

How to Add a New Exam Submission

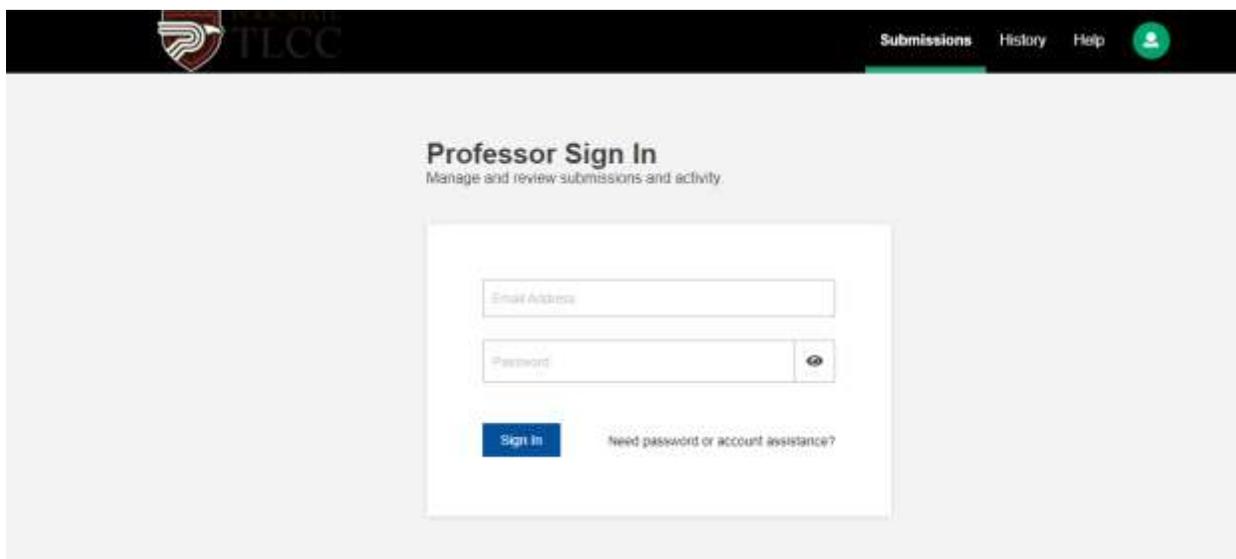
A test submission should be used for the following:

- Make-up exams
- Accommodations which cannot be met via class and/or Honorlock
- Students lacking the necessary technology to test remotely
- Hybrid classes

Test submissions should be submitted **at least 24 business hours** prior to the test opening to ensure students can make an appointment 12 hours in advance of their test date. **Alternative test format, scribe, or reader** should be submitted one week in advance. The student will be responsible for scheduling the scribe or reader through the Office of Disability Services.

Step 1:

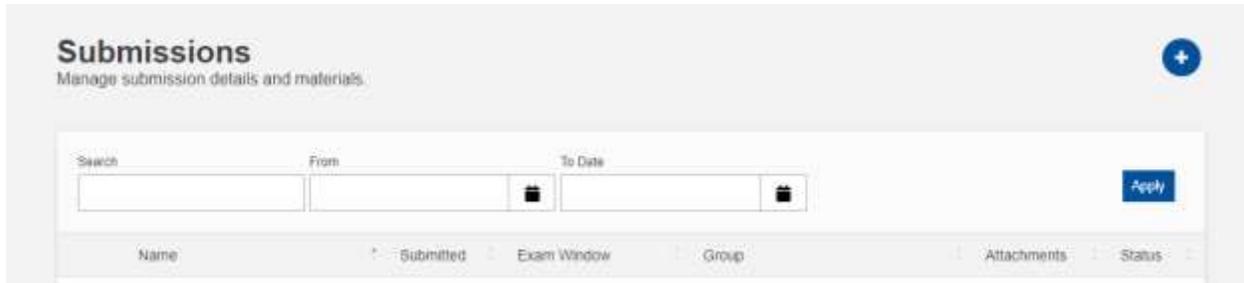
Sign into the Professor Portal using your Polk email and password.



The screenshot shows the Professor Sign In page. At the top, there is a dark navigation bar with the TLCC logo on the left and links for 'Submissions', 'History', 'Help', and a user profile icon on the right. The main heading is 'Professor Sign In' with the subtitle 'Manage and review submissions and activity'. The sign-in form contains two input fields: 'Email Address' and 'Password'. Below the password field is a 'Sign In' button and a link that says 'need password or account assistance?'.

Step 2:

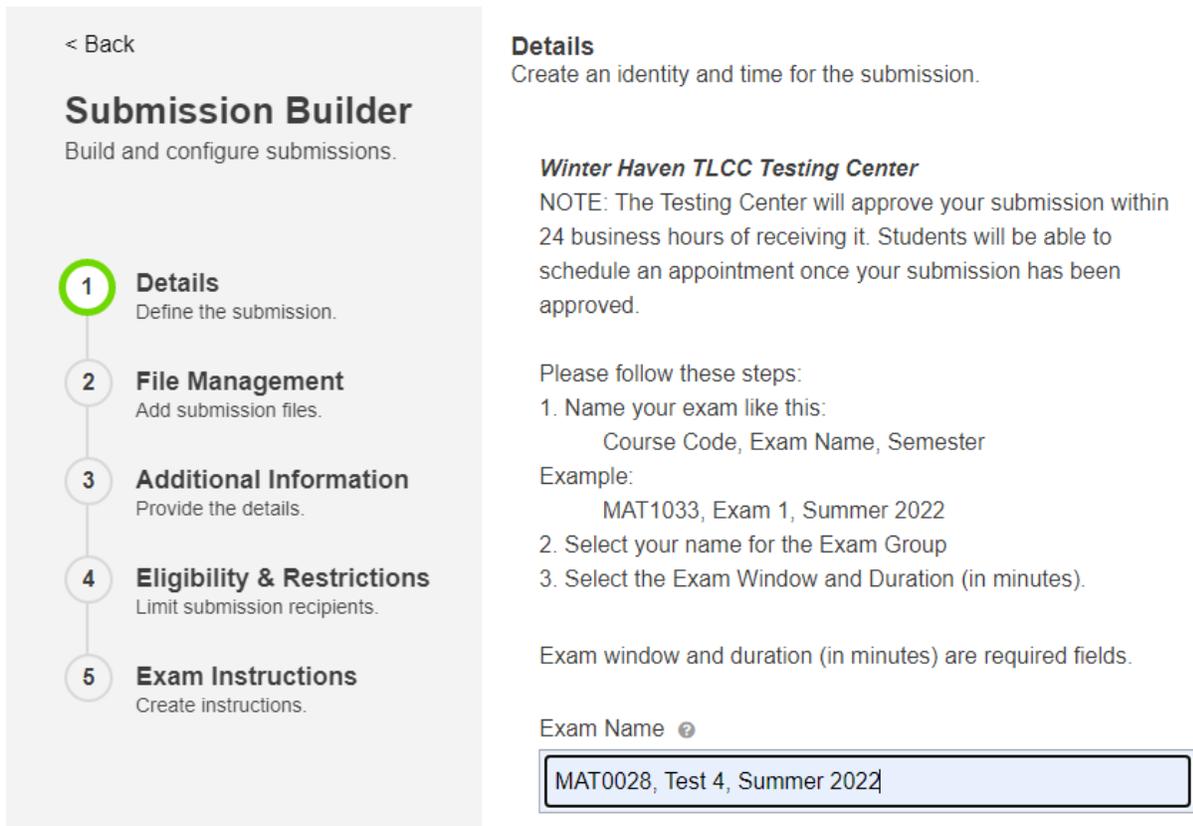
Navigate to the menu on the top right and click on the + button.



Step 3:

Begin filling out the submission form with your test name in section 1. This is the name your students will see when making an appointment.

IMPORTANT NOTE: When submitting a new test/exam, you **MUST** include the Course Prefix and Number. Please include the type of exam (quiz, final, midterm, etc.) and exam number.



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Submission Builder

Build and configure submissions.

- 1 Details**
Define the submission.
- 2 File Management**
Add submission files.
- 3 Additional Information**
Provide the details.
- 4 Eligibility & Restrictions**
Limit submission recipients.
- 5 Exam Instructions**
Create instructions.

Details

Create an identity and time for the submission.

Winter Haven TLCC Testing Center

NOTE: The Testing Center will approve your submission within 24 business hours of receiving it. Students will be able to schedule an appointment once your submission has been approved.

Please follow these steps:

- Name your exam like this:
Course Code, Exam Name, Semester

Example:
MAT1033, Exam 1, Summer 2022

- Select your name for the Exam Group
- Select the Exam Window and Duration (in minutes).

Exam window and duration (in minutes) are required fields.

Exam Name ⓘ

Step 4:

Select the exam group with your name by clicking the drop-down menu (if you do not see this, please contact your testing center before submitting your exam). Enter the **Start date** and **End date**.

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Exam window and duration (in minutes) are required fields.

Exam Name ⓘ
MAT0028, Test 4, Summer 2022

Select the exam group/s for this test ⓘ
|
Class Tests > Math > Immel, Debra

Start Date ⓘ End Date ⓘ
  

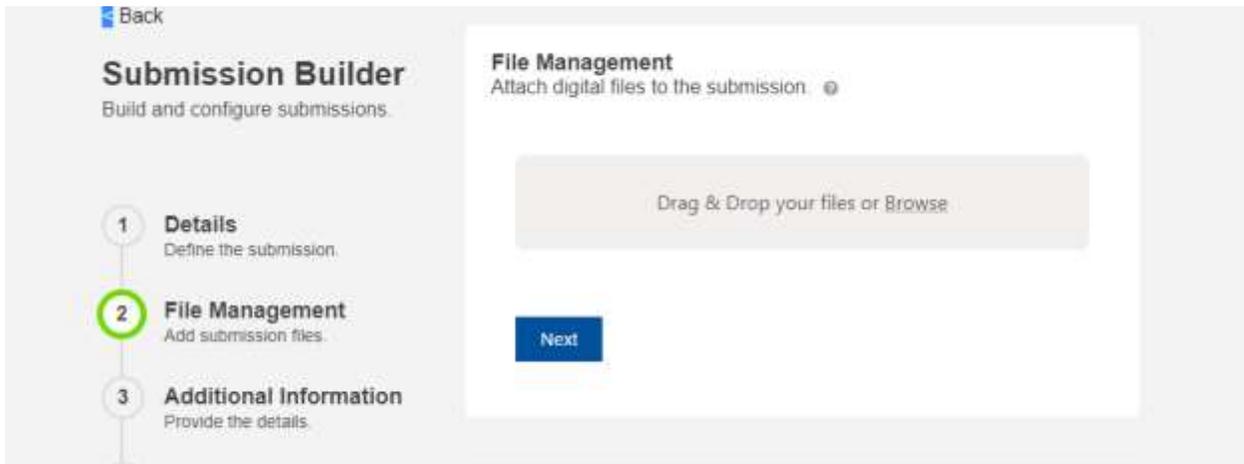
> Time Restriction
Allotted Minutes ⓘ

Next

After entering the dates, the next entry field is for the “Allotted Minutes for Exam.” Enter the allotted time (in minutes) in the textbox. Enter the standard time for the exam. **For students with extended time accommodations, the system will calculate the new time limit. If your exam is in Canvas, please be sure to set the correct time for accommodated testers.**

Step 5:

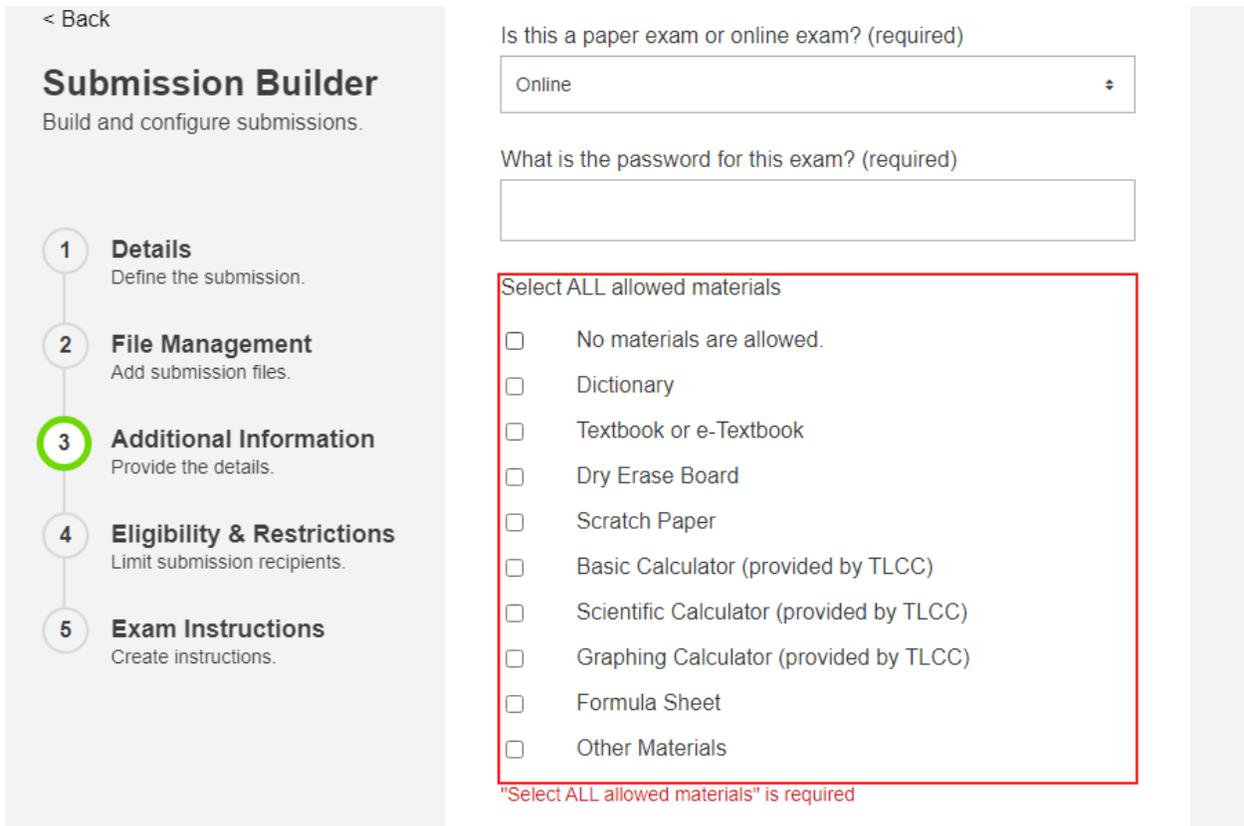
Upload any necessary test materials. For hybrid class testing, please upload a roster.



The screenshot shows the 'Submission Builder' interface. On the left, a progress bar indicates three steps: 1. Details (Define the submission), 2. File Management (Add submission files), and 3. Additional Information (Provide the details). Step 2 is currently active. The main content area is titled 'File Management' and includes the instruction 'Attach digital files to the submission.' Below this is a large grey box with the text 'Drag & Drop your files or Browse'. At the bottom of the main area is a blue 'Next' button.

Step 6:

Please indicate whether your test is paper or online/electronic. If you select online, another text-entry box appears, and you must enter the password for the exam. Complete the section on allowed materials (please note – if no materials are allowed then “no materials allowed” must be checked).



The screenshot shows the 'Submission Builder' interface at Step 6: Additional Information. The progress bar on the left shows five steps: 1. Details, 2. File Management, 3. Additional Information (active), 4. Eligibility & Restrictions, and 5. Exam Instructions. The main content area contains the following elements:

- A '< Back' link at the top left.
- The title 'Submission Builder' and subtitle 'Build and configure submissions.'
- A dropdown menu labeled 'Is this a paper exam or online exam? (required)' with 'Online' selected.
- A text input field labeled 'What is the password for this exam? (required)'.
- A section titled 'Select ALL allowed materials' containing a list of checkboxes:
 - No materials are allowed.
 - Dictionary
 - Textbook or e-Textbook
 - Dry Erase Board
 - Scratch Paper
 - Basic Calculator (provided by TLCC)
 - Scientific Calculator (provided by TLCC)
 - Graphing Calculator (provided by TLCC)
 - Formula Sheet
 - Other Materials
- A red note at the bottom: '"Select ALL allowed materials" is required'

Step 7:

Indicate whether a scantron is required and if bathroom breaks are allowed. Choose how you would like your exam materials returned to you. Please read the Testing Center Guidelines and then indicate that action by clicking the “I have read and agree to the Testing Center Guidelines” indicator.

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Scantron is required

Yes

No

Bathroom Breaks are Allowed

Yes

No

How would you like your exam materials returned to you?
(required)

- Choose an option -

Testing Center Guidelines (click this to read guidelines)

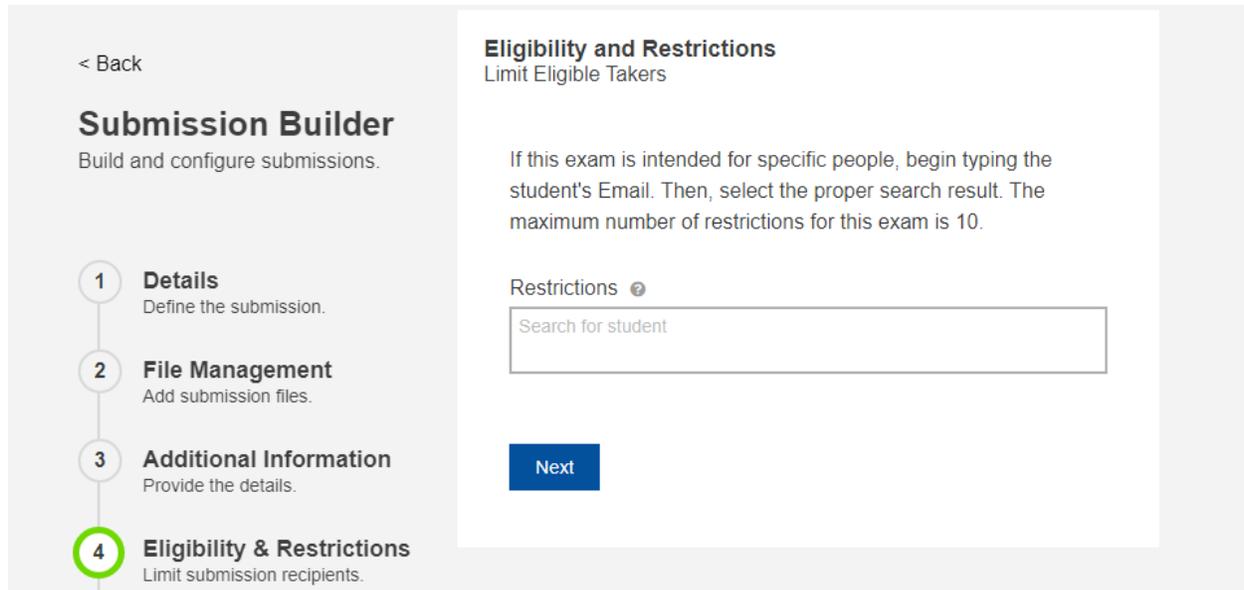
I have read and agree to the Testing Center Guidelines



Next

Step 8:

The next section Eligibility and Restrictions is used to indicate which student(s) is intended to complete the exam. To limit scheduling of this test to a particular student(s), type that student's Polk State email address.



The screenshot shows a web interface for a 'Submission Builder'. On the left, a vertical navigation pane contains four steps: 1. Details (Define the submission), 2. File Management (Add submission files), 3. Additional Information (Provide the details), and 4. Eligibility & Restrictions (Limit submission recipients). Step 4 is highlighted with a green circle. At the top left of the main content area is a '< Back' link. The main content area is titled 'Eligibility and Restrictions' with the subtitle 'Limit Eligible Takers'. Below the title, there is instructional text: 'If this exam is intended for specific people, begin typing the student's Email. Then, select the proper search result. The maximum number of restrictions for this exam is 10.' Underneath this text is a section labeled 'Restrictions' with a help icon, followed by a search input field containing the placeholder text 'Search for student'. At the bottom of the main content area is a blue 'Next' button.

Step 9:

Indicate any additional information you would like shared with the testing center in the Additional Instructions box. Upon completion, you may choose **Submit** or Submit and **Print**. The Testing Center will activate the exam within 24 hours to make it available for students to register and schedule an appointment online. If we have any questions about your submission, we will contact you before approving it.

Additional Instructions

Any other information you need the Testing Center to know, please put here.

Instructions ⓘ

Submit Submit and Print

For any changes to your submission, we recommend contacting the Testing Center to ensure they are aware of the change.

Also, the “History” tab allows you to see if your student scheduled their exam and the status of their testing session.

History

Review registrations for your submissions.

Search

From Date

To Date

Exam Registration
 Apply

Date	Type	Name	Student	Status	Info
7/5/2022 3:00 PM	Exam	MAT0022C - Immel - Unit C Test - D. Immel	Christopher	No Show	
7/11/2022 10:00 AM	Exam	MAT0028, Test 4, Summer 2022 - D. Immel	Rebecca	Checked Out	Started: 7/11/22 9:57 Ended: 7/11/22 10:56
7/11/2022 1:30 PM	Exam	MAT0028, Test 4, Summer 2022 - D. Immel	Cindy	Checked Out	Started: 7/11/22 1:29 Ended: 7/11/22 2:21
7/12/2022 2:30 PM	Exam	MAT0028, Test 4, Summer 2022 - D. Immel	Edwin	Checked Out	Started: 7/12/22 2:37 Ended: 7/12/22 3:31
7/12/2022 2:30 PM	Exam	MAT0028, Test 4, Summer 2022 - D. Immel	Dwight	Checked Out	Started: 7/12/22 3:30 Ended: 7/12/22 5:03
7/20/2022 2:30 PM	Exam	MAT0028 - Test 5 Unit E - D. Immel	Edwin	Checked In	Started: 7/20/22 3:08

Show entries
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