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# DEPARTMENT OF COMPUTER SCIENCE

## TEST RESERVATION SYSTEM

### HELP PAGE

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#### INTRODUCTION

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The Department of Computer Science Test Reservation System is designed to allow students in large service courses in Computer Science to efficiently schedule exams that are designed to be taken in the Test Reservation Center, the Student Disability Resource Center, or various other locations.

In order to use this system, a student must:

- You must be a student at Florida State University
- You must be registered for the class that you are seeking to reserve a test for
- You must have paid all of your dues/ must not have any academic stops.
- Must have an FSU username (FSUID) and e-mail address
- Must have a good internet connection

This document will describe how to login to the system, check a reservation, and change a reservation. The link to the Test Reservation System can be found on your Course Blackboard site.

#### UNIVERSITY TESTING CENTER

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The University Testing Center is located at the Stadium University Center C which is located on the South Side of the stadium where the statue of the football players reside. Do not take any electronic devices into the Testing Center and be sure to take your FSU Identification card. They (the Testing Center Staff) will not accept any other form of ID.

## LOGGING IN

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If you are logging in for the first time you will be using your FSU issued id and password. The Authentication for the login is the same. If you have forgotten your password and/or username you need to contact the University Help Desk at (850) 644-4357 (HELP) to have them reset your password. The login screen is shown in Figure 1.

The screenshot shows the 'Exam Reservation System' login interface. At the top left, the title 'Exam Reservation System' is displayed in red. Below it, the text 'Log In:' is written in red. The main content area is enclosed in a white box with a black border. Inside this box, there are two sections: 'Important Policies' and 'Log In Information'. The 'Important Policies' section contains three bullet points: 'Exam reservations made or changed after the deadlines posted on the class Agenda will be penalized in accordance with the course syllabus unless you can provide written proof why you missed your original exam.', 'Bring your FSU ID Card to your exam and arrive on time. Failure to do either will result in you not being able to take the exam.', and 'Do not take any electronic devices into the testing center.' The 'Log In Information' section contains one bullet point: 'Your FSUID and password is the same that you use to Log In to BlackBoard.' Below this, a line of text reads 'See the Class Syllabus for more details on these and all class policies.' A horizontal line separates this text from the login form. The form includes the instruction 'Please enter the below information then click the Log In button.' followed by two input fields: 'Your FSUID: [input]@fsu.edu' and 'Your Password: [input]'. Below the password field is a 'Log In >' button, and below that is a 'Forgot Your Password?' button.

**Exam Reservation System**

*Log In:*

**Important Policies**

- Exam reservations made or changed after the deadlines posted on the class Agenda will be penalized in accordance with the course syllabus unless you can provide written proof why you missed your original exam.
- Bring your FSU ID Card to your exam and arrive on time. Failure to do either will result in you not being able to take the exam.
- Do not take any electronic devices into the testing center.

**Log In Information**

- Your FSUID and password is the same that you use to Log In to BlackBoard.

See the Class Syllabus for more details on these and all class policies.

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*Please enter the below information then click the Log In button.*

Your FSUID: @fsu.edu

Your Password:

FIGURE 1: INITIAL LOGIN SCREEN.

\*you will only have to change your password once

Congratulations! You are logged in to the test reservation system. (Figure 2: Main Menu)

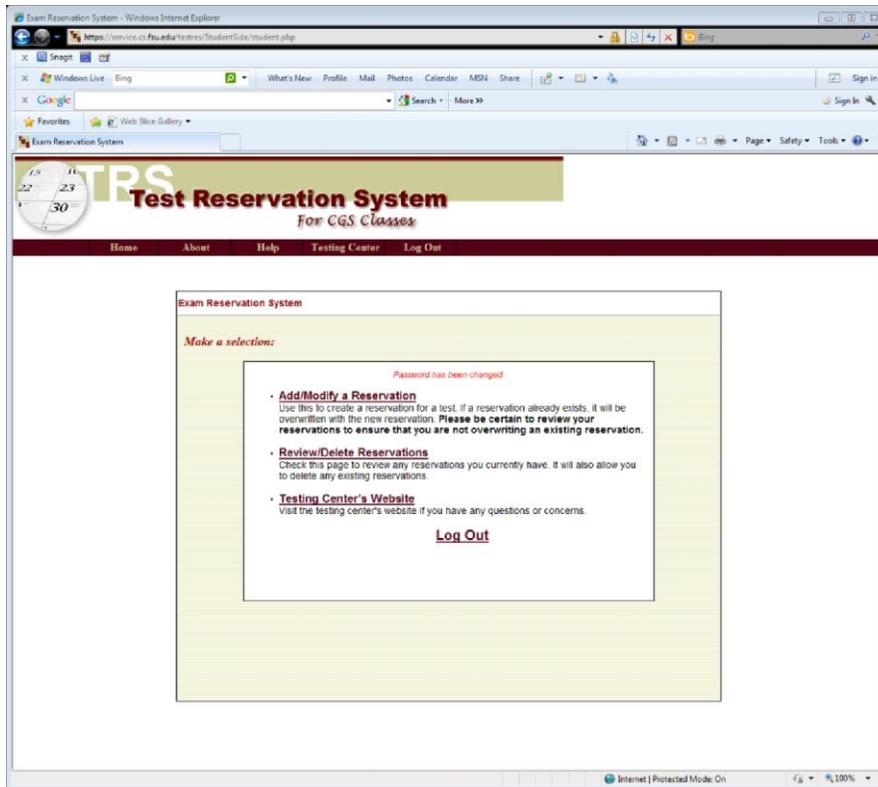


FIGURE 2: MAIN MENU

## SELECTING A RESERVATION

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I want to make an **exam reservation**. In order to register a test for a class, go to main menu and click on **Add/Modify a Reservation** (Figure 2: Main Menu) . Once you've done that, use the dropdown menu to choose the class that you want to take the test for and then click **next**. (Figure 3: Select Class and Test)



The screenshot shows a web application window titled "Exam Reservation System". Inside the window, there is a section titled "Choose a test:". Below this title, there is a text prompt: "Please select a test that you wish to make a reservation for:". Underneath the prompt is a dropdown menu with the text "CGS2060-Test 1" and a downward arrow. Below the dropdown menu are two buttons: "Next" and "Cancel".

**FIGURE 3: SELECT CLASS AND TEST**

From here there are one of two ways that you can customize your search for the test. (See Figure 4: Select Times)

1. You can simply view all of the available test dates by selecting the button that says **all available dates**.
2. You can also narrow your search by selecting the times in which you would prefer to take the test.

Once you have selected your test date (See Figure 5: Select Test time) by selecting the appropriate radial button, you should get a confirmation page. From there you can navigate back to the home page if you wish. (Figure 6: Confirmation)

**Exam Reservation System**

*Choose your exam time(s):*

**Webbased Exam Session  
CGS2060  
Test 1  
Available Times**

**Search Criteria:**  
Enter a date you would like to search for: (MM/DD/YYYY)  
 /  /

**OR**

Select from the following search options:

Day:	Start Time:
<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> 8:00-9:00a.m. <input type="checkbox"/> 9:00-10:00a.m.
<input type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> 10:00-11:00a.m. <input type="checkbox"/> 11:00-12:00p.m.
<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> 12:00-1:00p.m. <input type="checkbox"/> 1:00-2:00p.m.
<input type="checkbox"/> Thursday	<input type="checkbox"/> 2:00-3:00p.m. <input type="checkbox"/> 3:00-4:00p.m.
<input type="checkbox"/> Friday	<input type="checkbox"/> 4:00-5:00p.m. <input type="checkbox"/> 5:00-6:00p.m.

**FIGURE 4: SELECT TIMES**

**Exam Reservation System**

*Choose your exam time:*

**Webbased Exam Session  
CGS2060  
Test 1  
Available Times**

Test sessions found that match your search:

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Number of seats available</u>
<input type="radio"/> Thursday	6/30/2011	10:00AM	UCC_1100	56
<input checked="" type="radio"/> Friday	7/01/2011	11:00AM	UCC_1100	56
<input type="radio"/> Monday	7/04/2011	8:00AM	UCC_1100	56
<input type="radio"/> Tuesday	7/05/2011	8:30AM	UCC_1100	56

FIGURE 5: SELECT TEST DATE/TIME

## CHANGING A TEST TIME/DATE

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Before you do that be sure that you want to change your test and be sure that the test times are still being offered.

There are two ways in which you can change your test date.

1. The easiest way is to simply go in to **Add/Modify a Reservation** and select a new test. This should automatically cancel your old test time and put the new test in its place. You can always check by going to **Review/Delete Reservations**. (caution: this only works with different times of the same test. For example – you cannot replace cancel a reservation with Test 1 by reserving Test 2)
2. If you are the kind to worry then you can always go in to **Review/Delete Reservations** and simply **cancel** the test date that you wish to replace before navigating back to the **Add/Modify a Reservation** section.

**Exam Reservation System**

**Confirmation:**

You currently have a reservation for the following session:

Class:	CGS2060
Test:	Test 1
Date:	Thu, 6/30
Location:	UCC_1100
Time:	10:00AM
Makeup:	No

Are you sure you want to overwrite this reservation?

**FIGURE 6: CONFIRMATION**

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## CHECKING MY TEST DATES

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Depending on the information, there are several different places that one can go in order to learn more about test times, testing procedures and content of tests.

1. If you want to view the information on the confirmation page, there is a link on the task bar that says **view your test reservation** that you can click and it will take you to your current test reservation. (Figure 6: Confirmation)
2. If you wish to understand more about what test you are taking, typically this information is in its most complete form on your classes blackboard site.
3. If you wish to understand more about testing procedures or testing times, there is a link on the homepage task bar to the Testing Center's website. They should have detailed information on where to go and what to do.
4. The Test Reservation System is also configured to be displayed properly on mobile devices. You can access your test information by going to the Blackboard site and accessing the TRS via your mobile device.

## HELP

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Finally, if you are having trouble making a reservation or having trouble with the reservation system, you should sent an email to the Instructor of Record for the class or their designated representative.

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