

ClockWork for Students

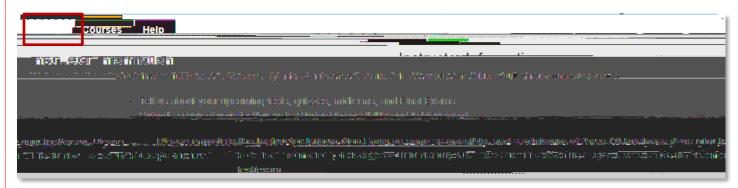
How-To Guide

Instructor: How-To Upload Test Information and Exam Copy

When you have scheduled an exam and have the **Test Instructions** and a **Digital Copy** of the **Exam**, access ClockWork by clicking the link: https://students.accessibility.mcgill.ca/ClockWork/user/instructor/default.aspx.

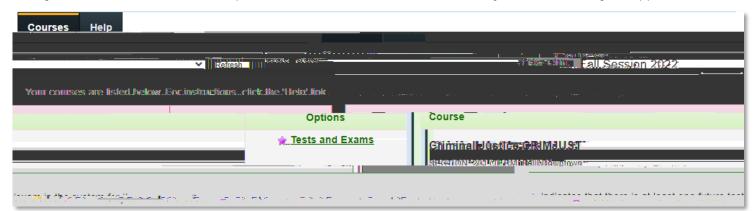
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II. Tests and Exams

Clicking Schedule a Test or Exam will open the Courses module. All of the courses you are instructing will appear.



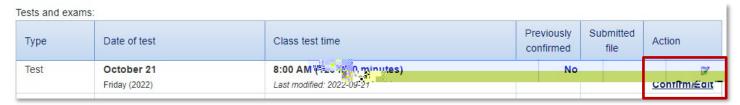
If necessary, use the Show Term Dropdown Menu



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II. Tests and Exams

If a student has already created the test, it will appear in the list. Identify the **Date and Time** of the test, and click the **Confirm/Edit** button.



The Test/Exam Information Wizard

