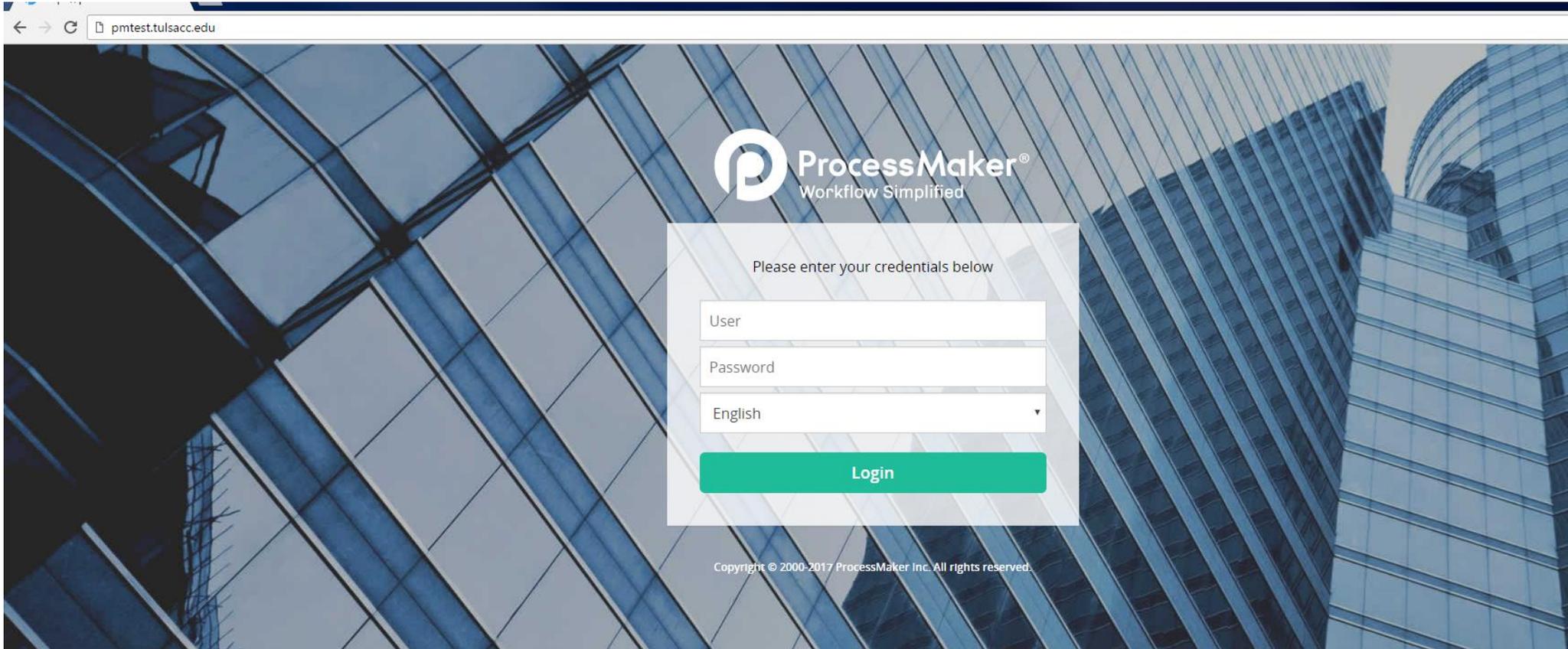


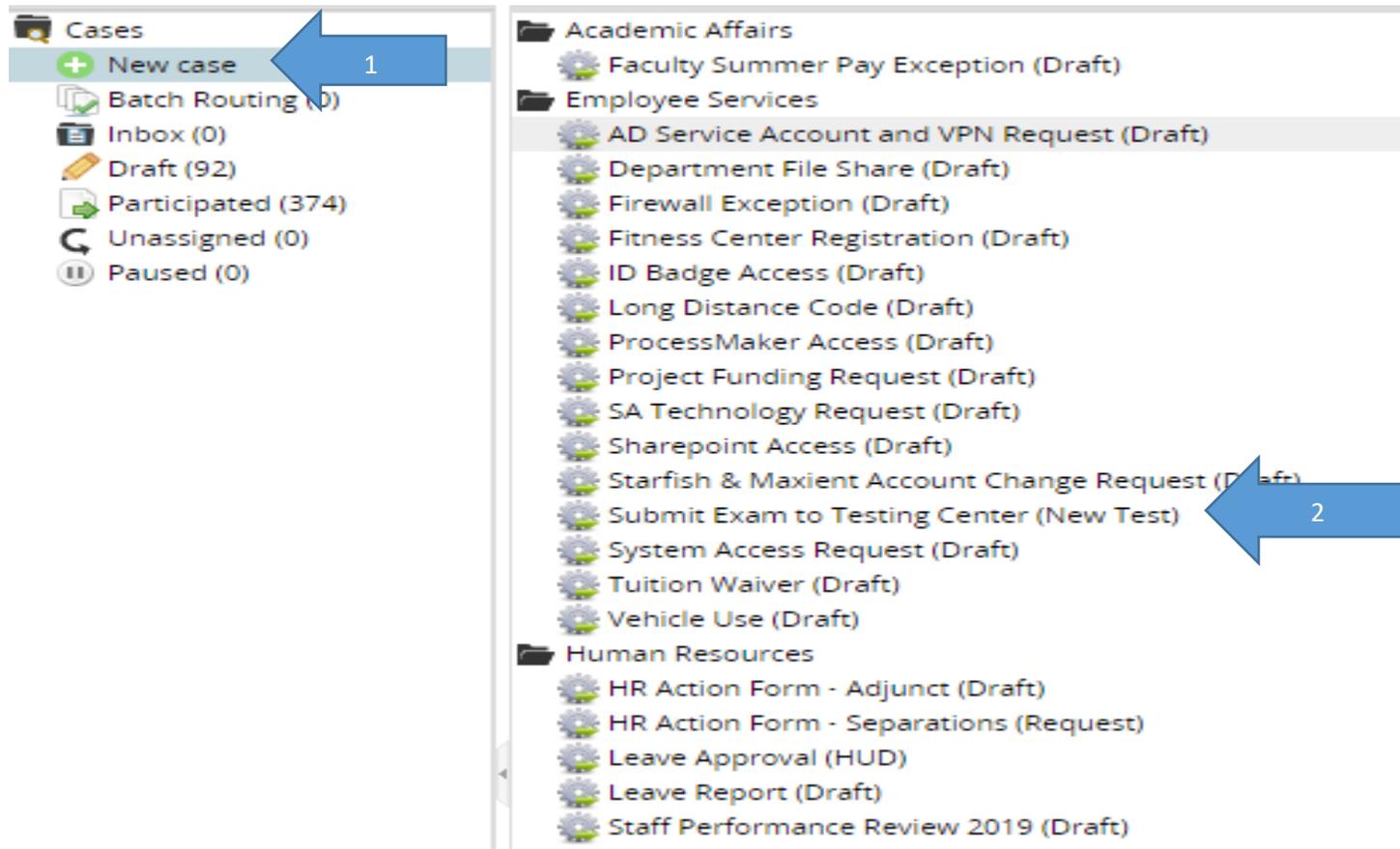
Go to-----→ [pm.tulsacc.edu](http://pm.tulsacc.edu) \* sign in using your MyTCC credentials Tnumber / password

\*you can also just log in to MyTCC and select ProcessMaker from the list of tools



Once you have logged in, click on:

1. [New Case](#) on the left-hand side with a  sign
2. Then double click on [Submit Exam to Testing Center \(New Test\)](#) *(You may or may not have the same items available to you as below, but everyone should be able to see the Submit Exam option)*



**ONCE YOU CLICK ON THIS OPTION YOU MAY SEE THE "PROCESS DEBUGGER" POP UP ON THE RIGHT SIDE; YOU CAN CLOSE IT AS IT IS ONLY NEEDED FOR I.T. TO TROUBLESHOOT SO IT MAY OR MAY NOT BE THERE—YOU WON'T NEED IT.**

3. Enter your **email address** first then some fields will auto populate for you from Banner data. *(all items with \* are required)*
4. Enter **phone number** *(no hyphens - prefer cell phone)*.
5. Select the **semester**. *(You must be sure you have the correct semester selected or your current courses will not show up)*
6. Select if this test/exam is for:
  - a. **One Course** *(such as a makeup test, an AR test or a test for one online/blended section—for one or more students in that class)* or
  - b. **Multiple Sections** of the **SAME** course *(online/blended course only—i.e. 3 sections of MATH 1513 where **all** students are taking the **same** test).*
7. If it is for a **single course**, then select the **course** you want from the drop-down menu then the Division and Course Type will auto populate.

## Section Instructor

Email \* tracy.ballinger1@tulsacc.ed

3

Name \* Tracy Ballinger

Home Campus Southeast

4

Phone \* 9185957653

Alternate Phone Numbers Only

5

Semester \* 202020

## Course Information

Is this exam for one course or multiple sections of an online/blended course? \*

Select One  
One Course  
Multiple sections (online/blended course)

6

Select "One course" if you are submitting a makeup test, an AR test, or a test for one online/blended section (for one or more students in the class); If you teach multiple sections of an online/blended course and are giving the same test to all your students then select "Multiple Sections (online/blended course)"

Course \* PSYC 1113-315 Introduc

7

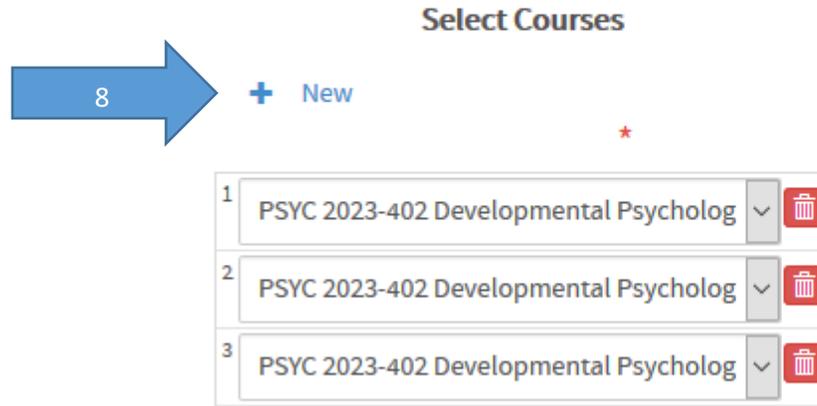
Course Type CLSRM

Length 16

Division LIBA

8. If it is **multiple sections of the same course** (*Ex. you are giving the same exact test/exam to all of your online/blended Developmental Psychology courses*) then you will select all the sections desired on the next screen by clicking “+ New” at the top and continuing to add as many sections of your course that you desire. You can delete any duplicates/errors using the red trashcan  icon on the right side of the course.

## Select Courses



**Select Courses**

**+ New**

\*

1	PSYC 2023-402 Developmental Psycholog	▼	
2	PSYC 2023-402 Developmental Psycholog	▼	
3	PSYC 2023-402 Developmental Psycholog	▼	

**REMINDER: WE DO NOT DO TESTING FOR ALL STUDENTS IN ANY ON CAMPUS COURSE. WE DO NOT HAVE THE FACILITIES TO ACCOMMODATE EVERY INSTRUCTOR REQUESTING THIS SO AT THIS TIME, WE ARE NOT ABLE TO DO THIS; HOWEVER—IF YOU HAVE AN EMERGENCY, PLEASE VISIT WITH THE TESTING DIRECTOR, TRACY BALLINGER.**

9. Enter a **title** for your test (ex. *Test 1, Midterm, Ch 5, Unit 2*), a **start date**, an **end date**. (please use a title your students will recognize when we ask them which test they are here to take)
10. For computer/online tests, select if it is **Respondus Lockdown Browser** and/or uses a certain **browser**.  
Enter a **time limit** in **MINUTES**. This is very important as students must make an appointment and will need to know how much time to reserve in the Testing Center to get checked in/out and to complete their exam. (\*\*see AR note at end of document)
11. Indicate what **platform** is used ("**paper test**" is an option here) and the **password**.
12. Is the test for the entire class (Ex. *an online/blended class*) or for individual students within your class (Ex. *AR students or those needing a makeup test*)?
13. For **paper tests**, indicate if you would like the **exam emailed** or **who is picking up the exam** (if it is not you, the instructor). If the test is **not for the entire class**, you will make these selections for each selected student **on a different screen**.

## Section Test



9 → Exam Title \*  ⓘ

Start Date: \*  ⓘ

End Date: \*  ⓘ

Respondus  ⓘ

Browser:  ⓘ

Time Limit: \*  ⓘ ← 10

Platform:  ⓘ

Platform other:

Password  ⓘ ← 11

Exam is for entire class? \*  ⓘ ← 12

Email Exams:  ⓘ

Who will pick up the exam?  ⓘ ← 13

Attachments: doc, docx, xlsx, pdf, ppt, txt

If there is a small ⓘ icon, you can click on it to get more info on that item.

Allowed Items:

- Calculator
- Notes
- Green Scantron
- Red Scantron

Calculator Type(s):

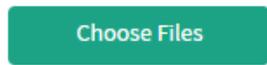
14. Under **allowed Items**, select any that apply. If you select “other” then please specify within the “other items” box.  
*(limited # of characters allowed here so lengthy responses need to go on the next screen).*
15. Add attachments by clicking on the “**Choose Files**” green box *(add your paper test, formula sheet, periodic table, etc—file formats are limited so if it isn't accepting your attachment, save it as a pdf then attach).*  
*Please label all documents so that once printed, we know what they are. i.e. Precalc I/Baker/all tests on a formula sheet or HIST 1493/Mosier/Quiz 5 on a test/quiz;*
16. Click on **Next** in the top right corner when finished.



Exam is for entire class? \*  ⓘ      Email Exams:       Who will pick up the exam?

- Allowed Items:
- Calculator
  - Notes
  - Green Scantron
  - Red Scantron
  - Scratch Paper
  - Book(s) (List books in additional information)
  - Ruler / Protractor
  - Protractor
  - Other

Attachments:



Other Items:



17. On the next screen, you will indicate any [Additional Information/Special Instructions](#). *Please include if you would like scratch paper returned to you or any other items that are not the actual test. Also indicate if we already have your formula sheet/periodic table/etc on file.* Click on [Next](#) again in the top right corner when finished.

17

**Additional Information / Special Instructions**

200 character limit  
List any additional information or special instructions for your exam here. An example being specific instructions regarding an item they are allowed to use ( single page of notes, time limit on textbook use, etc.. )

**TCC TULSA COMMUNITY COLLEGE** **NEXT**

18. Next, if test is not for the entire class, you will [select the students](#) who will be taking this exam (*click "+ New" to add as many students as you need*) and you can select if you want it emailed or another person to pick up for you for each student added. DO NOT DELETE (  ) the ONLY line entry there or the process will not attach your test to any of your students. You must have at least one student selected here. Select [Next](#) when finished.

**List Students**

**+ New**

SELECT STUD...*	EXAM...	EMAIL CO...	WHO WI...
1 T10320070 Chanda	Final	No	

**TCC TULSA COMMUNITY COLLEGE** **NEXT**

18

19. When finished entering all the information, you will need to review then select “Next” at the top right corner.

*Use the back arrow on the browser itself to return to a previous screen and correct items as needed before submitting.*

If you have submitted and then need to change something (*due date, time limit, etc.*), contact a Testing Center and full-time staff can do this for you.

**TULSA COMMUNITY COLLEGE**

19 **NEXT**

### Review and Submit

#### Section Instructor

**Email \*** tracy.ballinger1@tuisacc.edu

**Phone \*** 9185957653

**Course \*** PSYC 1113-316 Introduction to Psychology

**Length** 16

**Name \*** Tracy Ballinger

**Alternate Phone** Numbers Only

**Division** LIBA

**Home Campus** Southeast

**Semester \*** 201920

**Course Type** CLSRM

#### Section Test

**Exam Title \*** Final

**Start Date \*** 07/08/2019

**End Date \*** 07/12/2019

**Respondus** No

**Browser:** Any Browser

**Time Limit \*** 120

**Platform:** Select ...

**Platform other:**

**Password**

**Exam is for entire class? \*** No

**Email Exams:** Select

**Who will pick up the exam?**

**Allowed Items:**

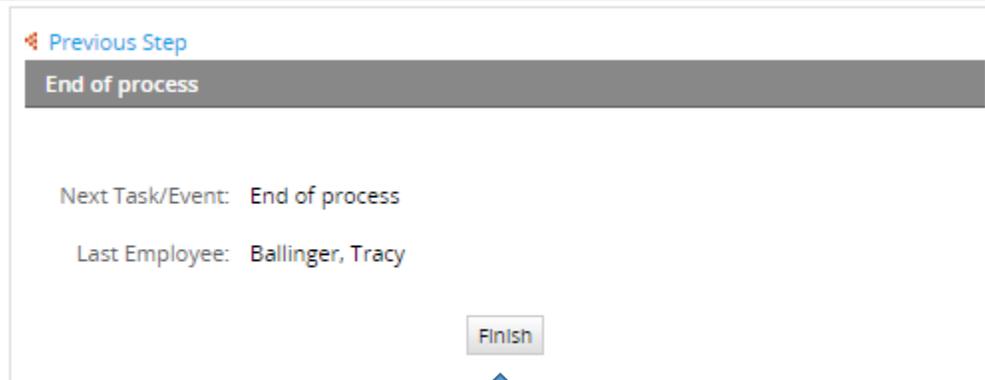
- Calculator
- Notes
- Green Scantron
- Red Scantron
- Scratch Paper
- Book(s) (List books in additional information)
- Ruler

**Calculator Type(s):**

**Attachments:** Choose Files

20. When finished, click “Finish” to end the process. Repeat this process for as many exams as you need to submit. Once you get to this point, the email communications will be initiated (*see below*).

***If you submit the same test for any reason, please notify the Testing Center so that we can deactivate the entry that was an error to avoid confusion when the student presents to take their “midterm” and then there are 2 entries to choose from.***



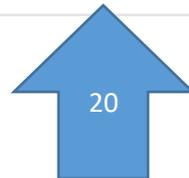
Previous Step

End of process

Next Task/Event: End of process

Last Employee: Ballinger, Tracy

Finish



**\*\*NOTE for Accessibility Resources (AR) students:** You may indicate any parameters you’d like at step #17 above. Testing Staff will be able to see what the student is allowed per Accessibility Resources (AR) when they log the student in to take your test. The student’s accommodations will be pulled in from Banner for the Testing Staff so if you are not sure what they are, no need to worry, we have it covered! However, **we will enforce the time limit you have indicated for the test** so if you know the student gets extended time (generally time and a half for regular tests and twice as long for finals), please indicate the time limit to include the extended time. (*i.e. an hour long test would get 90 min; 2 hour test would get 3 hours; 2 hour final would get 4 hours*) *If there is no time limit, you can put 600 minutes if you like since that is roughly one full day.*

**AUTOMATED COMMUNICATIONS VIA EMAIL *HAVE BEEN SUSPENDED TEMPORARILY;***

- You will receive an email that informs you we have received your test.
- The student will receive an email informing them a test was submitted and what the deadline and time limit is for that test. This happens the moment you click “Finish” above.
- You will receive another email once the student has taken your test.
- If you requested any materials be returned to you via email (the paper test, scratch paper, etc), the Testing Center staff will get that emailed as quickly as possible (during busy times, this will not be in real time however).
- If you want the PM emails to route to a folder instead of your inbox, the Testing Center has directions for you to set this up via Outlook.