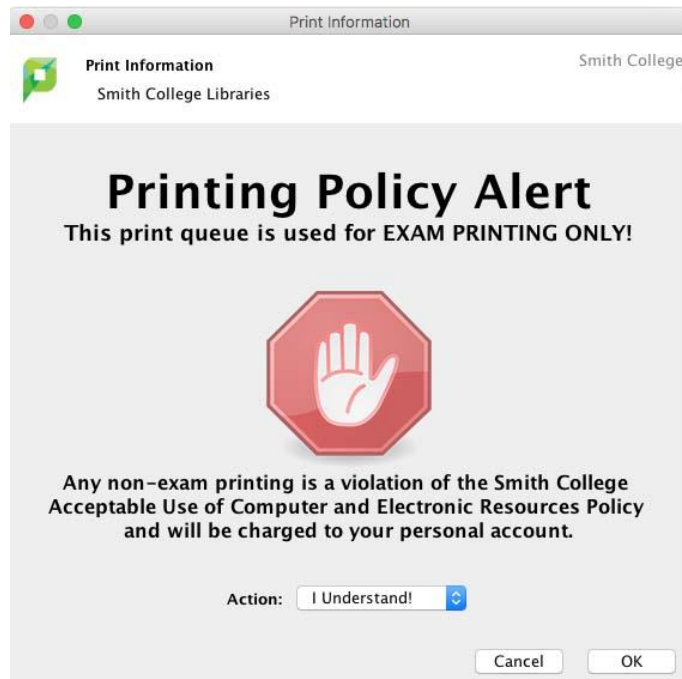


Seelye Self Scheduled Science Exam Steps for Students
Academic Year 2018-2019

Walk through the self-scheduled exam process with this [You-Tube Video!](#)

Detailed written instructions are below.

1. **During the exam period, go to Seelye B8, login to Moodle to access the exam posted by instructor and print the exam to the “ExamPrinting” queue in Seelye B8.** When students print the exam from Moodle, they should be sure to change the printer at the top of the print dialog box to **the “ExamPrinting” queue so that they are not charged for printing.** Date and time of printing are automatically printed on the exam. (If students accidentally print via the wrong queue and end up with no time stamped on their copy of the exam, they can use the timestamp on the top of the exam box to manually record the time it was printed.) Smith Students will need their OneCard to release their print job. See below for further printing details for non-Smith students.
Exams will print single-sided by default. Please do not use the “ExamPrinting” queue to print anything else. The Acceptable Use of Computer and Electronic Resources Policy applies. The policy alert dialogue is an indicator that students have selected the correct print queue.



Student ETS workers are available in Seelye to help with problems or questions Monday through Thursday until 9:30 PM, Saturday from 8:00am to 4:30pm, Sunday from 1:00pm to 9:00pm. They also stock the printers with paper and toner. The building and B8 is accessible 24/7 for Smith students via OneCard and door swipes. See below for further building access details for non-Smith students.

1. **Immediately after printing the exam, students take the exam on the third floor of Seelye** after 5:00 PM Monday through Friday, anytime Saturday and Sunday. The 3rd floor classrooms in Seelye (301,302,304,306,308,310,311,312, and 313) have been reserved as a quiet study area during these times. These spaces are not available Monday through Friday 8:00 AM to 5:00 PM because of regularly scheduled classes; exams may not be taken in these rooms during

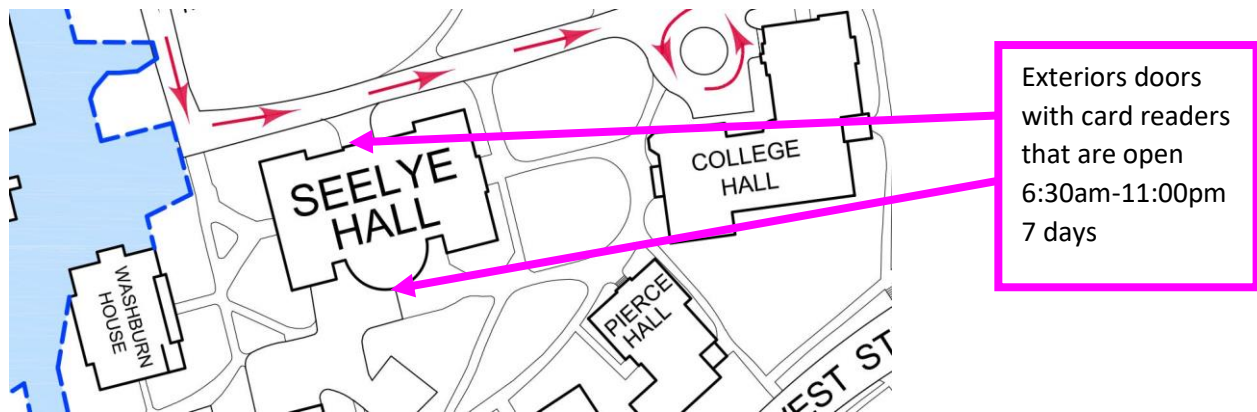
Seelye Self Scheduled Science Exam Steps for Students Academic Year 2018-2019

that time. For Spring 2019 the exception is Seelye 310 which is reserved for exams Mondays, Tuesdays, and Wednesdays 12:00-4:00 pm and Seelye 311, Fridays 1:00-4:00pm. Unfortunately there was no space available Thursdays during the day.

2. Students are encouraged to print their exams when student staff are present for troubleshooting. See below for further building access details for non-Smith students.
3. **Immediately upon completion of the exam, students return to the Seelye basement outside of B8, manually time stamp and staple the exam** (stamp and stapler are attached to the top of the lock box), and place the exam in the slot in the lock box labeled with the corresponding course subject.

Access to Seelye B8 for Non-Smith students: The two exterior doors with card readers at Seelye Hall are open 6:30am-11:00pm 7 days a week (excluding observed Holidays when the campus is officially closed [Independence day](#), [Labor Day](#), [Monday of Fall Break](#), [Thanksgiving Break](#), [Winter Break](#), [Martin Luther King Day](#), [Memorial Day](#)).

Seelye B8 is accessible to students without a OneCard for exam printing **Monday-Thursday 5:00pm to 9:30pm, Saturdays 8:00am to 4:30pm and Sundays 1:00pm to 9:00pm excluding the weekend of Fall and Thanksgiving Breaks.** Students should be prepared to show their ID from their home institution.

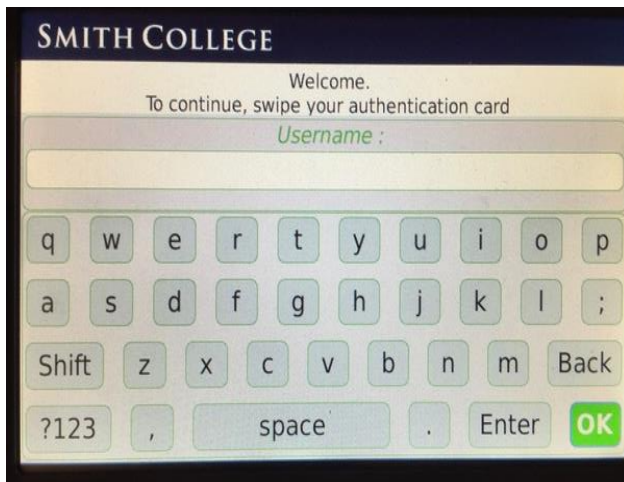


Exam printing for non-Smith Students:

1. Login to a computer in Seelye B8 with your Smith assigned user name and password. Your Smith assigned user name starts with the first initial of the name of your home institution: a-bjones for Amherst , h-cjones for Hampshire, u-djones for Umass, m-ejones for Mount Holyoke and hs-fjones for High School students. (If you are not sure what that is, call or stop by the [Smith IT service center](#). See their webpage for hours and contact info.)
2. Login to Moodle to get to the course and the exam posted by the instructor
3. Print the job, selecting the ExamPrinting queue (will print single sided by default)

Seelye Self Scheduled Science Exam Steps for Students Academic Year 2018-2019

4. Walk over to a printer, on the c-pad reenter the Smith assigned user name and password to release the print job. See pictures of the c-pad dialogue on the next page.



This process will only work for printing exams during the hours when self-scheduled exams are being given. All other printing for 5 College Student and High School students should follow the same process as "guest" printing. [Information can be found on the ITS website.](https://www.smith.edu/tara/printing/guest.html)
<https://www.smith.edu/tara/printing/guest.html>