

Instructions for Faculty

- Pick up your final packet from Margarita on Tuesday Dec 10th or from Maria in the STEM Center after that date. If you teach early, let me know when works best for you and we can arrange a different pick-up option.
- Make sure you remember the password you set up for the final to give to your students. Put it on the board only when you want all the students to start.
- If a student submits by mistake, or if somehow their attempt is interrupted, you will have to go back in and allow them to retake the test. The way you would do that is:
 - Go to Course Tools
 - Scroll down to Gradebook
 - Under Gradebook Views, select Tests
 - Any test that is incomplete will be marked in red with the words “access needed”. Click the access needed link to open the Results window for that student. Select Enable Access from the actions dropdown list to the right of the incomplete assignment, and click the Go button.
- Once all students have started the online part, it is recommended that you change the password, for security purposes.
- Do not provide any help such as writing formulas on board.
- The final is 2 hours long. Do not give the students extra time, even if they showed up late.
- Please be vigilant about cheating. With online exams, students may try all kinds of tricks...Let them know that cheating is not tolerated and if caught, they will fail the final (which translates into failing the class).
- You need to grade the free response on your own. Rubric will be in your packet.