TRITON TESTING CENTER – AP&M B349

Computer Based Testing Facility (CBTF)

Instructor Startup Checklist

The reservation system used by Triton Testing Center – AP&M is PrairieTest. As we prepare for the upcoming quarter, please use the following checklists to access your course in PrairieTest as well as connect your tests in PrairieLearn to PrairieTest. More detailed instructions for checklist items are linked at the bottom of this document.

Accessing your Course in PrairieTest

Follow these steps to connect your course in PrairieTest (PT):

1. Sign in to PrairieTest and accept the invitation to join your course instance.
2. Add your roster under the "Students" tab. *** *learn more*
3. Add instructional team members under the "Staff" tab. *** *learn more*
4. Under the "Exams" tab: *** *learn more*
    - Verify that the details for your tests are correct:
        - Number of tests
        - Duration
        - Testing windows & Self-reserve date *(All tests, with the exception of finals, will open for reservations on the first day of instruction: 1/6/25. We will be in touch regarding finals scheduling before the end of Week 2.)*
    - Feel free to rename your tests to align with your course's information/PrairieLearn. We recommend naming your tests the same way you have named them on your syllabus.

Connect PrairieLearn Tests to PrairieTest

Each PrairieLearn test will need to be connected to its corresponding version in PrairieTest **by the close of business the day before the testing window is scheduled to open**.

To connect your test from PrairieLearn to your course in PrairieTest:

1. Sign in to PrairieTest and select the test you want to connect to under the "Exams" tab.
2. Click on "Exam Settings" and click the clipboard next to "PrairieLearn access" to copy the exam's UUID code. *** *learn more*
3. Sign in to PrairieLearn and select the test you want to connect to under the "Assessments" tab. *** *learn more*
4. Under the "Files" tab, click the "Edit" next to the test's infoAssessment.json file. *** *learn more*
5. Paste the block of code into "allowAccess" and then click "Save and sync". *** *learn more*
6. After you have connected your test, refresh your "Exams" page in PrairieTest and the test should be linked to PrairieLearn. ****learn more*

Additionally, we have created templates you can use to communicate with your students about scheduling their tests on PrairieTest. Please see below for details.

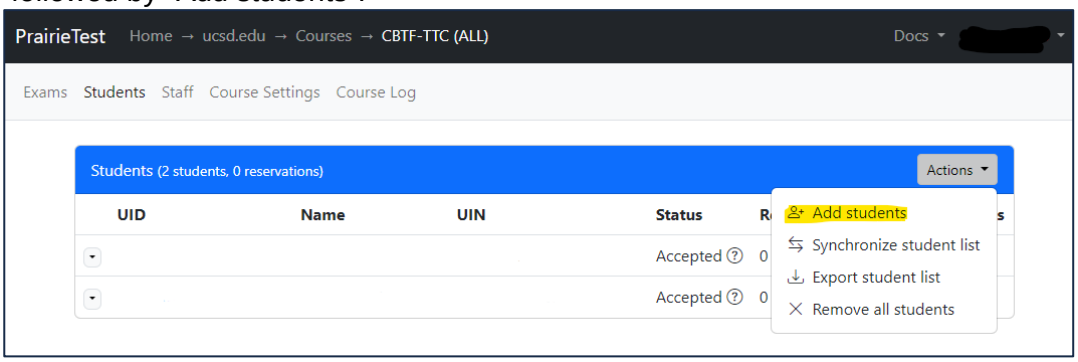
Detailed Instructions:

Accessing your Course in PrairieTest

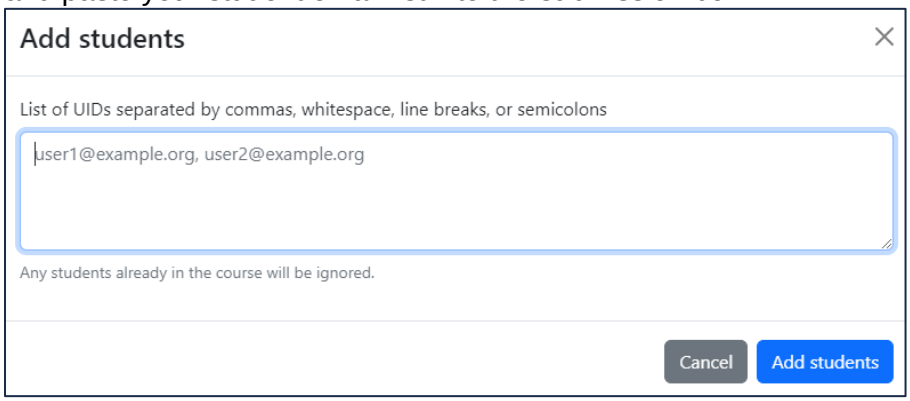
Follow these steps to connect your course in PrairieTest (PT):

1. Sign in to PrairieTest and accept the invitation to join your course instance.

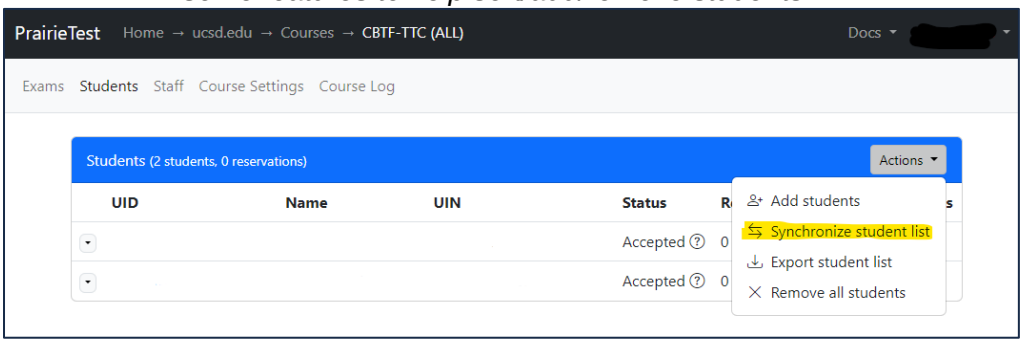
2. Add your roster under “Students”:
   Click on the “Students” tab at the top left of the screen. Then click the “Actions” button followed by “Add students”.



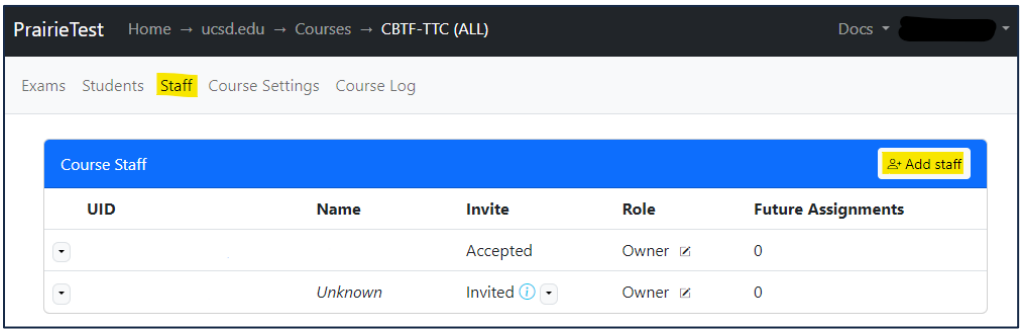
   Copy and paste your student email list into the submission box.



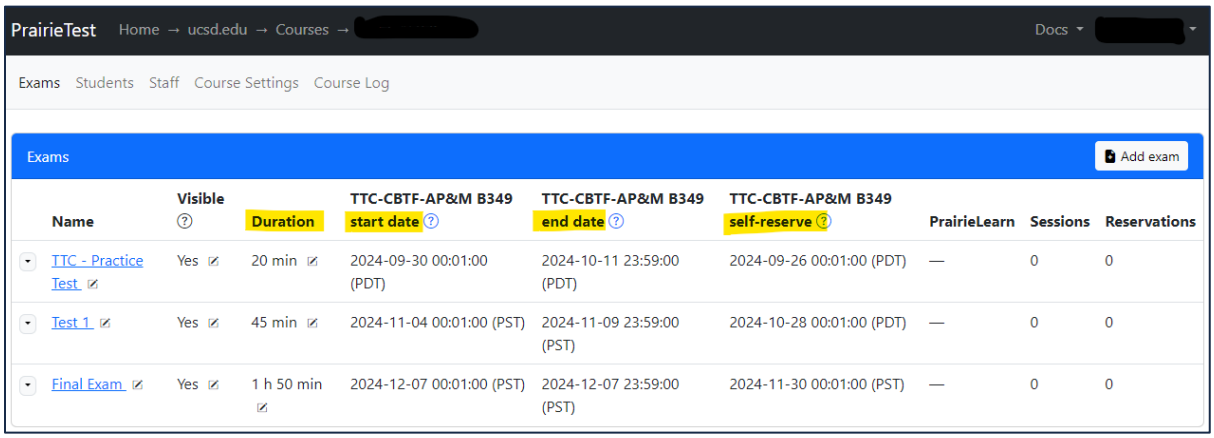
****Even with LTI integration your roster will still need to be added to PrairieTest, but there are some features to help sort/add/remove students****



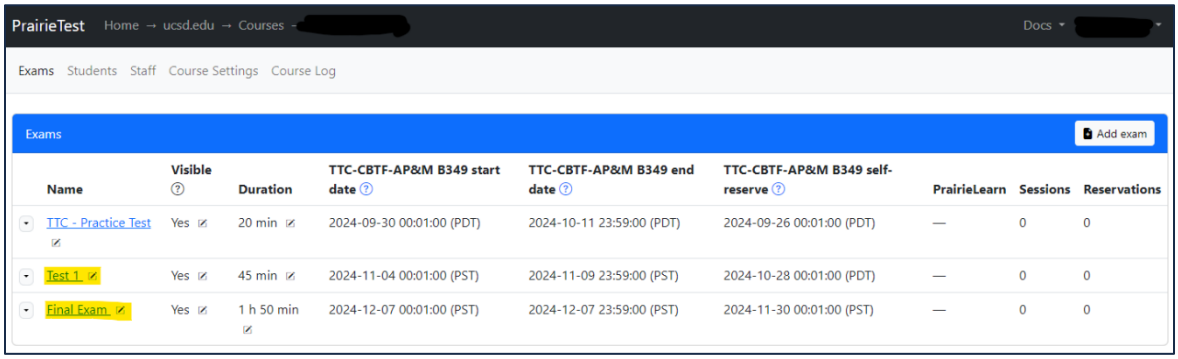
3. Add instructional team members under the “Staff” tab:



4. Under the “Exams” tab:
    - Verify that the details for your tests are correct:
        - Number of tests
        - Duration
        - Testing windows & Self-reserve date *(ALL tests will open for reservations on the first day of instruction: 1/6/25)*



- Feel free to rename your tests to align with your course’s information/PrairieLearn. We recommend naming your tests the same way you have named them on your syllabus.

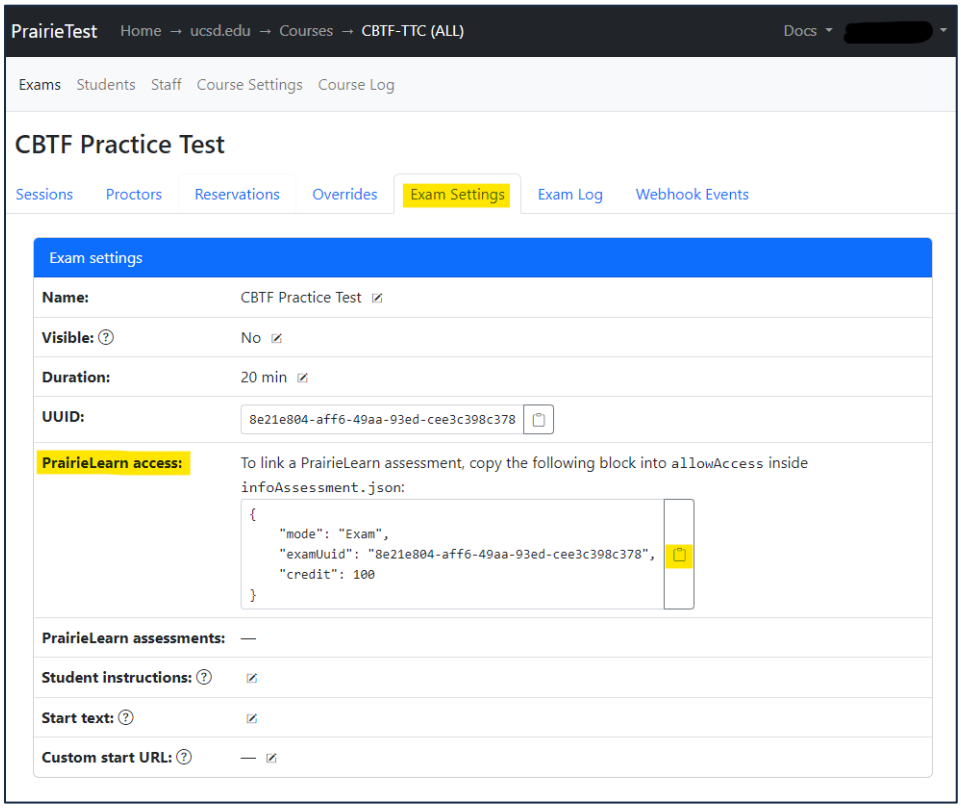


Connect PrairieLearn Tests to PrairieTest

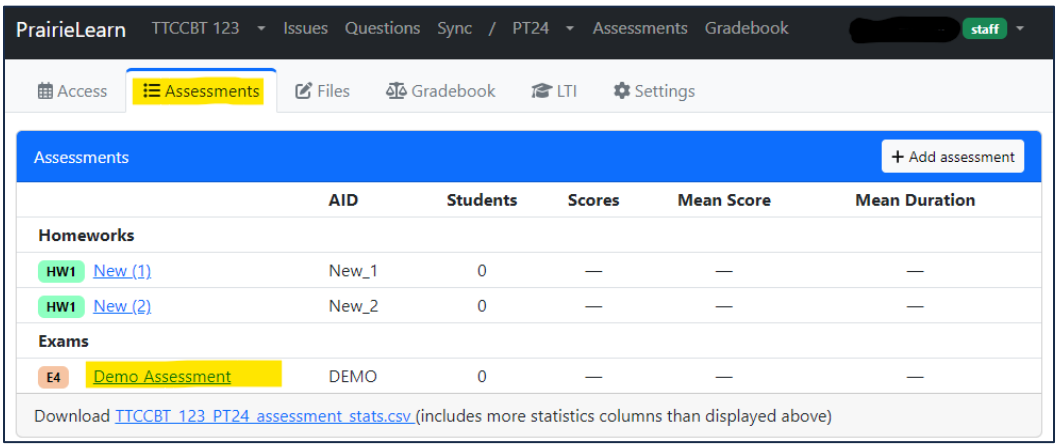
Each PrairieLearn test will need to be connected to its corresponding version in PrairieTest by the close of business the day before the testing window is scheduled to open.

To connect your PrairieLearn test to your course in PrairieTest:

1. Sign in to PrairieTest and select the test you want to connect to under the “Exams” tab.
2. Click on “Exam Settings” and click the clipboard next to “PrairieLearn access” to copy the exam’s UUID code.



3. Sign in to PrairieLearn and select the test you want to connect to under the “Assessments” tab.



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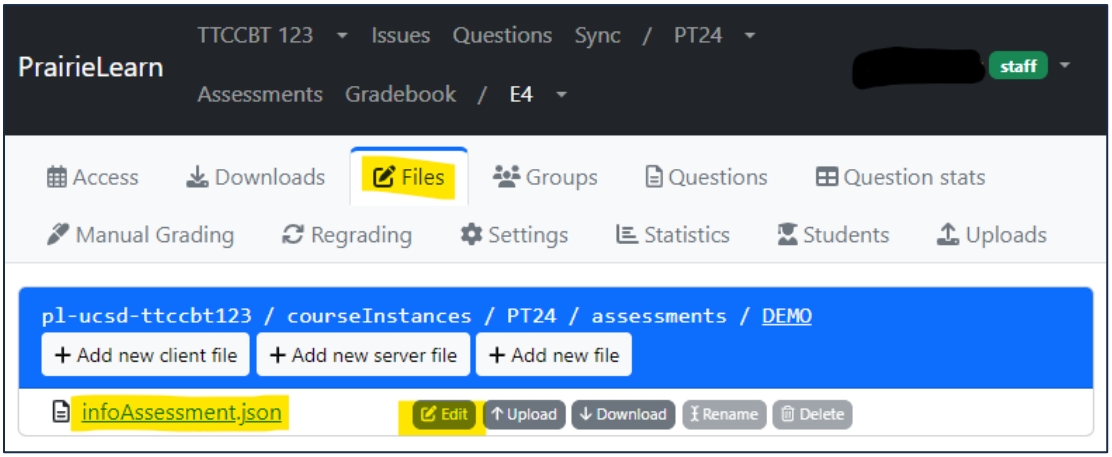
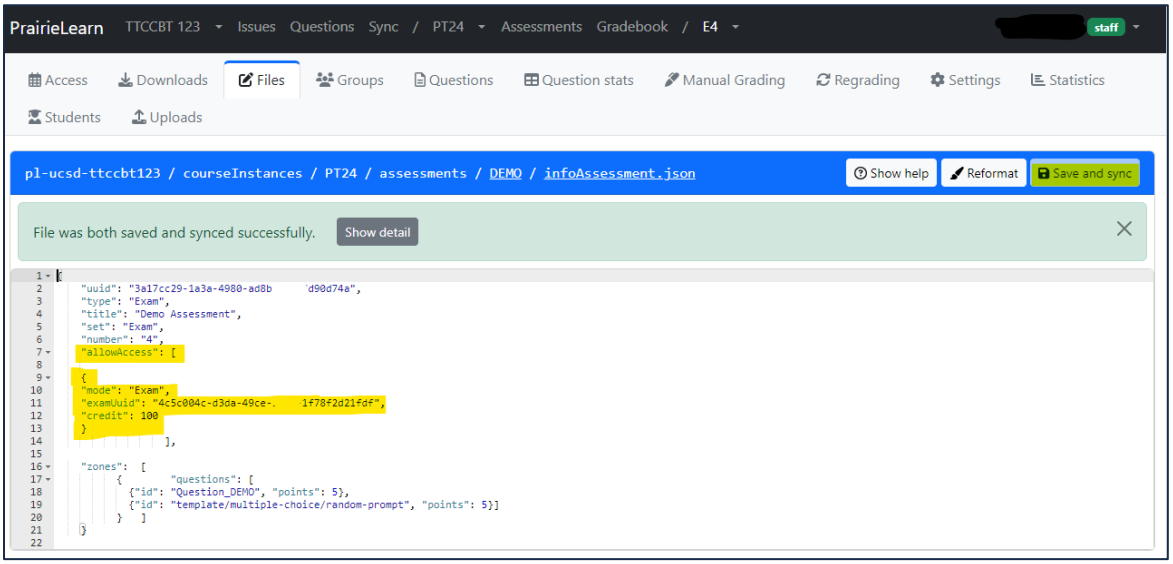
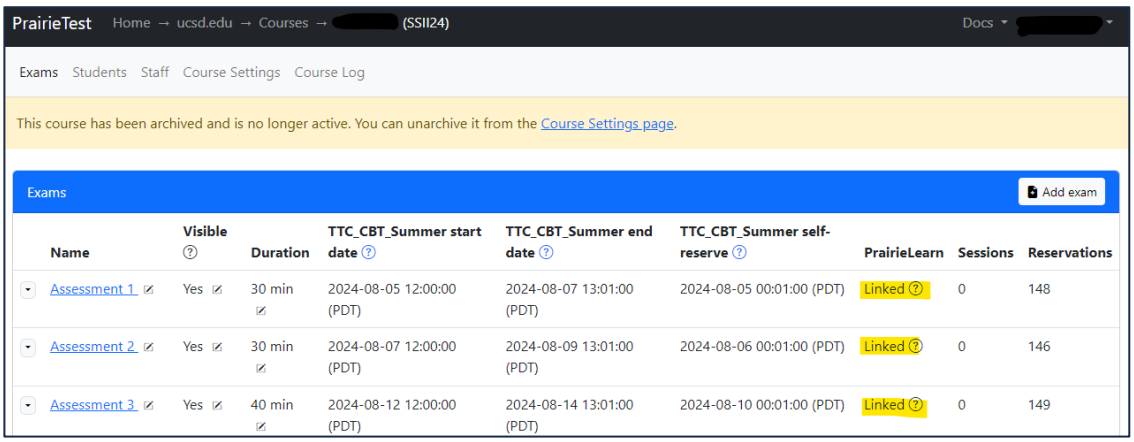
4. Under the “Files” tab, click the “Edit” next to the test’s infoAssessment.json file.



5. Paste the block of code into “allowAccess” and then click “Save and sync”.



6. After you have connected your test, refresh your “Exams” page in PrairieTest and the test should be linked to PrairieLearn.



Communication Templates

Recommended Syllabus Blurb

Tests for this course will be administered by the Triton Testing Center (TTC) in the Computer-Based Testing Lab in AP&M B349. The TTC's rules concerning testing are the rules for this course.

You must schedule your tests in advance, and it is recommended that you do so as soon as possible. Scheduling for all tests, with the exception of finals, opens on the first day of instruction. If applicable for your course, an announcement will be made when final exams are open for scheduling.

To schedule, visit prairietest.com and log in with your UC San Diego credentials. More information about testing policies and procedures can be found on the TTC's website. You may also email tritontesting@ucsd.edu for assistance.

Please note that, if you plan to use OSD-approved accommodations for your test, you will take it at the TTC's Pepper Canyon Hall location. You must schedule your test at least three days in advance through the RegisterBlast system.

Sample Script for the First Day of Class

You will be taking your tests for this course with the Triton Testing Center at their Computer Based Testing Facility at the AP&M building in room B349.

Scheduling for all tests is now open at prairietest.com. There, sign in via Google with your UC San Diego credentials and you should see an option to schedule tests for our class.

I recommend that you schedule your tests for the quarter as soon as possible. While there are seats for everyone, certain days and times may fill up well in advance. Scheduling now gives you the greatest flexibility. You may cancel or change your reservation up to 10 minutes before the start of the test. However, there is no guarantee that there will be an available seat for you to schedule into after you cancel. I recommend you avoid cancelling your reservation unless it is absolutely necessary.

The rules that the Triton Testing Center has surrounding testing should be considered my rules and the rules for this course. You will be required to show a physical photo identification in order to test. Electronic IDs and photos of IDs are not accepted. Additionally, you will only be allowed to bring your ID and a writing utensil into the testing room. You will have to store away all of your other belongings before entering the room. Please see the Triton Testing Center's website for more details.

If you would like to familiarize yourself with PrairieLearn, and experience the Triton Testing Center before your first test, you may sign up for a brief practice test. This is available to schedule now at prairietest.com.

Finally, if you are testing with OSD-approved accommodations, you will schedule your test through the TTC's Register Blast system and take your test at their Pepper Canyon Hall location. Please visit tritontesting.ucsd.edu for more information and to schedule your test.

If you have any issues scheduling, please reach out to the Triton Testing Center team by emailing tritotnesting@ucsd.edu.

Announcement to Post to Canvas/Piazza a Week Before Your Testing Window Opens

The next test for this course is in one week. Please take a moment to ensure that you have scheduled your test and you know when your test is taking place. You can make or check your reservation at prairietest.com. Any questions concerning scheduling should be directed to tritontesting@ucsd.edu