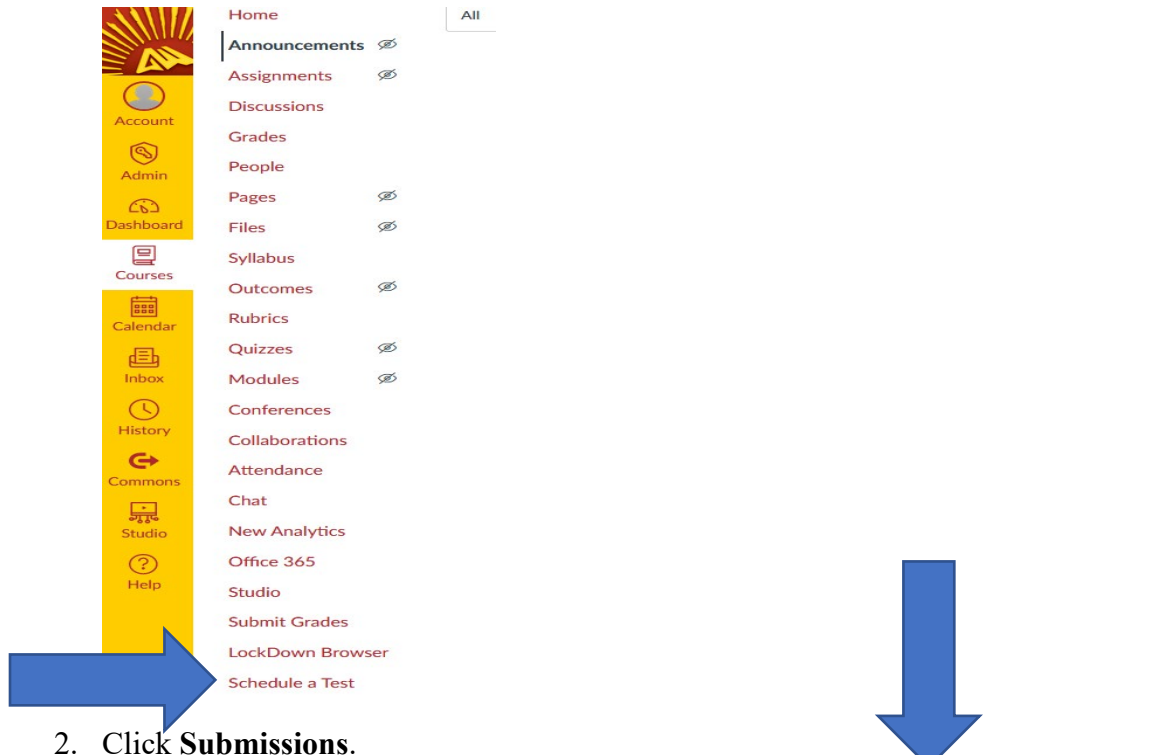
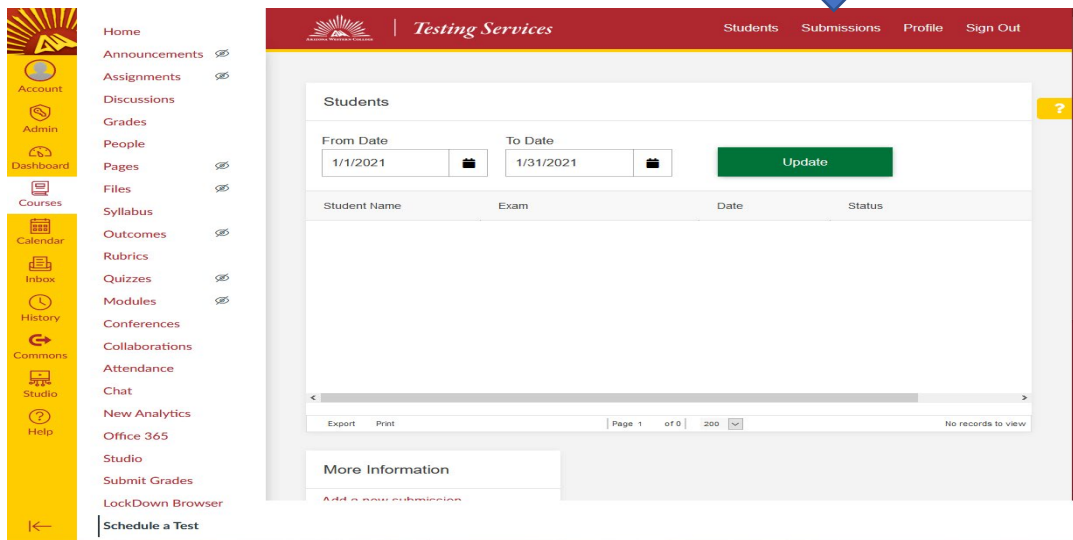


Professor Steps

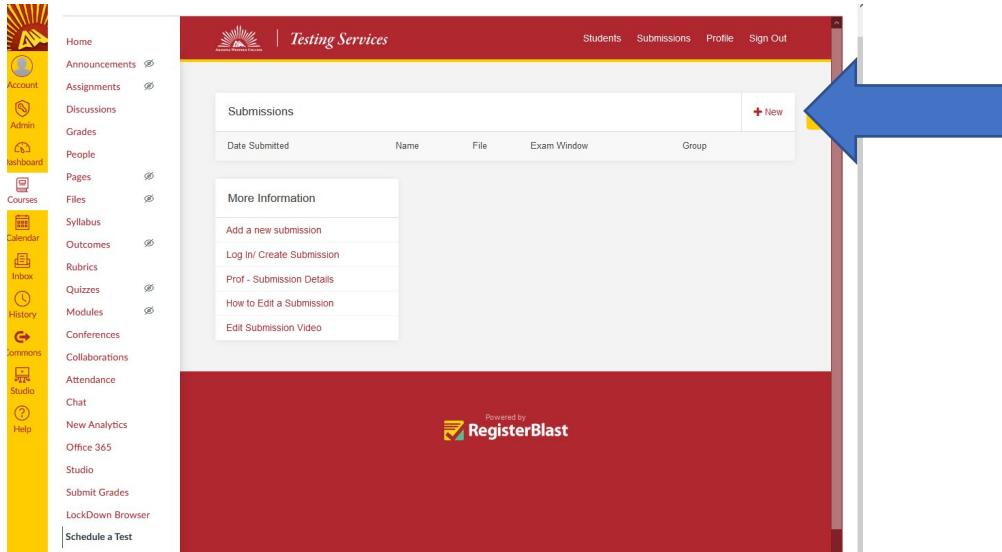
1. Log into Canvas and click on **Schedule a Test**.



2. Click **Submissions**.



3. Click +NEW.



4. Complete the **Submission Builder** form.

5. Name the exam using the following format: Subject, Course#, Section#, Professors Initial of First Name, Professors Full Last Name and Exam Name.

- Examples:
 - **BIO-181-701, J. Doe, Exam #1**
 - **MAT-151-702, J. Doe, Mid-Term**
 - **MUS-120-703, J. Doe, Final Exam**
- You must create one exam submission for each exam within your course.
- Do not create one exam submission for all exams in our course.
- Do not delete your submissions. If you have questions please remit an email to testing@azwestern.edu

6.


a. Type in **Submission Name**.

Submission Name ?



b. Select the exam group/s for this test

Select the exam group/s for this test ?



c. Add Start Date and End Date

Start Date  End Date 

d. Add Allotted Minutes


> Time Restriction


Allotted Minutes 

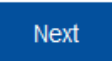
 

e. Add **File Management**. Attach digital files to the submission

File Management

Attach digital files to the submission. 


 Browse"/>



f. Fill in **Additional Information**. Answer and additional questions


i. **Professor Contact Information (required)**

Professor Contact Information (required)



ii. **Course Number (required)**

Course Number (required)



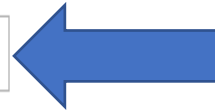
iii. **Type of Test (required)**. Select from **On Computer**, **Paper/Pencil** or **Other**.

Type of Test (required)



iv. **Type of Course (required).** Select from **In-person, Zoom, Zoom/In-Person Online or Hybrid.**

Type of Course (required)



v. Select **Other testing locations besides Yuma Campus?**

Other testing location besides Yuma Campus?

- San Luis
- Somerton
- Parker
- MCAS



If other, please list here

1. If other, please list here

Other testing location besides Yuma Campus?

- San Luis
- Somerton
- Parker
- MCAS

If other, please list here



vi. Select **Options allowed for testing (required)**

Options allowed for testing (required)

- Books
- Breaks allowed
- Calculator
- Notes
- None
- Other



If Other, please list

1. If other, please list

Options allowed for testing (required)

- Books
- Breaks allowed
- Calculator
- Notes
- None
- Other

If Other, please list

If Other, please list



vii. Type in student or students' names in **Please add students here**

Please add students here



7. **How do you want your exams returned (required)** Choose an options; Online, nothing to pick up, I will pick up exams or Scan and email.

How do you want your exams returned (required)

- Choose an option -



Next

8. Add in **Exam Instructions** if needed.

Exam Instructions

Instructions ?



9. Click **Submit** button or **Submit and Print**.



Submit

Submit and Print

