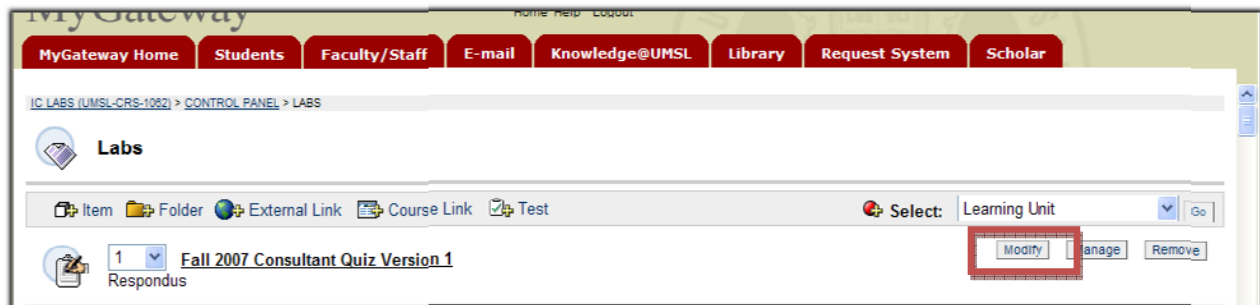


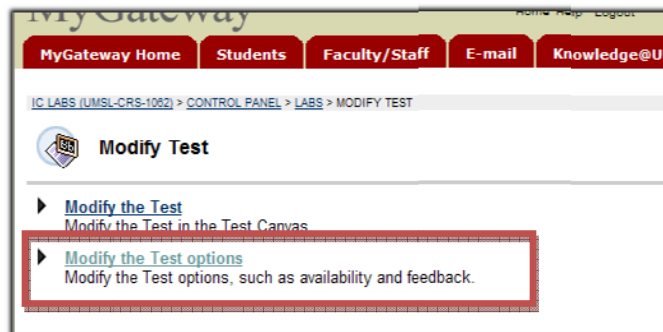


# Scheduling a Test for the Online Testing Center

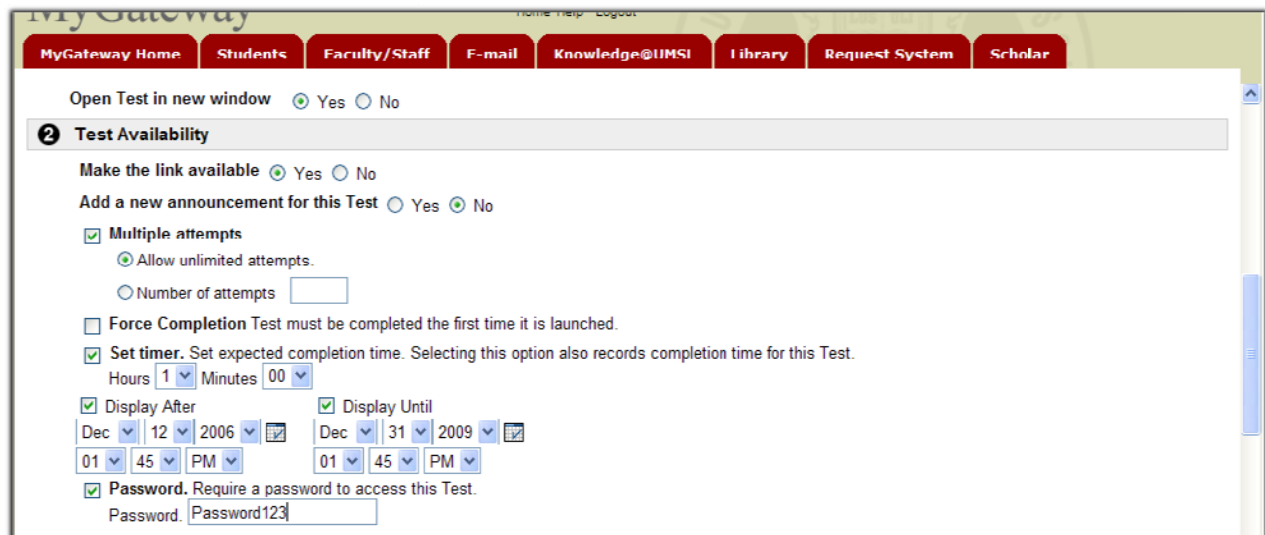
The following instructions are intended to aide in allowing the exam to be scheduled on the Online Testing Center scheduling web site. First, log into MyGateway through the following link: <https://mygateway.umsl.edu/webapps/login/> using your SSO ID. Next, click on the link to the class for which you are going to setup the test. Then, locate the folder that contains the test, click on the “EDIT VIEW” on the top right and click on the “Modify” button next to the test.



Click on “Modify the Test options”



Locate the second section on this page: “Test Availability”:





# Scheduling a Test for the Online Testing Center

All three of the following items must be completed to allow the students to sign up for exams. The scheduling web site ONLY looks at the dates, not the times listed and DOES NOT limit the students to those times, only those dates listed. MyGateway will not allow the exam to be seen outside of the TIMES and DATES listed.

Hours: 1 Minutes: 00

Display After       Display Until

Dec 12 2006      Dec 31 2009

01 45 PM      01 45 PM

Password. Require a password to access this Test.

Password: Password123

1. A starting date and ending date WITH the check boxes CHECKED is required. The OTC Appointment system however does not look at the "time" field but only the "date" field. Leave the times as 7:00am until 10:00pm for any tests that you want to be available for testing on any given day. (setting a time of 5p for a test to expire will be honored in MyGateway, however the OTC appointment system will still allow the student to schedule an appointment for that exam past 5p. When they arrive they will find that the exam is not available in MyGateway)

Hours: 1 Minutes: 00

Display After       Display Until

Dec 12 2006      Dec 31 2009

01 45 PM      01 45 PM

Password. Require a password to access this Test.

Password: Password123

2. The password CHECK box must be CHECKED.

Hours: 1 Minutes: 00

Display After       Display Until

Dec 12 2006      Dec 31 2009

01 45 PM      01 45 PM

Password. Require a password to access this Test.

Password: Password123

3. The Password field should be completed. The password is only seen and used by the Proctors.

If you are having any issues with any exam for any of your classes on MyGateway or have any questions regarding MyGateway we recommend contacting the Faculty Resource Center at 314-516-6704.

If you have any concerns or questions regarding the testing center, please contact Doug Williams at 314-516-6702.