



ACADEMIC SERVICES & LEARNING RESOURCES

Assessment Centre

How to Submit Tests using the ClockWork Online Module

Go to <http://cw.georgebrown.ca/Clockwork/user/instructor/default.aspx> to access the Module.



Courses

Accommodation letters

Help

Professor Information

Welcome to the Professor Information website. You can use this website to:

- View accommodations plans for your course(s) that have been assigned to your students.

Please click the [courses](#) link in the menu in order to get started. You will be asked to login using your school login.

Click on **'Courses'** in the top left hand corner. This will direct you to a log in page.



Professor Log In

Please enter your school username and password below.

Your school username:

Password:

Log In

Enter your employee ID number and STU-VIEW/GBC email password and click **'Log in'**.

Courses

Show term: Spring Session 2017 Refresh

Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
ClockWork CW101 SECTION: 1 375D (TERM: 201603)	Accommodation Letters ★ Tests and Exams
TEST 102 TEST 102 SECTION: 1 225 (TERM: 201603) SJ	Accommodation Letters ★ Tests and Exams

★ indicates that there is at least one future test/exam in the system for the course

Above is the main page of the online module. From here you can view your student's accommodation letters as well as take a look to see if any of your students have scheduled tests. If a student has scheduled an exam, there will be a star next to the Tests and Exams Link. You will be able to confirm any test details as well as submit your test from this module.

To view any upcoming scheduled test appointments, first click on **'Tests and Exams'**.

Scheduled tests and examinations for:

ClockWork CW101 section 1 375D (201603): (2017 May 1 to Aug 30)

Any test dates scheduled by your students are listed below. Please select the Confirm/Edit link for the test you are providing information or materials for.

If you do not see an upcoming test listed (this means students have not yet booked for it), you can let us know about a test date by using the "Tell us about an upcoming test" function.

*****DO NOT use the "Tell us about an upcoming test" function if the test date is already present in the Tests and Exams list below. This will create a duplicate test and your test file and instructions will not be attached to your student's appointment. If you have accidentally created a duplicate, please email the Assessment Centre Integration Technician at alexandra.austin@georgebrown.ca*****

Tell us about an upcoming test

Date of test:

Tests and exams:

Type	Date of test	Class test time	Previously Submitted confirmed file	Action
Test	July 12 Wednesday (2017)	12:00 PM (60 minutes) <small>Last modified: 2017-06-21</small>	No	 Confirm/Edit

This page will show you any upcoming tests that were booked by your students. In this example, you can see that there has been a test booked for July 12th.

To confirm or submit a test, click **'Confirm/Edit'** on the right hand side.

505984 . log out

1. Test details
[2. Students](#)
[3. Test Information](#)
[4. Submit changes](#)

1. Test / Exam Information

Please note that we ask Professors to submit tests at least 48 hours before the student will be writing. Online submission will be closed to Professors 24 hours before the test.

Course: **ClockWork CW101 sect. 1 375D (201603)**

Please enter the original test date, start time and end time below. Do not add any extra accommodated time. We will calculate and apply the appropriate time extensions.

Date of test (yyyy-mm-dd):

Test start time:

Test end time:

Next

Input the date and start/end time that **the class** will be writing your test (**not** the date and start/end time that the accommodated student will be scheduling).

Click **'Next'**

505984 . log out

[1. Test details](#)
2. Students
[3. Test Information](#)
[4. Submit changes](#)

2. Students scheduled to-date for ClockWork CW101 sect. 1 375D (201603)

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.

If a student has booked for a date or start time different from the original test date and it has not been approved by you, please contact the student so that they can reschedule their appointment with us.

Note: student appointment duration will be manually adjusted by Assessment Centre staff based on what you have input as class duration on the previous step.

Student Name & ID	Date	Time
Carol Danvers (1845T)	July 12 Wednesday (2017)	12:00 PM to 1:30 PM
Bruce Wayne (1843T)	July 12 Wednesday (2017)	12:00 PM to 1:30 PM

Next

This page will show you each individual student that has scheduled to write your test in the Assessment Centre. The date and time that the student has scheduled will be located on the right hand side. If the date and time is different than what was agreed upon, please contact your student so that they can reschedule their test with us. If the duration does not appear to be correct, do not worry. This will be manually adjusted by Assessment Centre staff once you have submitted your test.

To continue, click **'Next'**.

- [1. Test details](#)
- [2. Students](#)
- 3. Test Information**
- [4. Submit changes](#)

3. Test Information for ClockWork CW101 sect. 1 375D (201603)

Only fill out this form if you are planning on submitting this test online.

Students must write on the class date:

Students must write at the class time:

If you answered No to either of the above, please let us know of any specific exceptions:

Please check off what items are needed during the test:

- Scantron Needed
- Dictionary
- Calculator
- Exam Booklet
- Formula Sheet
- Open Book (no internet access)

Any course-specific software?

Other Requirements:

Additional Comments:

Best way to reach you:

Phone Number:

Email:

Room number during test:

This section will inform us of the testing conditions for your test. **If you are not planning on submitting your exam online, please skip this page.** This information will apply to all students booked to write this test. If there are any exceptions for specific students, please let us know about them here.

Fill this page out with as much detail as possible and click **'Next'**.

505984 . log out

[1. Test details](#)
[2. Students](#)
[3. Test Information](#)
4. Submit changes

4. Confirm exam details for ClockWork CW101 sect. 1 375D (201603)

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

ClockWork CW101 sect. 1 375D (201603)
Wed July 12, 2017 . 12:00 PM - 1:00 PM

Test information

Students must write on the class date:	Yes
Students must write at the class time:	No
Calculator	yes
Any course-specific software?	Microsoft Excel
Best way to reach you:	by phone
Phone Number:	416-416-5000
Email:	test@test.ca
Room number during test:	554E

File upload

Note: If you want to upload more than one file, follow these steps: 1. Click 'Submit changes' 2. Click 'Back to test listing' 3. Click 'Review file' 4. Upload the next file and repeat until all files have been uploaded.

Select test/exam file to submit:

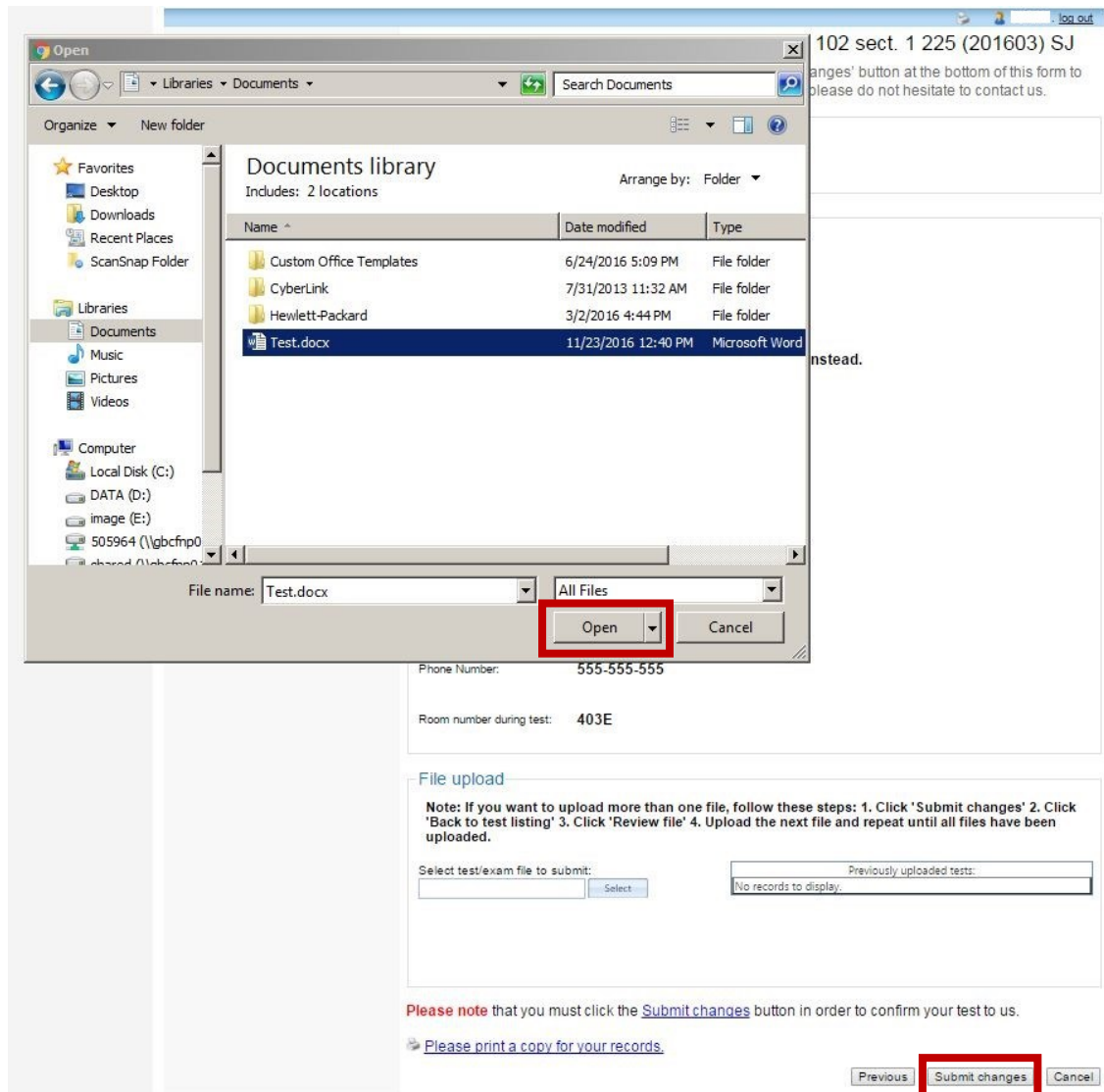
Previously uploaded tests:
No records to display.

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 screen allows you to review the details of the test information you have provided.

If you would like to attach an exam file at this time, click the **'Select'** button under the file upload section.



Choose your exam file and click open. If you need to submit multiple files for a test, please see our “**How to Submit Multiple Files**” tutorial. You can also confirm the test information but upload the exam at a later date. **The cut off time for being able to upload an exam and provide test details is 24 hours before the test.**

Click ‘**Submit Changes**’ to confirm your test.

Test / Exam submission complete

Thank you for submitting your test / exam.

[Back to courses list](#)
[Back to test listing](#)
[Logout](#)

Email: letstalk@georgebrown.ca
 Casa Loma Campus, 416-415-5000 ext. 4685
 St James Campus, 416-415-5000 ext. 2107
 Waterfront Campus, 416-415-5000 ext. 5370
 Ryerson Campus, 416-415-5000 ext. 2621

You have now confirmed the details of your test.

Please note that if you are submitting via email or in person, we will still need the test information submitted **with** the test, even if you have submitted the online form. **We will only be referring to the online form if you have submitted the test online.**

To go back to view your upcoming exams, press **'Back to test listing'**.

Scheduled tests and examinations for:

ClockWork CW101 section 1 375D (201603): (2017 May 1 to Aug 30)

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[Tell us about an upcoming test](#)

Date of test:

Tests and exams:

Type	Date of test	Class test time	Previously Submitted Action confirmed file
Test	July 12 Wednesday (2017)	12:00 PM (90 minutes) <small>Last modified: 2017-06-21</small>	<input checked="" type="checkbox"/> Yes Review file Confirm/Edit

From here you can edit your test, add another file, check for new bookings or review the test file(s) that you have submitted by clicking the **'Review file'** or **'Confirm/Edit'** links.