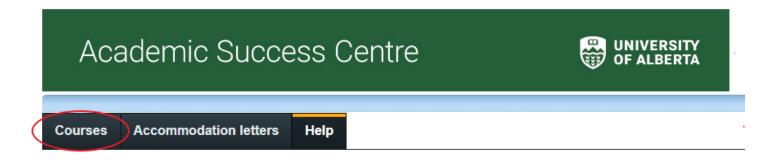




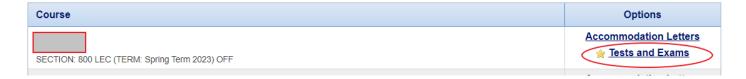


Creating Class Test Definitions in ClockWork

- 1. CLOCKWORK INSTRUCTOR SERVICES PORTAL
 - a. Open the 'ClockWork Instructor Services Portal':
 - i. Select the 'Courses' tab.



ii. Find the relevant course and select "Tests and Exams"

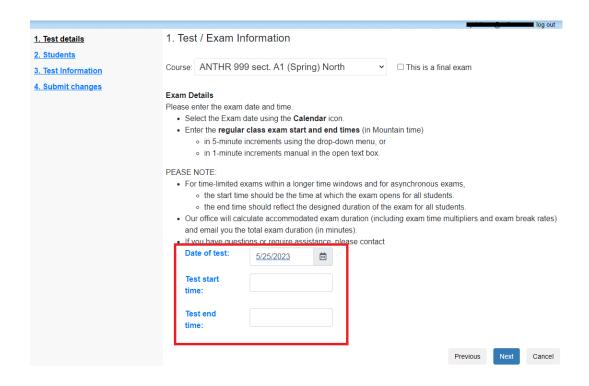


- 2. CREATE THE CLASS TEST DEFINITION
 - a. Enter the date of the test and click "Add this test".



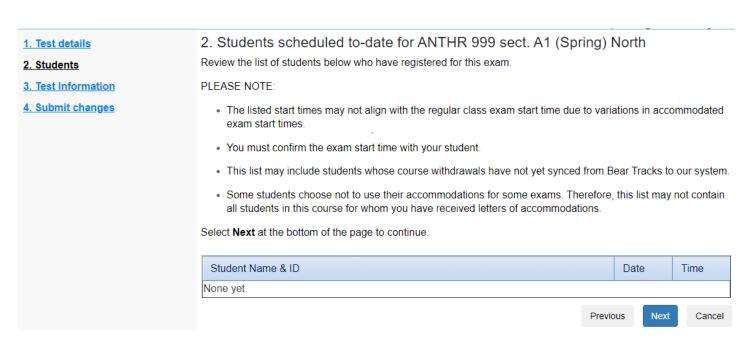
b. Enter the Test / Exam Information and click "Next"

- i. For time-limited asynchronous exams:
 - the start time should be the time at which the exam opens for all students.
 - the end time should reflect the designed duration of the exam for all students.



c. Review the students who are registered for the exam and click "Next".

 Since you are creating a new test definition, there will be no students registered for the exam.



d. Provide the test information about your exam by answering the questions in Step 3. Click "Next" after answering all the questions that are relevant to your test.

1. Test details 2. Students 3. Test Information 4. Submit changes	3. Test Information for ANTHR 999 sect. A1 (Spring) North Accommodations-related questions for North Campus and Campus Saint-Jean courses? Please get in touch with arrec@ualberta.ca. Proctoring-related questions for North Campus? Please get in touch with dosproc@ualberta.ca.
	Proctoring-related questions for Campus Saint-Jean? Please get in touch with corue@ualberta.ca. Accommodations-related questions for Augustana Campus courses?
	Please get in touch with augar@ualberta.ca. Please answer questions one to six about your regular course exam. Questions marked with an asterisk (*) are mandatory. 1. On what University of Alberta campus will your exam take place?*
	□ North Campus □ Campus Saint-Jean □ Augustana Campus
	2. What materials and devices will your students be permitted to use during the regular class exam?*

i. If you require proctoring support from the Dean of Students' Proctoring Centre, be sure to click "yes" in response to the question: "3. Do you want the Dean of Students Proctoring Services to proctor students in your class who are approved for accommodations for this exam?*"

3. Do you want the Dean of Students Proctoring Services to proctor students in your
class who are approved for accommodations for this exam?*
*
○Yes
○ No
Disclaimer(s):
By indicating 'Yes,' you are requesting that the Dean of Students Proctoring Services proctor students
from your class who are approved for accommodations for this exam.
By indicating 'No,' you are indicating that you will be responsible for proctoring all your students in
your class and facilitating approved exam accommodations for this exam.

e. Confirm your exam details and upload a copy of your exam if it requires conversion to alternate format. Click "Submit changes".

