

# Testing Lab Scheduling

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This tutorial will show you what information needs to be sent to E-Learning in order to schedule a test in the Testing Lab in Ezell 207A.

1. The Testing Lab is open from 8:00am to 8:00pm Monday through Friday during the fall and spring semesters. During the summer sessions please contact E-Learning before scheduling an assessment.
2. If you want your assessment to be added to your Blackboard course by E-Learning, please refer to the tutorial [Formatting Quizzes for Respondus](#) for help.
3. In order to effectively and quickly schedule your assessment, please email the following information to Angela Sivia (asivia@harding.edu): Instructor's name, course name, CRN, assessment name, number of attempts allowed, amount of time allowed for each attempt, start date, start time, end date and end time. Attach to your email the formatted assessment that you wish to use.
4. Students will be able to schedule one week prior to the start date of the assessment unless otherwise specified.

