

Seelye Self Scheduled Science Exam Steps for Students
Academic Year 2017-2018

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 a non time stamped copy of their exam, they can use the timestamp on the top of the exam box to record the time 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.



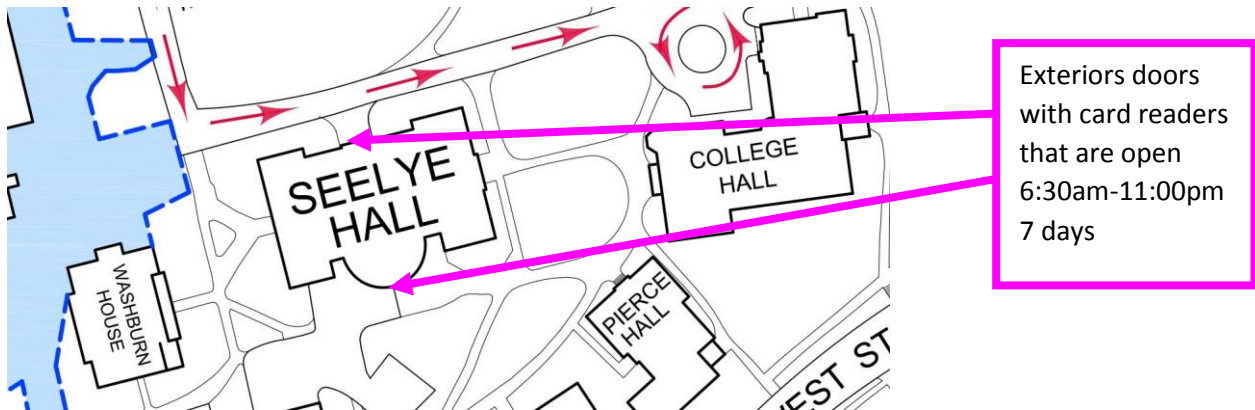
Student ETS workers are available in Seelye to help with problems or questions Monday through Thursday until 9:30 PM, Saturday from 8:00am to 4:30pm, Sunday from 1:00pm to 9:00pm. They also stock the printers with paper and toner. The building and B8 is accessible 24/7 for Smith students via OneCard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

2. **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 designated as a quiet study area. 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 during that time. 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.

Seelye Self Scheduled Science Exam Steps for Students
Academic Year 2017-2018

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). 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.** 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 (what you use to login to Moodle)
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)
4. Walk over to a printer, on the c-pad reenter the Smith assigned user name and password (what you use to login to Moodle) to release the print job. See pictures of the c-pad dialogue below:



**Seeyle Self Scheduled Science Exam Steps for Students
Academic Year 2017-2018**



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>