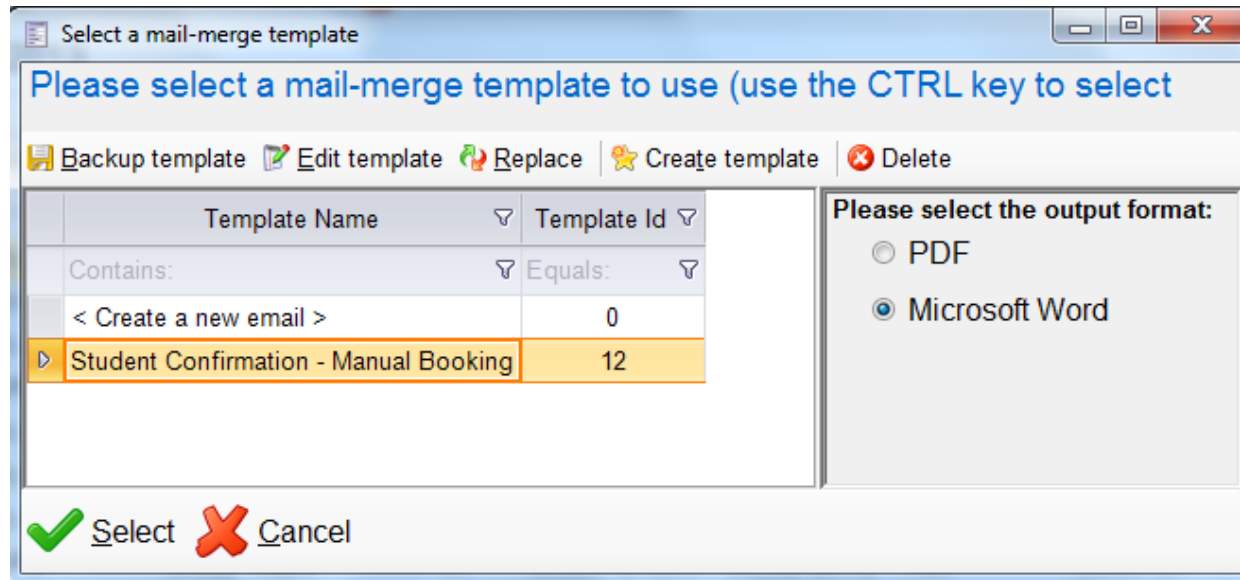


When you click one of these menu options it will impact whichever test or exam you have selected; the manually created test is selected.

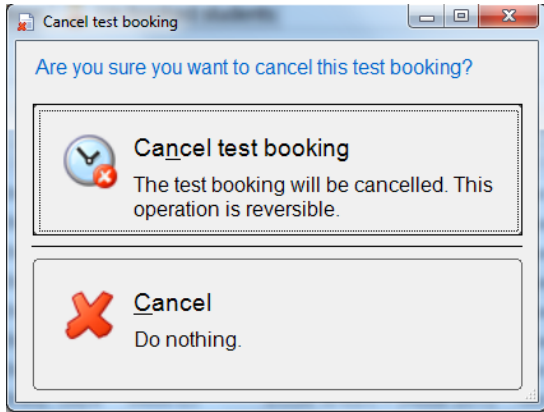
Jun 28, 2013	1:30 PM	3:00 PM	Brady, Gayle	99000123	Math 103LEC 3 (Winter 2011)	Test	B2007-21
▶ Jul 24, 2013	9:00 AM	11:00 AM	Abbott, Susan	99000255	COMP 201TUT 3 (Winter 20...	Test	B2006-02
Jul 29, 2013	11:00 AM	2:00 PM	Brady, Gayle	99000123	ECON 321LEC 7 (Winter 2011)	Test	B2006-02

Test selected

Email – When you click “Email”, the “Select a mail-merge template” window opens. You can set up as many or as few mail merge templates as you need. And you can create a custom email using “Create a new email” anytime. See “Creating Email Templates for Online Test Booking” for instructions to set up templates.

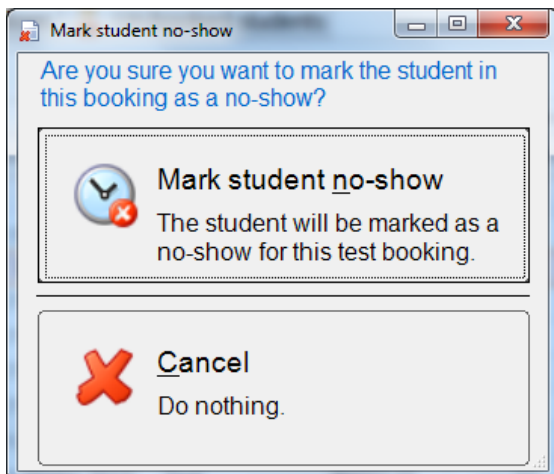


Cancel – When you have a test selected in the table and you click the “Cancel” button, you are asked to confirm that you want to cancel the test. If you proceed, the check box in the “Cancelled” column is checked, the status is changed from “booked” to “cancelled” and the row is highlighted pink.



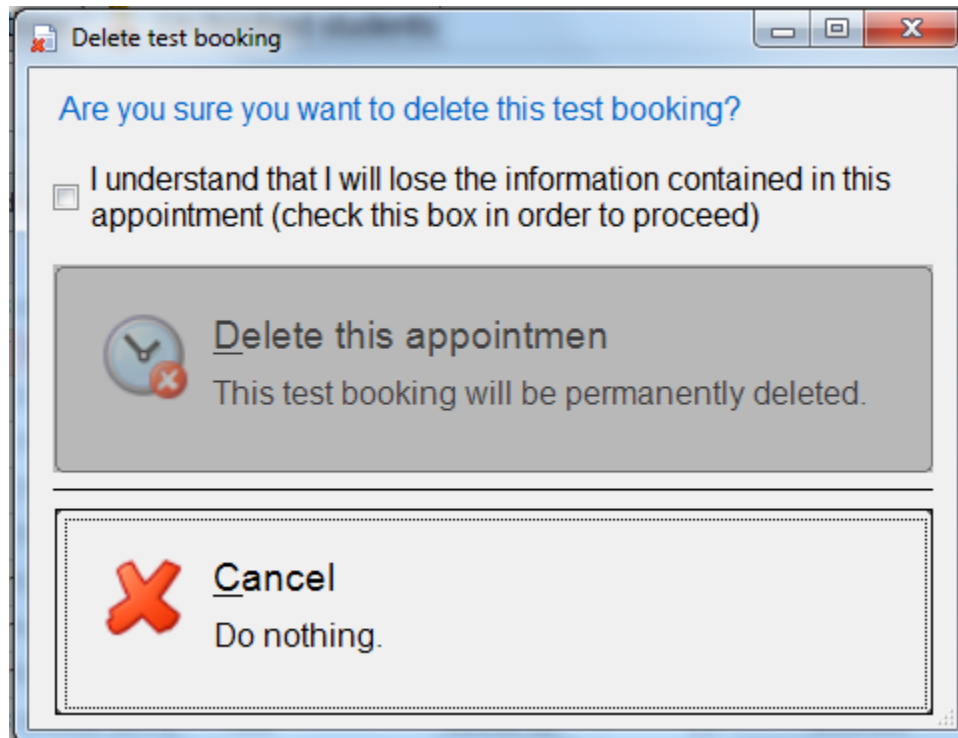
Cancelled ▾	Status ▾	NoShow ▾	Instru
<input checked="" type="checkbox"/>	Contains: ▾	<input type="checkbox"/>	
<input type="checkbox"/>	Booked	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Cancelled	<input type="checkbox"/>	
<input type="checkbox"/>	Booked	<input type="checkbox"/>	

No-show – When you have a test selected in the table and you click the “No-show” button, you are asked to confirm that you want to mark the student as a no-show for this booking. If you proceed, the check box in the “NoShow” column is checked, the status is changed from “booked” to “No-show” and the row is highlighted pink.

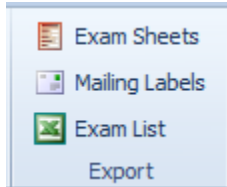


Cancelled ▾	Status ▾	NoShow ▾	Instru
<input checked="" type="checkbox"/>	Contains: ▾	<input type="checkbox"/>	
<input type="checkbox"/>	Booked	<input type="checkbox"/>	
<input type="checkbox"/>	No-show	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Booked	<input type="checkbox"/>	

Delete – When you have a test selected in the table and you click the “Delete” button, you are asked to confirm that you understand that once you proceed the booking will be gone and you can’t undo this operation. You must check the box acknowledging you understand before you can actually delete the booking. Once you check the box, you can click the “Delete this appointment” button to delete the booking or cancel the operation and return to the table.

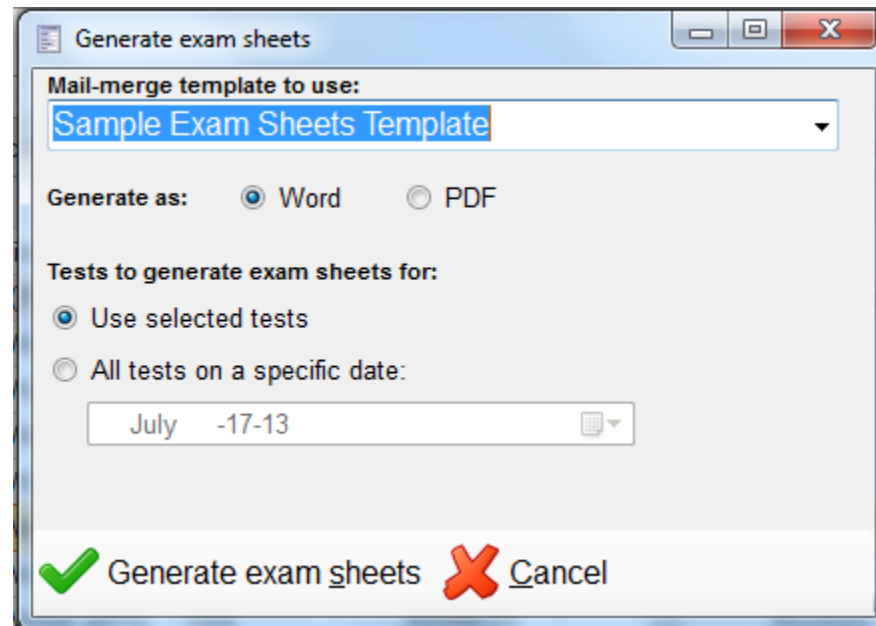


Export



Exam Sheets – Exam sheets are essentially a cover sheet you can print and attach to the test for each booking you have in the test centre. You can customize this sheet to include whatever information your centre needs and in whatever order you want. See “Creating Templates for Online Test Booking” for instructions to set up templates.

1. When you have a test selected in the table, click “Exam Sheets”
2. Choose if you want to generate the cover sheet in Word (you can edit) or PDF (you can’t edit)
3. Choose to print one sheet at a time (Use selected tests) or all the sheets for a particular date (All tests on a specific date)
4. Click “Generate exam sheets” (see sample exam sheet on next page)



Sample Exam Sheet



TEST AND EXAM SERVICES ADMINISTRATION FORM

Serial #: 530
Student #: 99000123

Class information

Course:	ANTH 101 1 LEC
Primary contact:	D. Lee lee@tpro.ca 278-985-4952
Alternate contacts:	
Class time:	Tuesday July 30, 2013 9:00 AM to 11:00 AM (2 hours)
Class location:	
Additional info:	* Scrap paper * Contact Info: cell phone 416-852-9564 * Instructor Instructions: student will need green scantron for multiple choice section

Student information:

Name:	Gayle Brady 99000123
Scheduled time:	Tuesday July 30, 2013 9:00 AM to (3 hours)
Location:	B2006-02
Notes:	
Accommodations:	<ul style="list-style-type: none">• Extra scrap paper• Extra Time: 50%

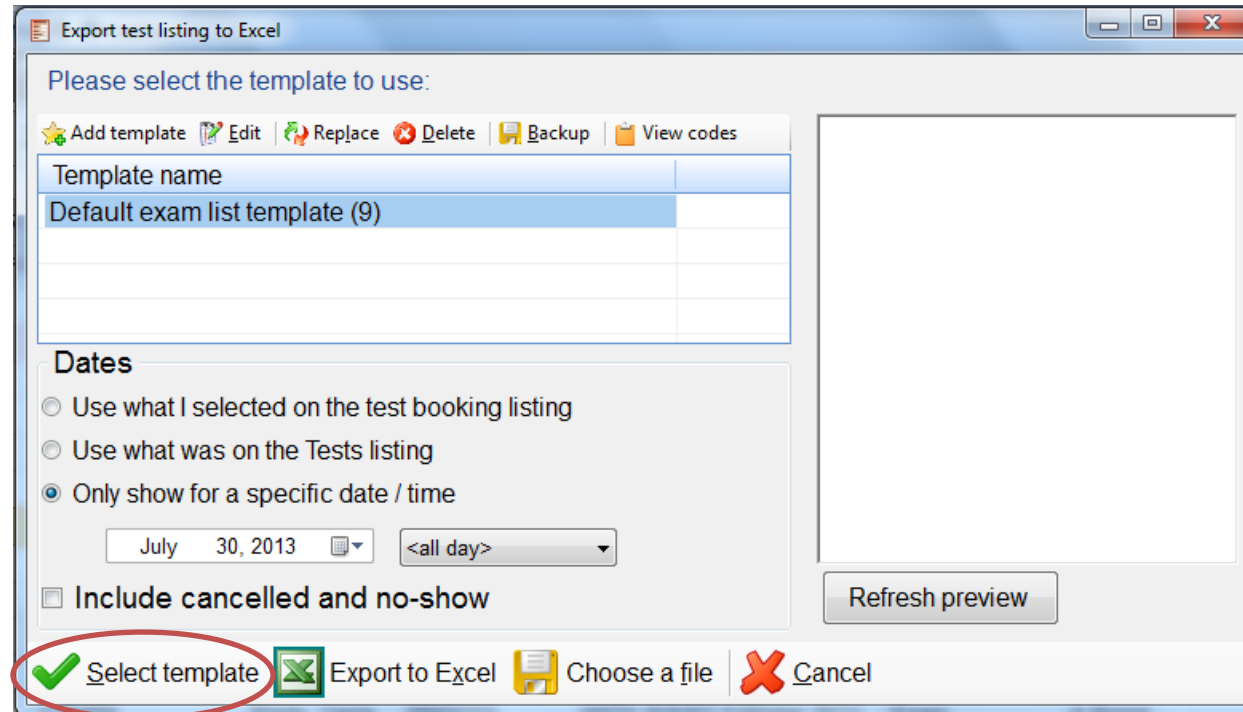
Invigilator report

Actual start:	
Actual end:	
Actual location:	
Test administered:	<input type="checkbox"/> No-show Notes: <input type="checkbox"/> Without incident <input type="checkbox"/> With incident:
Invigilator(s):	
Notes:	

Mailing Labels – not currently working in the software – can create this part later when it is

Exam List – The Exam List gives you the ability to create a list of exams scheduled for a specific timeframe (selected in interface, all displayed, or a specific date). You can include whatever information you wish in the template.

1. Click “Exam List”
2. Select the template you wish to use. See “Creating Email Templates for Online Test Booking” for instructions to set up templates.
3. Select the date parameters
 - a. “Use what I selected on the test booking listing” will list any tests/exams you have selected in the interface
 - b. “Use what was on the Tests listing” will list all the tests/exams that are currently displayed in the interface
 - c. “Only show for a specific date / time” will list tests/exams for the date and time you enter. Selecting <all day> will give you all the tests/exams for that date, or you can specify by start time.
4. Click “Select template”. A file will open in Excel (see sample “Exam List” below). Note: Clicking “Export to Excel” will export the whole table with all the columns to an excel spreadsheet.



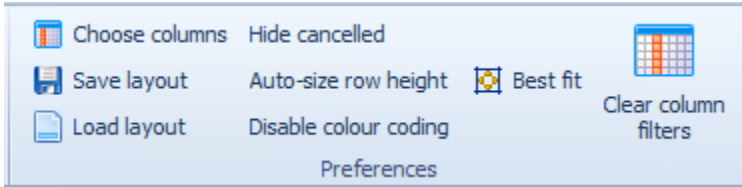
Sample Exam List

You can choose what information you want to display and in what order.

CSD Test Centre Activity Schedule by Day												
Test Schedule Date:											Report Run On:	
Friday June 28, 2013											23-Jul-13	
Begin Time	End Time	Student Number	Student Last	Student First	C/U	Course	Code	Test Room	Faculty Name	Class Time	Test Rec'd	Test Comment
8:00 AM	11:00 AM	99000123	Brady	Gayle	Added extra time (1 hour)	Math	Math 322LEC 1	B2006-02	F. Campbell	8:00 AM		Added extra time (1 hour)
1:30 PM	3:00 PM	99000123	Brady	Gayle	Added extra time (30 minutes)	Math	Math 103LEC 3	B2007-21	T. Brown	2:00 PM	Delivered other.	Added extra time (30 minutes)

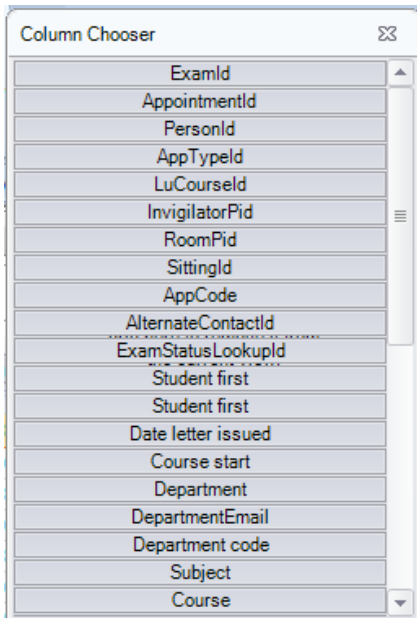
Preferences

The buttons in the preferences section allow you to customize the look of the Tests and Exams Interface.

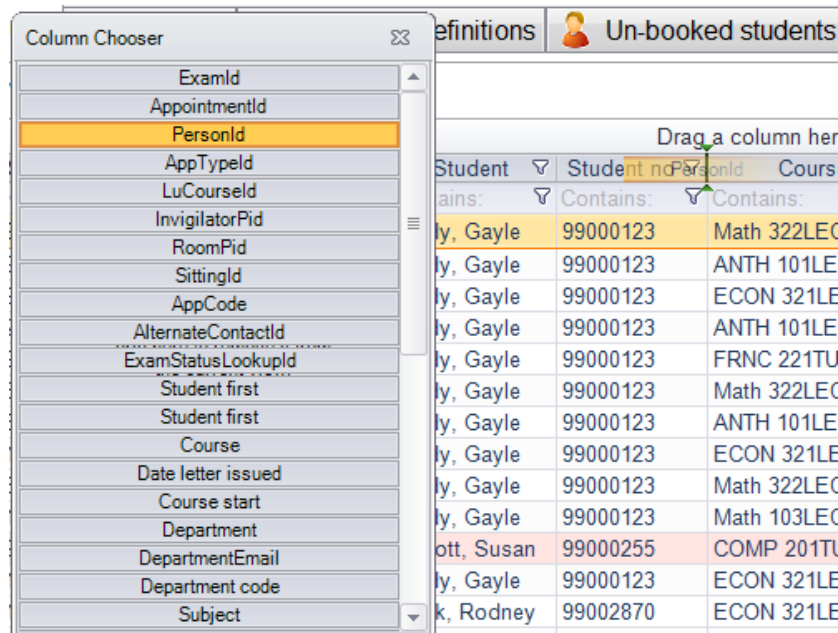


Choose columns – Not only can you change the order the columns are displayed by clicking and dragging them around, but you can also choose which columns you want to have in the display at all. When you click “Choose columns”, you will see a window that lists the columns that are available to you, but not currently displayed. You can drag columns to and from this box.

Column Chooser window



Selecting and dragging “PersonId” to the interface



“PersonId” now in the interface

Student no	PersonId	Course
Contains:	Equals:	Contains:
99000123	156	Math 322LEC
99000123	156	ANTH 101LEC
99000123	156	ECON 321LEC

Save Layout – Once you have your interface display set up the way you want it (including any additional row formatting you add – see “Row Formatting” on Page 91), you can save your layout. When you click “Save layout” you will get the usual “Save As” window. You can browse to the location on your computer that you want to save this file and click “Save”. It will automatically be saved as a “ClockWork Layout File” and you will see the .cwl file extension.

Load Layout – If for some reason your display settings get changed and you want to return to what you had set and saved, click “Load layout”, browse to the location of the .cwl file on your computer and open that file. Your settings will be restored.

Hide Cancelled – Will hide from the display any tests or exams marked cancelled.

Auto-size row height – When this is clicked, the display height of the rows will be changed based on which columns you are seeing on the screen and the amount of information in the field.

OFF

Prof phone ▼	Exam accommodations
Contains: ▼	Contains:
526-770-4434	• Extra scrap paper
278-985-4952	• Extra Time: 50%
435-751-4317	• Extra Time: 50%

ON

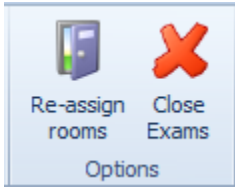
Prof phone ▼	Exam accommodations
Contains: ▼	Contains:
526-770-4434	• Extra scrap paper • Scribe • Extra Time: 50%
278-985-4952	• Extra Time: 50%

Disable colour coding – If you do not want to see the row formatting colours (cancelled, no-show, dropped course, etc.), you can stop displaying them by clicking the “Disable colour coding” button. This is a toggle button – meaning you turn this feature on and off with the same button.

Best fit – Best fit will adjust the height of the rows and the widths of the columns to the “best fit”. You can manually adjust height and width too.

Clear column filters – If you have filtered columns in order to look at specific data, clicking this button will clear all filters you may have added.

Options



Re-assign rooms – The “Re-assign rooms” button allows you to re-assign room assignments for an entire day. When bookings come in, rooms are assigned one at a time based on the needs of that booking alone, but it’s possible that they could be re-assigned more efficiently if you’re looking at all the bookings together. You can tell the system to rank some accommodations higher than others. If you have students scheduled into virtual rooms, you may want to first re-assign all the rooms before arranging for overflow space.

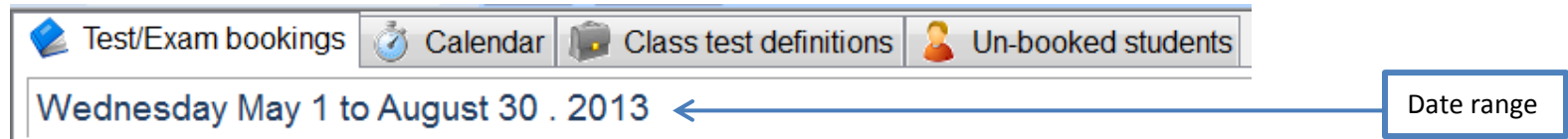
Close Exams – The “Close Exams” button closes the Tests and Exams Interface.

Tests and Exams Interface Tabs



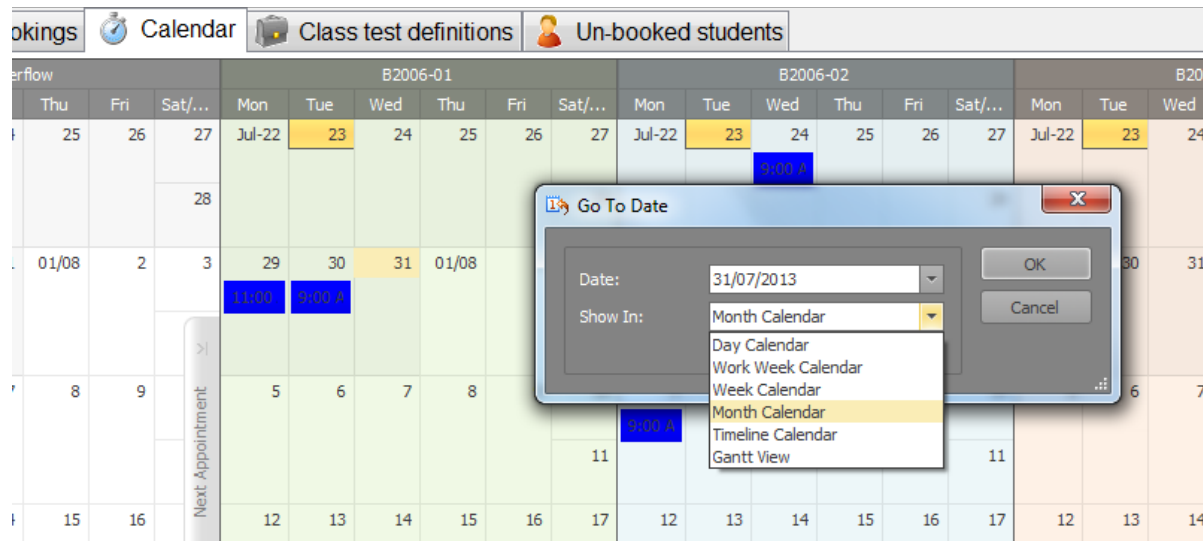
Test/Exam bookings

This is the main tab where test centre staff will spend most of their time. This table lists all the tests and exams that are booked in your test centre. The table displays tests and exams based on the date range you have entered. You can do that using the “Set date range” button or by clicking directly on the date range below the tabs.



Calendar

The calendar tab allows you to see the test and exam bookings in a calendar format. You can choose to display the calendar in a variety of ways.



Class test definitions

A “class test definition” is created for every unique test/exam that is booked and it contains the details about that test/exam. There can be multiple test/exam bookings for one test definition. Class test definitions are created when students initiate a test/exam booking, when an instructor creates a test/exam (if allowed) or you can manually create one from this tab. You can have a separate date range on this tab for when you are looking at test definitions. The “Test Type” column tells you if it is a test or exam.

Test/Exam bookings Calendar **Class test definitions** Un-booked students

Wednesday May 1 to August 30 . 2013

Class test definitions hold information about the test the class is writing. The list below only contains class test definitions that are happening in the future. Note that a single test definition may contain multiple bookings.

Drag a column here to group by this column.

Course description	Date of cl...	Start time o...	End time o...	Instructor contacted d...	Instructor contacted n...	Test picked up...	Test picked up...	Test Type
Contains:	Equals:	Equals:	Equals:	Equals:	Contains:	Equals:	Contains:	Contains:
ANTH 101 LEC se...	18 June 2...	9:00 AM	11:00 AM					Midterm
ANTH 101 LEC se...	19 June 2...	2:00 PM	3:00 PM					Midterm
ANTH 101 LEC se...	27 June 2...	8:00 AM	10:00 AM					Midterm
▶ ANTH 101 LEC s...	30 July 2013	9:00 AM	11:00 AM					Midterm
ANTH 101 LEC se...	19 August...	9:00 AM	12:00 PM					Final
COMP 201 TUT s...	24 July 2013	9:00 AM	10:00 AM					Midterm
ECON 321 LEC s...	19 June 2...	9:00 AM	10:00 AM					Midterm
ECON 321 LEC s...	27 June 2...	2:00 PM	3:00 PM					Midterm
ECON 321 LEC s...	29 July 2013	11:00 AM	1:00 PM					Midterm
ECON 321 LEC s...	20 August...	1:00 PM	4:00 PM					Final
FRNC 221 TUT s...	20 June 2...	9:00 AM	10:00 AM					Midterm
Math 103 LEC sec...	28 June 2...	2:00 PM	3:00 PM					Midterm
Math 103 LEC sec...	5 August 2...	9:00 AM	10:30 AM					Midterm
Math 103 LEC sec...	21 August...	10:00 AM	1:00 PM					Final

Action

- New class test definition
- Edit selected definition
- Delete selected definition

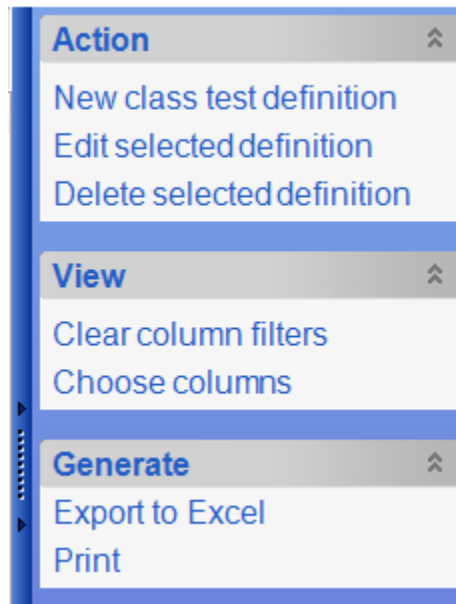
View

- Clear column filters
- Choose columns

Generate

- Export to Excel
- Print

You have a number of options available on this tab. You can create a new test definition, edit an existing test definition, delete a test definition, filter and sort the data in this table, change the columns to display, export the test definitions to excel, and print the table of test definitions.



New class test definition

When you click “New class test definition”, you will open a window that contains fields for general information about the test/exam as well as the form that instructors see in their wizard. You will need to complete this “Test” tab and the “Test Copy” tab.

The screenshot shows the 'Test Definition' window with the 'Test' tab selected. The window contains the following fields and callouts:

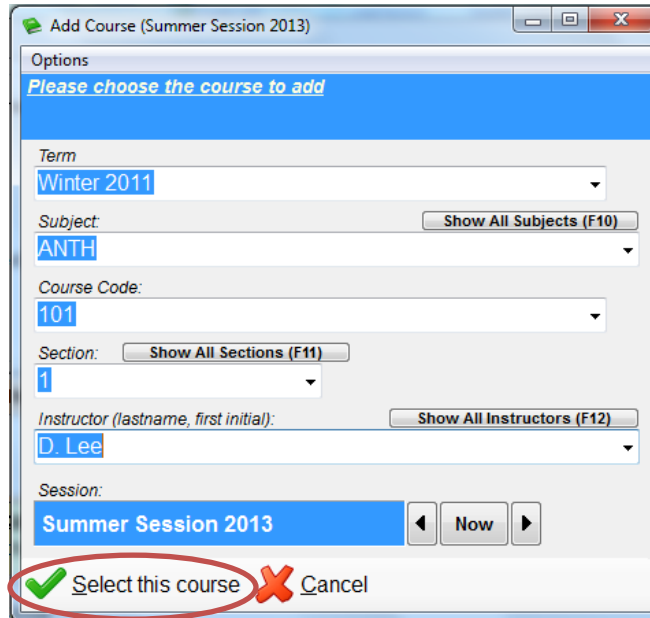
- Class Test**
 - Class date and time:** July 30, 2013, 9:00 AM to 10:00 AM, Duration 60 (minutes). Callout: Enter date, times and duration
 - Course:** [Empty field] Select a course. Callout: Select the course you're creating the definition for (see "Add Course" window on Page 88)
 - Instructor contacted:** [Empty field]
 - Test picked up:** [Empty field]
 - Type:** Test, midterm or quiz Final exam. Callout: Indicate if this is a test or exam
- Please indicate how you can be reached during the test/exam** [Text area]
- What students can use in the test/exam** Please select all that apply [List area]

Callout: Enter dates and notes as needed (points to the Instructor contacted and Test picked up fields)

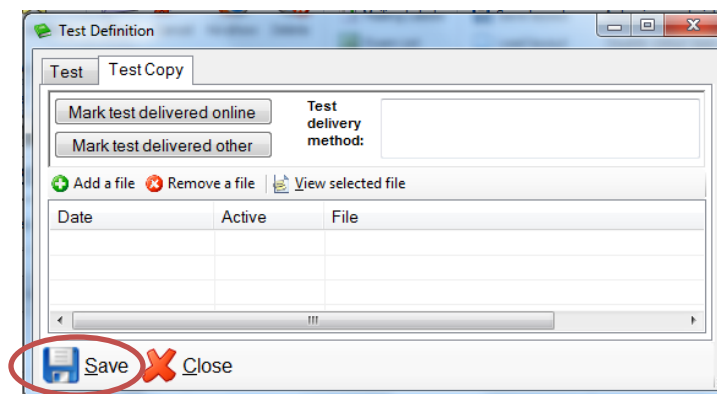
Callout: Complete form data (points to the What students can use in the test/exam section)

Buttons: Save, Close

Select a course – when you click the “Select a course” button, select the information about the course and when finished click “Select this course”. You will be returned to the “Test Definition” window.

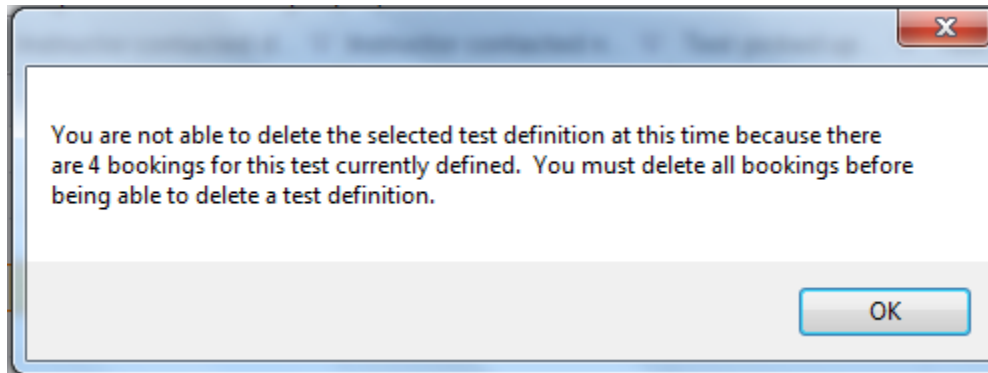


On the “Test Copy” tab, you have the ability to indicate if the test has been delivered and actually add the test if you have it or are helping a faculty member. Once all the information about the test/exam is entered on both the “Test” and “Test Copy” tabs, click “Save”.



Edit selected definition – this opens the same windows as the “New class test definition” for an existing definition. You can edit any of the information on the two tabs (you cannot change any course information).

Delete selected definition – You can delete any test definition. You will get an error message if there are test or exam bookings associated with this test definition. The test/exam bookings will need to be deleted first before you can delete the definition.



Clear column filters – If you have filtered columns in order to look at specific data, clicking this button will clear all filters you may have added.

Choose columns – Like in the preferences section (see Page 81), you change the order the columns are displayed by clicking and dragging them around and you can choose which columns you want to have in the display at all. When you click “Choose columns”, you will see a window that lists the columns that are available to you, but not currently displayed. You can drag columns to and from this box.

Export to Excel – Clicking this button automatically exports the entire table to an excel spreadsheet.

Print – This will allow you to choose a printer and your print preferences and will print the entire table.

Un-booked students

This tab lists any students who could potentially book an upcoming test/exam as there is a class test definition for their class on the system. This does not mean that they will, just that they could.

The list below shows students that are registered in a course for which there is an upcoming test definition, but who have not yet booked their test. Double-click on a row below to book the test.

Course Description	Date of class test	Start time of class test	End time of class test	Last name	First name	Student number	Student email
▶ ANTH 101 LEC section 1	19 August 2013	9:00 AM	12:00 PM	Rhodes	Lucy	99007330	Lucy_Rhodes@technoprosolutions.com
ECON 321 LEC section 7	20 August 2013	1:00 PM	4:00 PM	Brady	Gayle	99000123	Gayle_Brady@technoprosolutions.com
ECON 321 LEC section 7	20 August 2013	1:00 PM	4:00 PM	Cook	Rodney	99002870	Rodney_Cook@technoprosolutions.com
ECON 321 LEC section 7	20 August 2013	1:00 PM	4:00 PM	Hill	Mike	99001361	Mike_Hill@technoprosolutions.com
Math 103 LEC section 3	5 August 2013	9:00 AM	10:30 AM	Bradford	Milton	99004897	Milton_Bradford@technopro.ca

On this tab, you can manually book a student, quickly locate the test definition or email a student. The “View” and “Generate” options are the exact same as the class test definition tab (see Page 89).

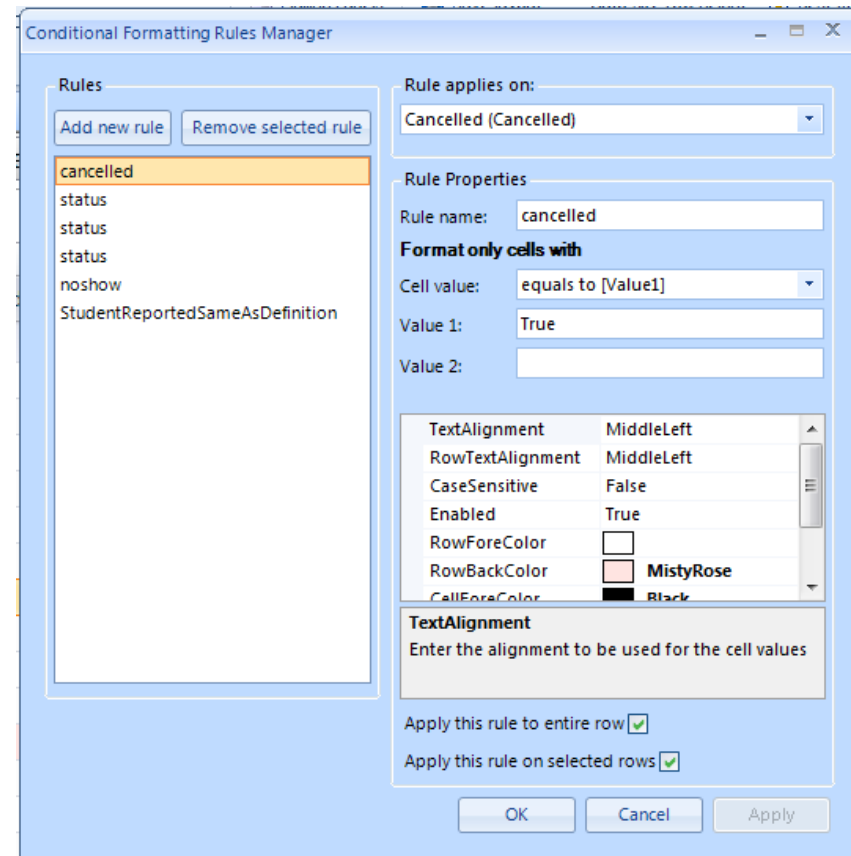
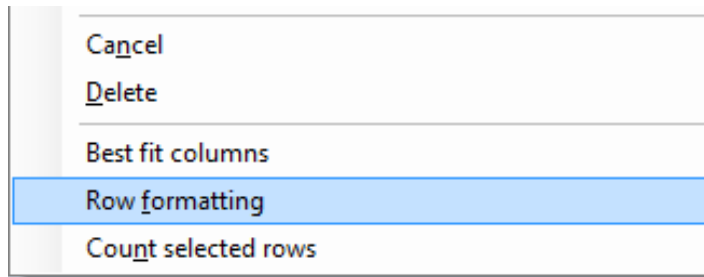
The screenshot shows the interface for the 'Un-booked students' tab. It features a table of students and a sidebar with three main sections: Action, View, and Generate. Callouts provide the following information:

- Action:**
 - Book selected student:** Will open the manual booking window.
 - Go to selected definition:** Will open the class test definition tab with this test highlighted.
 - Email:** You can choose from a list of (previously created) email templates or create a custom message.
- View:** See definitions on Page 89.
- Generate:** See definitions on Page 89.

Row Formatting

Most of the actions available to you are located in the ribbon menu or on one of the tabs, but row formatting is only available when you right-click in the test/exam booking table. It is a way for you to create a custom colour code that will highlight the row like the light pink for a cancelled test. The system comes with a number of defaults (cancelled, no-show, dropped course, modified accommodations, tentative booking, and student booking is different than the test definition). To create your own:

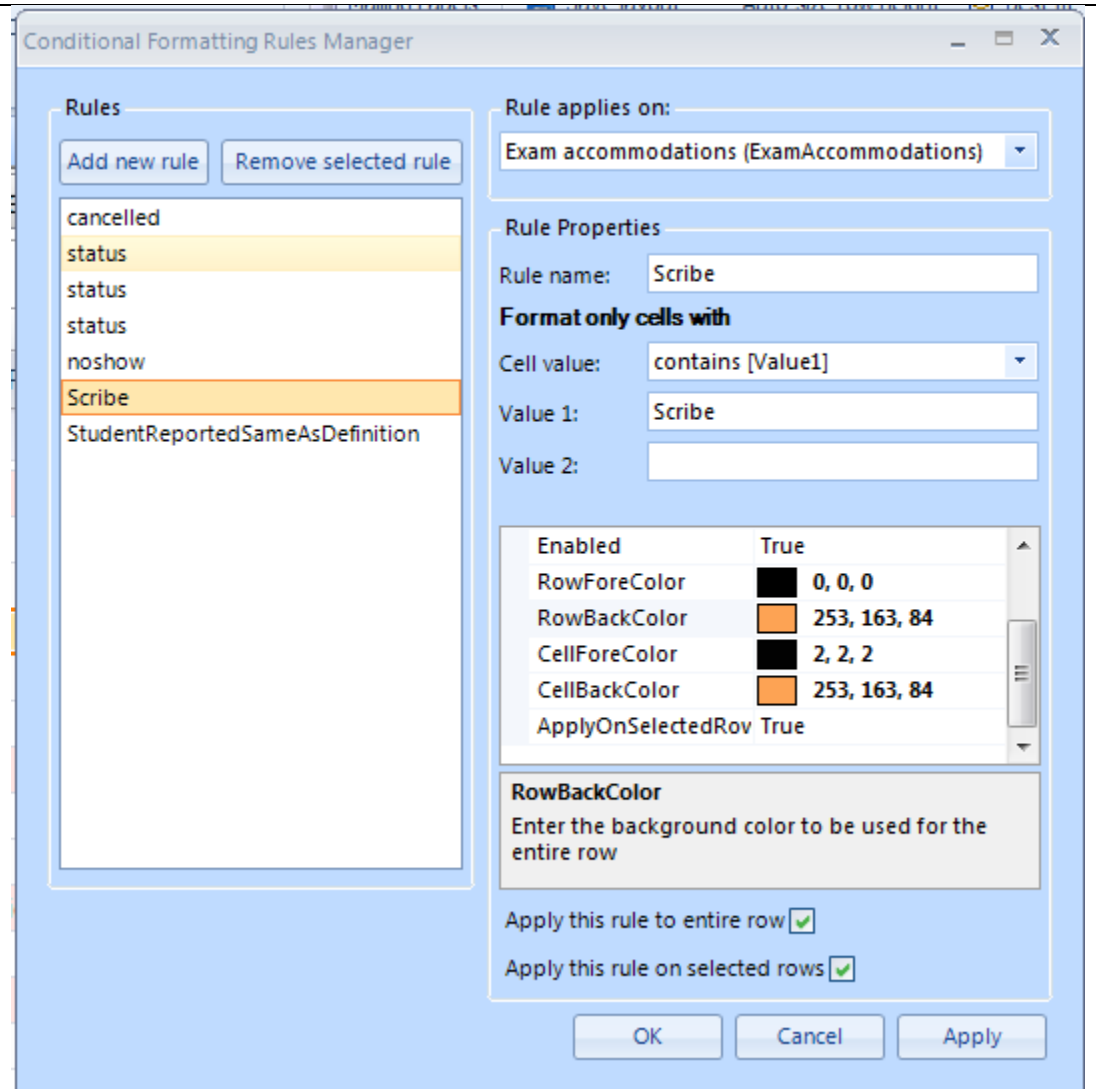
1. Right-click anywhere in the test/exam table (Note: this is not booking specific)
2. Select “Row formatting”. This will open the “Conditional Formatting Rules Manager” window, where you can see the default rules and create your own custom rules.



Row Formatting Example

Create a rule to highlight the row whenever the exam accommodation “Scribe” is selected.

1. Click “Add new rule” (as soon as you name it the name shows on the list)
2. From the “Rule applies on” drop-down list, select the column heading where the information you are checking is located. (For example the cancelled rule applies on the “Cancelled” column heading). In this case “Exam accommodations” is the column heading required.
3. Name the rule, in this case “Scribe”
4. The cell value drop-down list gives you many options to choose from. Select the one that will return the result you are looking for. In this case “contains [value 1]”.
5. Enter the value or values you are comparing in the boxes beside “Value 1” and “Value 2”. In this case “Scribe” was entered for value 1 and nothing is entered for value 2.
6. The next section allows you to format the row properties regarding placement of text, the colour of the row, the colour of the text in front of the row, etc. The properties that were adjusted in the this example were the RowForeColor , RowBackColor, CellForeColor, and CellBackColor (black text and orange highlighting).
7. Finally, check to apply the rule to the entire row (unless you only want the highlighting to show up in the column) and keep the box checked for “Apply this rule on selected rows”
8. Click “OK”



Using the Tests and Exams Interface

When you double-click any test/exam booking in the Tests and Exams Interface, the “Test / Exam Detail” window opens. This window, which contains five tabs, provides a large amount of information about the test/exam booking.

Test Detail

The screenshot shows the 'Test / Exam Detail' window with the following callout boxes:

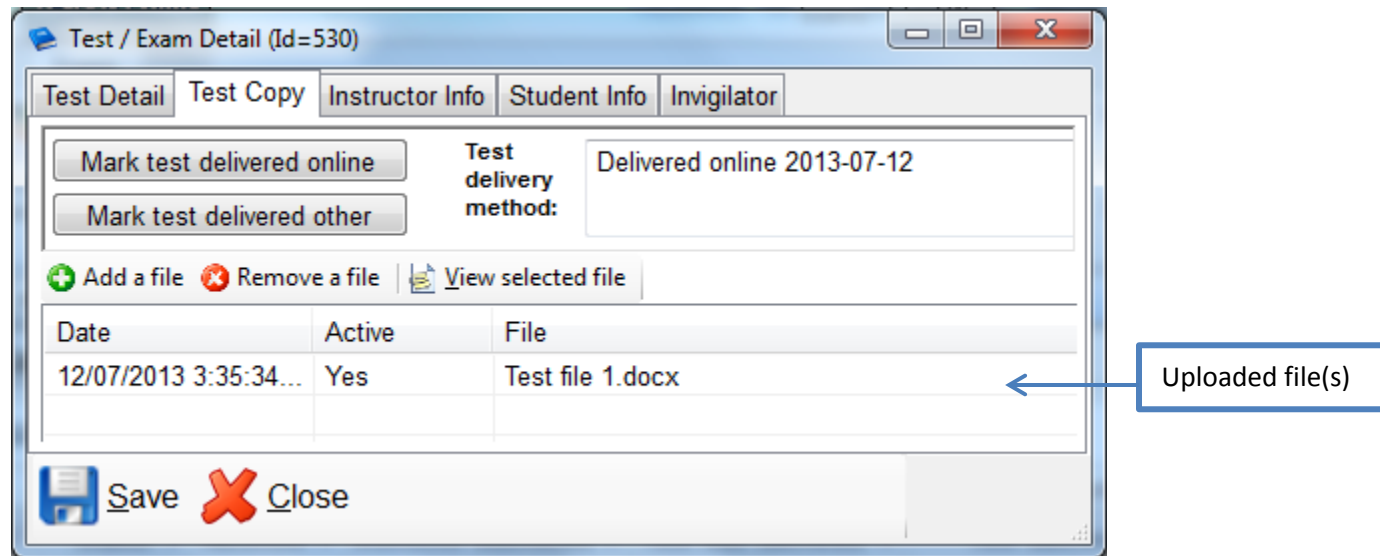
- There are five tabs in this window**: Points to the tab bar at the top of the window.
- Test date**: Points to the 'Date' field showing 'August 05, 2013'.
- Indicates if test was cancelled, is tentative or if student was a no-show**: Points to the 'Cancelled', 'Tentative', and 'No-show' checkboxes.
- Accommodated start and end times, including duration**: Points to the 'Accommodate Start' and 'End' fields, along with the 'Duration' field.
- Test type**: Points to the 'Type' dropdown menu.
- Seat assignment**: Points to the 'Seat' dropdown menu.
- Place to record actual start and end times**: Points to the 'Actual' and 'projected end' fields.
- Selected accommodations**: Points to the list of accommodations with checkboxes, including 'Extra Time: 50%'.
- Notes can be added here**: Points to the 'Booking notes' and 'Private notes' text areas.
- Booking notes are added by the system**: Points to the 'Added extra time (45 minutes)' entry in the 'Booking notes' area.
- If the date or time the student entered is different from the date or time the instructor entered, you will be notified there is a discrepancy**: Points to the 'Fix reported date time' notification.
- Once the instructor uses the Instructor Wizard and submits information about the test/exam, this notification will clear**: Points to the 'Mark as submitted' notification.
- Student, course, instructor and class test information**: Points to the 'Student', 'Course', and 'Class date / time' sections.
- If you make any changes, be sure to click "Save"**: Points to the 'Save' button at the bottom.

Test Copy

This tab tells you if the instructor has uploaded a test and if they have the attachment is available to print from this tab.

If an instructor uploaded a test the “Test delivery method” box will say “Delivered online” followed by the date and a file will be located in the table. If the instructor drops a hard copy of the test off to the Test Centre, you can click “Mark test delivered other” which will add “Delivered other” into the box and you can add the date manually. If the instructor emailed you a copy of the test, you can manually add it to the test booking by clicking “Add a file” and browsing to the file’s location on your computer.

To print the test, simply double-click on the file name and it will open it the software associated with the file (e.g. Microsoft Word or Adobe Acrobat Reader) and you can print it from there. If an instructor has uploaded more than one test (file), they will both be listed here.



Instructor Info and Student Info

The “Instructor Info” tab lists all the information from the form that you created for the Instructor Wizard. This includes items all students are allowed to bring into the test/exam as well as any classroom-specific software that may be required for the test/exam.

The “Student Info” tab lists all the information from the form that you created for the Student Wizard regarding classroom-specific software that may be required for the test/exam.

The screenshot shows the 'Instructor Info' tab selected in the 'Test / Exam Detail (Id=534)' window. The window has tabs for 'Test Detail', 'Test Copy', 'Instructor Info', 'Student Info', and 'Invigilator'. The 'Instructor Info' tab contains the following sections:

- Please indicate how you can be reached during the test/exam**: A text input field containing 'cell phone 416-852-9564'.
- What students can use in the test/exam**: A section with the instruction 'Please select all that apply' and a list of checkboxes:
 - Cheat sheet
 - Calculator
 - Scrap paper
 - Laptop
 - Text book(s)Below the list is a text input field labeled 'Name of book(s)'.
- Special Instructions**: A text input field containing 'student will need green scantron for multiple choice section'.

At the bottom of the window, there are 'Save' and 'Close' buttons.

The screenshot shows the 'Student Info' tab selected in the 'Test / Exam Detail (Id=534)' window. The window has tabs for 'Test Detail', 'Test Copy', 'Instructor Info', 'Student Info', and 'Invigilator'. The 'Student Info' tab contains the following section:

- Select the software you will need for your test/exam**: A list of checkboxes:
 - AutoCad
 - Microsoft Excel
 - Simply Accounting
 - Quick Books
 - OtherBelow the list is a text input field labeled 'please specify'.

At the bottom of the window, there are 'Save' and 'Close' buttons.

Invigilator

This tab gives you the capability of assigning invigilators to the test bookings and provides a place for invigilators to add notes about the test/exam. (Note: you will need to set up an “Invigilators” user group and then assign your invigilators to that group in the ClockWork settings first).

Test / Exam Detail (Id=534)

Test Detail Test Copy Instructor Info Student Info **Invigilator**

Invigilator:

Other 1: Clear other 1

Other 2: Clear other 2

b *i* u ~~✖~~

- ☰
- ☰
- ☰

Save Close

Using the Tests and Exams Interface Table

The most versatile part of the system is that you can sort, filter and manipulate the data almost any way you like. You can sort alphabetically (or numerically) on any column by clicking on the column title. If you click once, it will sort in ascending order and when you click again it will switch to descending order – you can switch back and forth simply by clicking the title again.

There is a row under the column titles that says either “No filter”, “Contains”, “Equals” or has a check box. Except for the columns that have No filter, you can filter the table based on that column containing the data you type in.

Scheduled date ▾	Scheduled start ▾	Scheduled end ▾	Student ▾	Student no ▾	Course description ▾	Description ▾	Room ▾	Cancelled ▾	Status ▾	NoShow ▾
<input type="checkbox"/> No filter: ▾	<input type="checkbox"/> No filter: ▾	<input type="checkbox"/> No filter: ▾	Con... <input type="text"/>	Contains: ▾	Contains: ▾	Contains: ▾	Contains: ▾	<input type="checkbox"/> ▾	Contains: ▾	<input type="checkbox"/> ▾
Jul 29, 2013	11:00 AM	1:00 PM	Branch, James	99002443	ECON 321LEC 7 (Winter 2011)	Test	B2006-01	<input type="checkbox"/>	Booked	<input type="checkbox"/>
Jul 29, 2013	11:00 AM	1:00 PM	Hill, Mike	99001361	ECON 321LEC 7 (Winter 2011)	Test	B2006-03	<input type="checkbox"/>	Booked	<input type="checkbox"/>
Jul 30, 2013	9:00 AM	12:00 PM	Brady, Gayle	99000123	ANTH 101LEC 1 (Winter 2011)	Test	B2007-21	<input type="checkbox"/>	Booked	<input type="checkbox"/>
Jul 30, 2013	9:00 AM	12:30 PM	Rhodes, Lucy	99007330	ANTH 101LEC 1 (Winter 2011)	Test	B2006-02	<input type="checkbox"/>	Booked	<input type="checkbox"/>
Jul 30, 2013	9:00 AM	11:00 AM	Strickland, Judy	99004128	ANTH 101LEC 1 (Winter 2011)	Test	B2006-01	<input type="checkbox"/>	Booked	<input type="checkbox"/>

For example if you are looking for all tests for one particular student you would type the student’s last name in the “Contains” field and the table would display only the test/exam bookings for that student.

Scheduled date ▾	Scheduled start ▾	Scheduled end ▾	Student ▾	Student no ▾	Course description ▾	Description ▾	Room ▾	Cancelled ▾	Status ▾	NoShow ▾
<input type="checkbox"/> No filter: ▾	<input type="checkbox"/> No filter: ▾	<input type="checkbox"/> No filter: ▾	Con... <input type="text" value="strick"/>	Contains: ▾	Contains: ▾	Contains: ▾	Contains: ▾	<input type="checkbox"/> ▾	Contains: ▾	<input type="checkbox"/> ▾
Jul 30, 2013	9:00 AM	11:00 AM	Strickland, Judy	99004128	ANTH 101LEC 1 (Winter 2011)	Test	B2006-01	<input type="checkbox"/>	Booked	<input type="checkbox"/>
Aug 19, 2013	9:00 AM	12:00 PM	Strickland, Judy	99004128	ANTH 101LEC 1 (Winter 2011)	Exam	B2006-02	<input type="checkbox"/>	Booked	<input type="checkbox"/>

If you click in the checkbox in the “Cancelled” column, the table will display only those tests/exam that have been marked cancelled.

Scheduled date ▾	Scheduled start ▾	Scheduled end ▾	Student ▾	Student no ▾	Course description ▾	Description ▾	Room ▾	Cancelled ▾	Status ▾	NoShow ▾
<input type="checkbox"/> No filter: ▾	<input type="checkbox"/> No filter: ▾	<input type="checkbox"/> No filter: ▾	Contains: ▾	Contains: ▾	Contains: ▾	Contains: ▾	Contains: ▾	<input checked="" type="checkbox"/> ▾	Contains: ▾	<input type="checkbox"/> ▾
Jun 18, 2013	9:00 AM	12:00 PM	Brady, Gayle	99000123	ANTH 101LEC 1 (Winter 2011)	Exam	B2006-02	<input checked="" type="checkbox"/>	Cancelled	<input type="checkbox"/>
Jun 27, 2013	1:30 PM	3:00 PM	Brady, Gayle	99000123	ECON 321LEC 7 (Winter 2011)	Test	B2007-21	<input checked="" type="checkbox"/>	Cancelled	<input type="checkbox"/>
Jul 29, 2013	11:00 AM	2:00 PM	Cook, Rodney	99002870	ECON 321LEC 7 (Winter 2011)	Test	B2007-21	<input checked="" type="checkbox"/>	Cancelled	<input type="checkbox"/>

There is no end of sorting and filtering options and combinations available to you.