

TRITON TESTING CENTER – AP&M B432

Computer Based Testing Facility (CBTF)

Digital Note Sheets: Communicating with your Students

This guide provides a student-facing template for courses that allow students to use a digital copy of their handwritten notes during testing at the CBTF. The instructions can be adapted to fit your course requirements and shared with students through Canvas, Piazza, or another course communication channel.

Communication Template

Uploading Your Digital Note Sheet Before Your Test

Digital Notes: For your upcoming test at the TRITON TESTING CENTER – AP&M B432, you will be allowed to upload your personal note sheet to use during your test. No paper notes are allowed in the CBTF, so you will need to upload a digital copy to PrairieLearn before the testing window opens. Your note sheet should be one page of handwritten notes on an 8.5" × 11" sheet of paper.

Take a clear picture of your entire note-sheet and save it as a PNG file named `personalnotes.png`. Make sure the entire page is visible and that all of your notes are clear and readable. If your device saves the image in another format, such as .jpg or .heic, convert or export it to PNG before uploading.

Go to [PrairieLearn](#) and open the Upload Digital Note-Sheet assignment for this course. Upload your `personalnotes.png` file, save your submission, and select **Show Preview** to make sure your complete note sheet appears correctly and is readable. Upload your notes at least 1 day before the testing window opens.

You MAY NOT bring a physical copy of your note-sheet to the Triton Testing Center. Your digital note sheet will be available to you in PrairieLearn during your test. If you have any issues opening your notes while you are testing, ask TTC staff for assistance.

If you have trouble creating, saving, or uploading your note sheet, let us know as soon as possible so there is time to resolve the issue before your testing deadline.