

Info for Instructors

Uploading Exams Online

1. Login to [ClockWork](#) with your CCID and password:

UNIVERSITY STUDENT SERVICES
Student Success Centre

Instructor Log In

To access this site you will need to log in with your University of Alberta Campus Computing ID (CCID) and password. Please remember to log out when you are done.


Please enter your UofA CCID:

Password:

ClockWork Online Student Access

2. Click the [courses](#) link in the menu.

UNIVERSITY STUDENT SERVICES
Student Success Centre

[Courses](#) [Accommodation letters](#) [Help](#)  cheypesh . [log_out](#)

Instructor Information

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

- View accommodations that have been assigned to your students
- Tell us about your upcoming mid-terms, tests or quizzes

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

ClockWork Online Student Access

3. To add a **NEW** test choose a date from the Date Chooser and click “Add this test.”

UNIVERSITY STUDENT SERVICES
Student Success Centre

Courses Accommodation letters Help

cheypesh . log_out

Scheduled tests and examinations for:

MATH 99 section Z1 (2018 Summer Session): Oksana Cheypesh (2018 Jun 16 to Aug 31)
Please examine the tests and exams already listed below for your class.

(1) If you want to change an existing booking in our system, please click Confirm/Edit link for the exam you are providing information or materials for.

(2) If you want to add a new exam, please choose a date from the below Date Chooser, and then click "Add this test". Follow the steps in that wizard.

If you must cancel a Test or Exam or an exam with an incorrect date has been added please contact the AR Exam Accommodation office at arexam@ualberta.ca

If possible, please refrain from changing the exam date, start time, duration or uploaded files within 3 days of when the exam is scheduled. If you make a late change to the exam booking, please notify AR Exam Accommodation Office as soon as possible.

Currently there is an issue with downloading a previously uploaded exam in Chrome. Firefox and Internet Explorer do not have this issue. Please use Firefox or Internet Explorer if you intend to download a previously uploaded exam.

[Tell us about an upcoming test](#)

Date of test:

Tests and exams:

Type	Date of test	Class test time	Previously Submitted Action confirmed file
No records to display.			

[Back to course list](#)

ClockWork Online Student Access

Enter the date of the exam and the start and end times. The AR Exam Office will calculate and apply appropriate time extensions, if needed.

If a final exam occurs within Exam Period, check “This is a final exam.” If a final exam occurs outside of the Exam Period, leave this box un-checked.

UNIVERSITY STUDENT SERVICES
Student Success Centre

cheypesh . log_out

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

1. Test / Exam Information

Course: MATH 99 sect. Z1 (2018 Summer Session) This is a final exam

Please enter the regular test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us at arexam@ualberta.ca

Important Note:
Only check the "This is a Final Exam" Checkbox located above, if the Final Exam runs during the Exam period.

Very Important Note:
Enter the regular start and end times that your class will write this exam.

Date of test (yyyy-mm-dd): 2018-08-16

Test start time: 9:00 AM

Test end time: 11:00 AM

Next Cancel

ClockWork Online Student Access

NOTE: If you need to cancel an exam or make changes to tests or exams within 3 days of the when the exam is scheduled, please notify AR Exam Accommodation Office (arexam@ualberta.ca) as soon as possible.

Enter all relevant Exam Details, including any materials required for completing the exam.

Remember to include your contact information, in case a student needs to reach you while they are writing their exam.

Provide instructions for how you would like the exam returned to you.

The screenshot shows a web interface for the University Student Services Student Success Centre. The page title is "3. Test Information for MATH 99 sect. Z1 (2018 Summer Session)". The main heading is "EXAM DETAILS:". A note states: "Note: Questions marked with a " * " are Mandatory". Below this, there is a question: "* 1. Does this exam require a computer?" with radio buttons for "Yes" and "No". A bold instruction follows: "If yes, please ensure that the exam format is compatible with SAS Equipment, Let us know what materials are required." There are three checkboxes: "Digital file" (with a sub-label "format, ex. mp3" and a text input field), "Internet" (with a sub-label "format, ex. eClass" and a text input field), and "Other:" (with a sub-label "format, ex. Excel" and a text input field). A navigation menu on the left includes links for "1. Test details", "2. Students", "3. Test Information", and "4. Submit changes". The top right corner shows a user profile icon and the text "cheypesh . log_out".

UNIVERSITY STUDENT SERVICES
Student Success Centre

cheypesh . log_out

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

3. Test Information for MATH 99 sect. Z1 (2018 Summer Session)

EXAM DETAILS:

Note: Questions marked with a " * " are Mandatory

* 1. Does this exam require a computer? Yes No

If yes, please ensure that the exam format is compatible with SAS Equipment, Let us know what materials are required.

Digital file
format, ex. mp3

Internet
format, ex. eClass


Other:
format, ex. Excel

4. To edit an **EXISTING BOOKING**, click the “Confirm/Edit” link for the exam you wish to change.

NOTE: If you need to cancel an exam or make changes to tests or exams within 3 days of the when the exam is scheduled, please notify AR Exam Accommodation Office (arexam@ualberta.ca) as soon as possible.

UNIVERSITY STUDENT SERVICES
Student Success Centre

Courses Accommodation letters Help

 cheypesh [log out](#)

Scheduled tests and examinations for:

MATH 99 section Z1 (2018 Summer Session): Oksana Cheypesh (2018 Jun 16 to Aug 31)
Please examine the tests and exams already listed below for your class.

(1) If you want to change an existing booking in our system, please click Confirm/Edit link for the exam you are providing information or materials for.


(2) If you want to add a new exam, please choose a date from the below Date Chooser, and then click "Add this test". Follow the steps in that wizard.

If you must cancel a Test or Exam or an exam with an incorrect date has been added please contact the AR Exam Accommodation office at arexam@ualberta.ca

If possible, please refrain from changing the exam date, start time, duration or uploaded files within 3 days of when the exam is scheduled. If you make a late change to the exam booking, please notify AR Exam Accommodation Office as soon as possible.

Currently there is an issue with downloading a previously uploaded exam in Chrome. Firefox and Internet Explorer do not have this issue. Please use Firefox or Internet Explorer if you intend to download a previously uploaded exam.

[Tell us about an upcoming test](#)

Date of test: 

Tests and exams:

Type	Date of test	Class test time	Previously Submitted Action confirmed file
No records to display.			

ClockWork Online Student Access

5. Once you have entered all of the exam details, you will receive an e-mail confirmation from the AR Exam Accommodation Office.



Oksana Cheyresh <cheyresh@ualberta.ca>

Receipt of Exam Instruction and Authorization form and further steps for MATH 99 sect. Z1 (2018 Summer Session)

1 message

arexam@ualberta.ca <arexam@ualberta.ca>
To: cheyresh@ualberta.ca

Thu, Aug 9, 2018 at 3:34 PM

You have successfully submitted the Exam Instruction and Authorization form for MATH 99 sect, Z1 (2018 Summer Session)

If you have not done so yet, please ensure you upload a digital copy of your Test/Quiz/Midterm/Lab Final to the ClockWork system a minimum of 2 full business days before the date of the exam.

Instructor: Oksana Cheyresh

Course: MATH 99 sect, Z1 (2018 Summer Session)

Students:

(students may be blank if no students are registered to take this exam)

Date: August 9, 2018 3:34 PM

Exam Accommodation Office Team

email: arexam@ualberta.ca

(780) 492-9816