1. **Name Your Exam**
   Students will select the test by name when they sign in to make appointments.

2. **Select Your Tests & Courses**
   Exams created in Blackboard should automatically appear for selection in the drop-down menu. If you do not see them, simply select your class from the list of current courses you’re attached to. Continue submitting the form. Your current test submission will be visible to all students in the selected courses, and they’ll be able to make appointments for the test.
   *Please note: a unique test submission must be made for each course. As a rule of thumb: 1 submission per Blackboard course per test.*

3. **Set Date & Alloted Time**
   Set the availability dates. These dates should match your exam availability settings on Blackboard. Set the alloted time for the exam. Even if your test has no time limit, please enter the anticipated time it takes to complete the test. This field does not limit how much time is available to students. It is used to optimize scheduling.

4. **Enter The Correct Course ID**
   The complete Course ID must be entered. The Course ID can be found on the Blackboard menu by clicking “Content Collection” Tab under control panel. Please enter the full and complete course ID in this field.

5. **Test Aids**
   Select any test aides that you allow. Students may not use test aids unless indicated here by the instructor.

6. **Collect / Discard Material**
   Indicate whether you’d like us to collect and mail you student’s scratch paper and test aids, or have them recycled. Some instructors assign partial credit based on students’ work.

7. **Additional Instructions**
   Additional instructions can be added here.