

# 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](#)

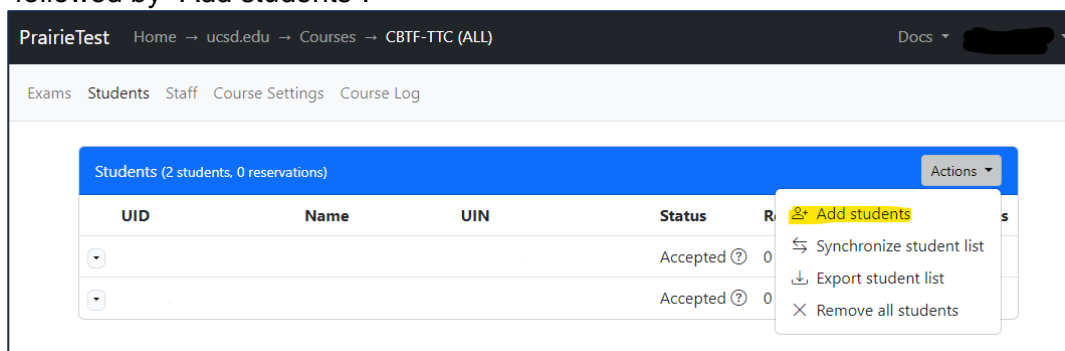
Additionally, we have created [templates](#) you can use to communicate with your students about scheduling their tests on PrairieTest. [Please see below for details.](#)

## 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.

Add students

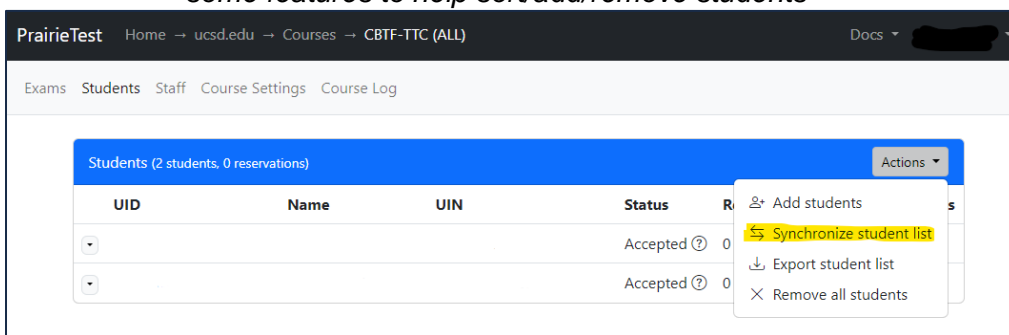
List of UIDs separated by commas, whitespace, line breaks, or semicolons

user1@example.org, user2@example.org

Any students already in the course will be ignored.

CancelAdd students

\*\*\*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:

Updated: December 2024

PrairieTest Home → ucsd.edu → Courses → CBTF-TTC (ALL) Docs ▾

Exams Students **Staff** Course Settings Course Log

Course Staff Add staff

UID	Name	Invite	Role	Future Assignments
▾		Accepted	Owner ✓	0
▾	Unknown	Invited ⓘ ▾	Owner ✓	0

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*)

PrairieTest Home → ucsd.edu → Courses → Docs ▾

Exams Students Staff Course Settings Course Log

Exams Add exam

Name	Visible ⓘ	Duration	TTC-CBTF-AP&M B349 start date ⓘ	TTC-CBTF-AP&M B349 end date ⓘ	TTC-CBTF-AP&M B349 self-reserve ⓘ	PrairieLearn	Sessions	Reservations
▾ <a href="#">TTC - Practice Test</a> ✓	Yes ✓	20 min ✓	2024-09-30 00:01:00 (PDT)	2024-10-11 23:59:00 (PDT)	2024-09-26 00:01:00 (PDT)	—	0	0
▾ <a href="#">Test 1</a> ✓	Yes ✓	45 min ✓	2024-11-04 00:01:00 (PST)	2024-11-09 23:59:00 (PST)	2024-10-28 00:01:00 (PDT)	—	0	0
▾ <a href="#">Final Exam</a> ✓	Yes ✓	1 h 50 min ✓	2024-12-07 00:01:00 (PST)	2024-12-07 23:59:00 (PST)	2024-11-30 00:01:00 (PST)	—	0	0

- 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.

PrairieTest Home → ucsd.edu → Courses → Docs ▾

Exams Students Staff Course Settings Course Log

Exams Add exam

Name	Visible ⓘ	Duration	TTC-CBTF-AP&M B349 start date ⓘ	TTC-CBTF-AP&M B349 end date ⓘ	TTC-CBTF-AP&M B349 self-reserve ⓘ	PrairieLearn	Sessions	Reservations
▾ <a href="#">TTC - Practice Test</a> ✓	Yes ✓	20 min ✓	2024-09-30 00:01:00 (PDT)	2024-10-11 23:59:00 (PDT)	2024-09-26 00:01:00 (PDT)	—	0	0
▾ <a href="#">Test 1</a> ✓	Yes ✓	45 min ✓	2024-11-04 00:01:00 (PST)	2024-11-09 23:59:00 (PST)	2024-10-28 00:01:00 (PDT)	—	0	0
▾ <a href="#">Final Exam</a> ✓	Yes ✓	1 h 50 min ✓	2024-12-07 00:01:00 (PST)	2024-12-07 23:59:00 (PST)	2024-11-30 00:01:00 (PST)	—	0	0

## 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.

The screenshot shows the 'Exam Settings' page for a test named 'CBTF Practice Test'. The 'Exam settings' section includes fields for Name, Visible (No), Duration (20 min), and UUID (8e21e804-aff6-49aa-93ed-cee3c398c378). The 'PrairieLearn access' section contains instructions to link a PrairieLearn assessment by copying a JSON block into the 'allowAccess' field of 'infoAssessment.json'. The JSON block is: 

```
{  "mode": "Exam",  "examUuid": "8e21e804-aff6-49aa-93ed-cee3c398c378",  "credit": 100}
```

. Below this, there are sections for 'PrairieLearn assessments', 'Student instructions', 'Start text', and 'Custom start URL', each with a checkbox.

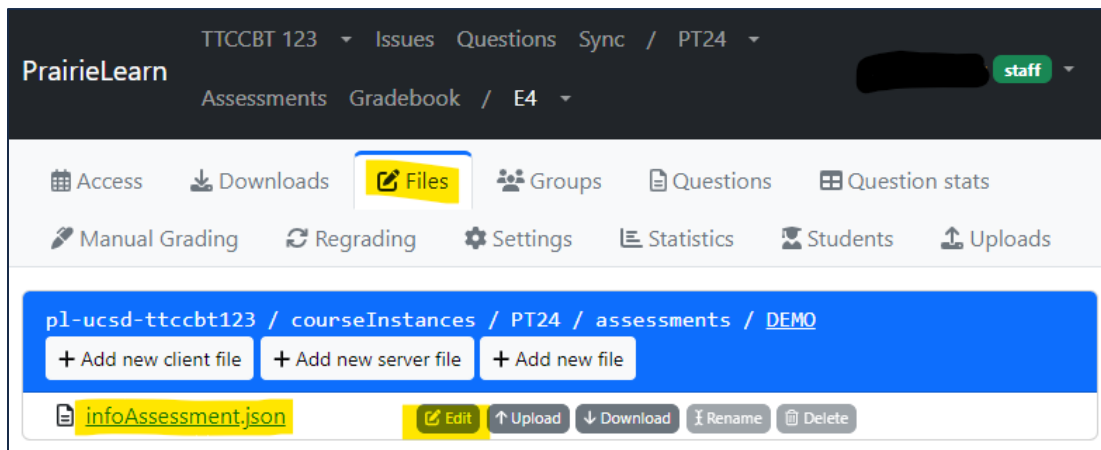
3. Sign in to [PrairieLearn](#) and select the test you want to connect to under the “Assessments” tab.

The screenshot shows the 'Assessments' page in PrairieLearn. The table lists assessments with columns: AID, Students, Scores, Mean Score, and Mean Duration. The assessments are grouped into 'Homeworks' and 'Exams'. The 'Exams' group includes a 'Demo Assessment' with AID 'DEMO' and 0 students.

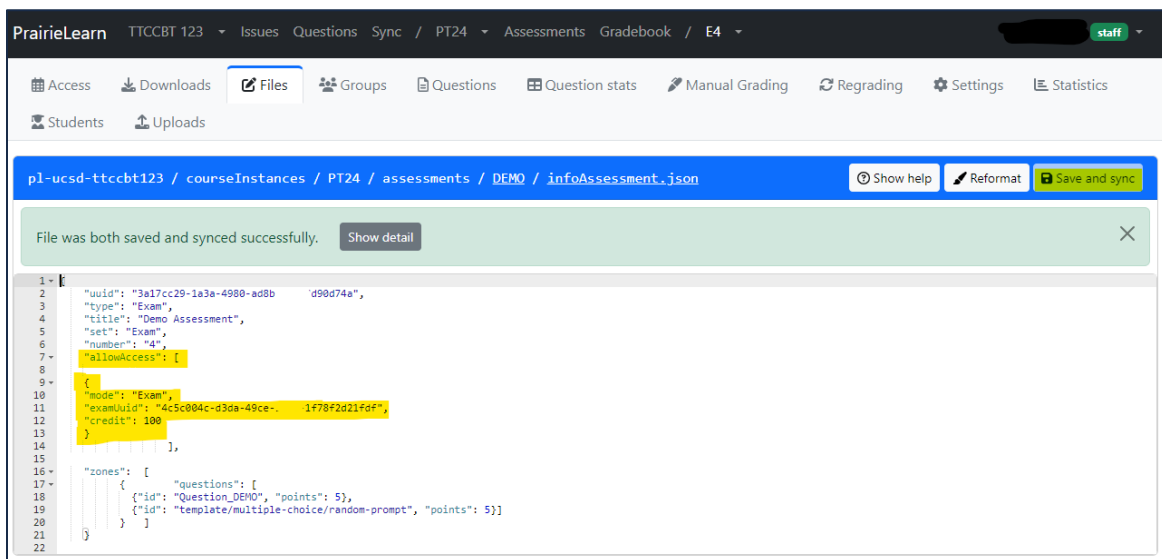
	AID	Students	Scores	Mean Score	Mean Duration
<strong>Homeworks</strong>					
HW1 <a href="#">New (1)</a>	New_1	0	—	—	—
HW1 <a href="#">New (2)</a>	New_2	0	—	—	—
<strong>Exams</strong>					
E4 <a href="#">Demo Assessment</a>	DEMO	0	—	—	—

Download [TTCBCT 123 PT24 assessment stats.csv](#) (includes more statistics columns than displayed above)

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



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



- After you have connected your test, refresh your “Exams” page in [PrairieTest](#) and the test should be linked to [PrairieLearn](#).

PrairieTest Home → ucsd.edu → Courses → (SSII24) Docs

Exams Students Staff Course Settings Course Log

This course has been archived and is no longer active. You can unarchive it from the [Course Settings page](#).

Name	Visible	Duration	TTC_CBT_Summer start date	TTC_CBT_Summer end date	TTC_CBT_Summer self-reserve	PrairieLearn	Sessions	Reservations
Assessment 1	Yes	30 min	2024-08-05 12:00:00 (PDT)	2024-08-07 13:01:00 (PDT)	2024-08-05 00:01:00 (PDT)	Linked	0	148
Assessment 2	Yes	30 min	2024-08-07 12:00:00 (PDT)	2024-08-09 13:01:00 (PDT)	2024-08-06 00:01:00 (PDT)	Linked	0	146
Assessment 3	Yes	40 min	2024-08-12 12:00:00 (PDT)	2024-08-14 13:01:00 (PDT)	2024-08-10 00:01:00 (PDT)	Linked	0	149

## 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](https://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](mailto: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](https://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](https://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](https://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 [tritontesting@ucsd.edu](mailto:tritontesting@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](https://prairietest.com). Any questions concerning scheduling should be directed to [tritontesting@ucsd.edu](mailto:tritontesting@ucsd.edu)