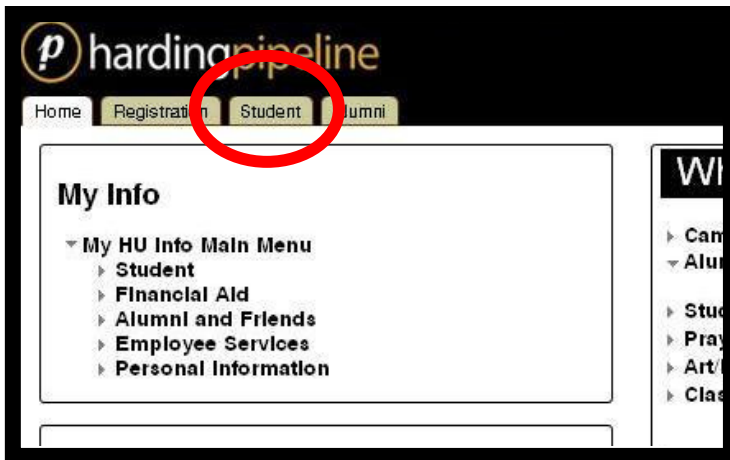


# How to Access the Online Tests Scheduler

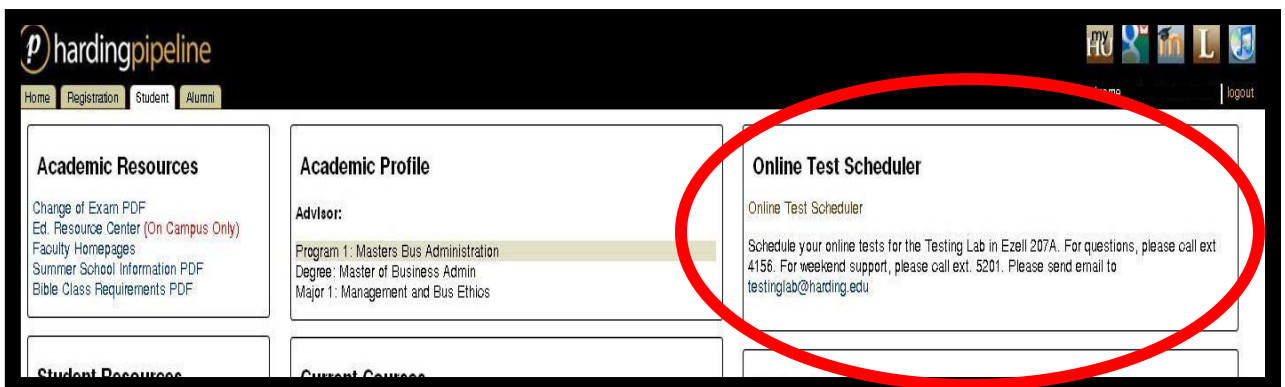
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Log in to Pipeline

Go to the *Students* Tab at the top



In the *Student* tab, select **Online Test Scheduler**.



If there are any assessments to be scheduled, the assessment will appear in the *Unscheduled* box. You can see the details of the test. Click on the text of the assessment.

The screenshot shows the 'Your Tests' interface. The 'UNSCHEDULED' section contains a table with the following data:

Class	Test	Attempts	Until
COMP 440	This is not a test	0/1	10-15-2007 1:00 PM

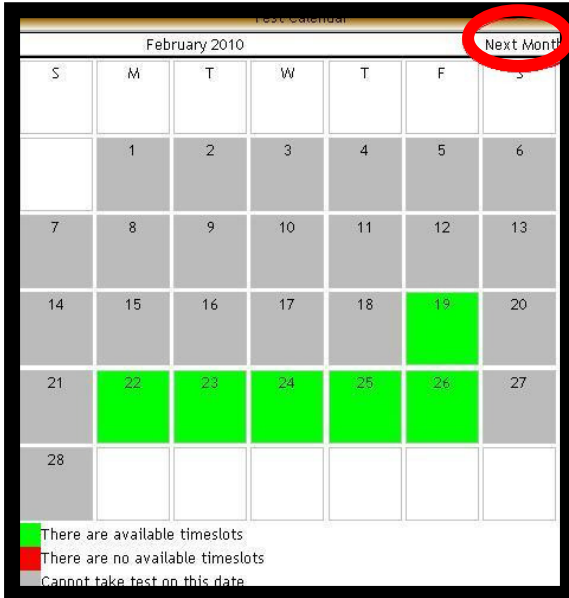
The 'SCHEDULED' section below it is empty, displaying the message 'You have no scheduled tests.' To the right, the 'Test Calendar' section shows 'No tests selected.'

A calendar will appear that will show available and unavailable dates. Select a date that is highlighted in **green**.

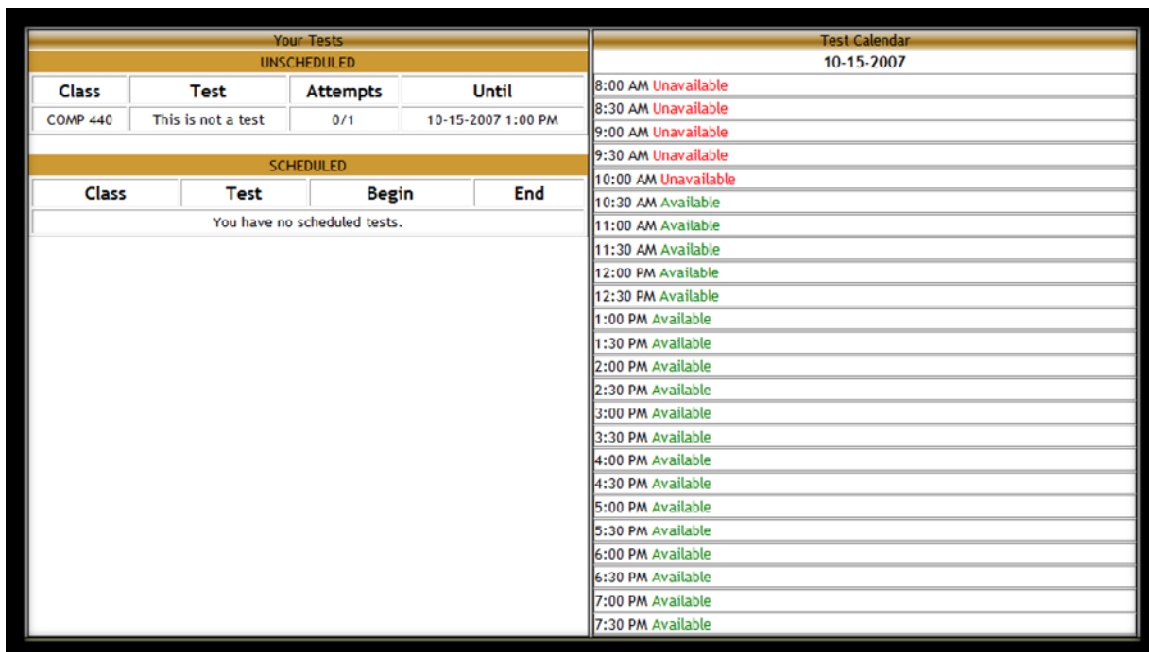
The screenshot shows the 'Your Tests' interface with a calendar view for October 2007. The 'UNSCHEDULED' section contains the same table as in the previous screenshot. The 'SCHEDULED' section is empty. The 'Test Calendar' section displays a calendar grid for October 2007. The date October 15 is highlighted in green, indicating it is an available timeslot. A red circle is drawn around the green date. A legend at the bottom of the calendar indicates:

- Green square: There are available timeslots
- Red square: There are no available timeslots
- Grey square: Cannot take test on this date

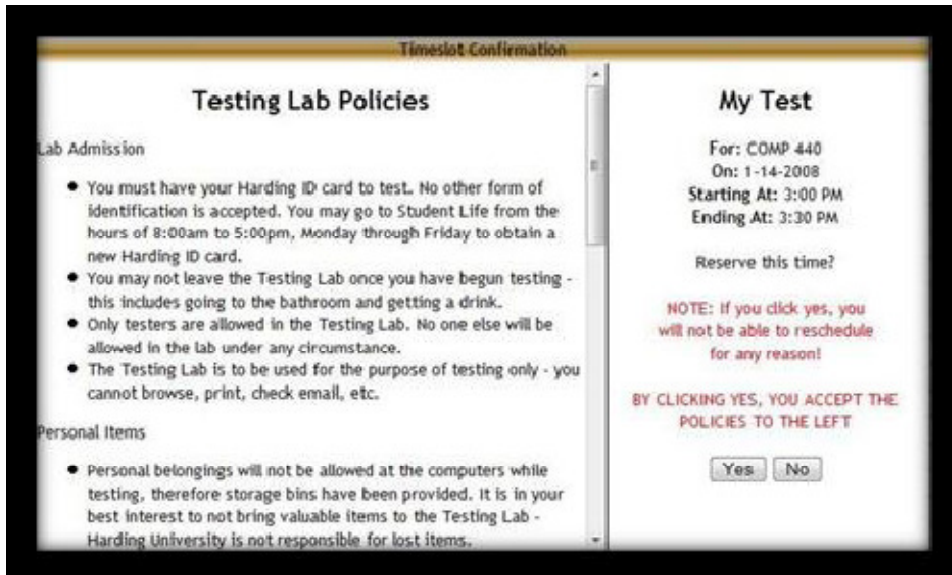
If your test is suppose to run over into the next month you may have to click the **Next Month** button in the top right corner of the calendar to see all the available days



Select an **Available** time.



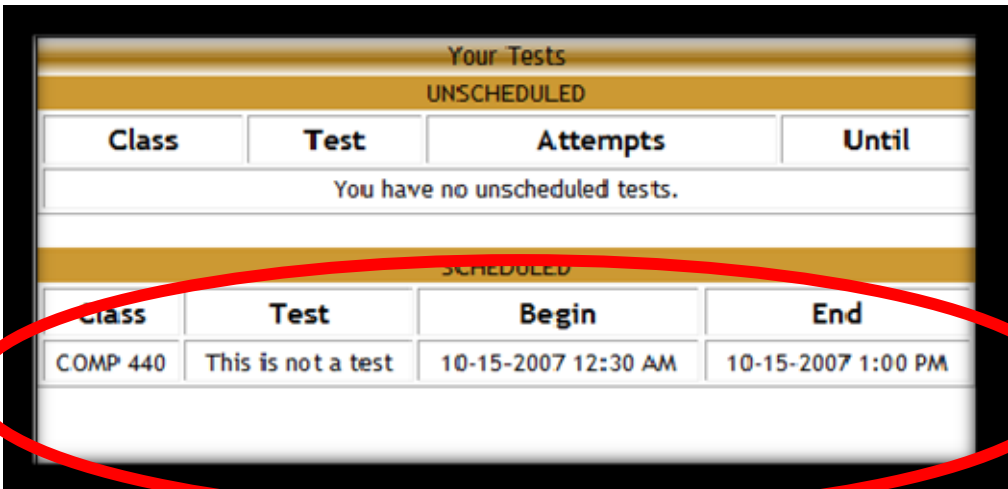
You will have a chance to review your reservation before officially submitting it. You must agree to the Testing Lab Policies before scheduling your appointment. You cannot reschedule your appointment for any reason!



After clicking yes, a confirmation box will appear to inform you that your timeslot has been successfully reserved.



The scheduled assessment will now appear in the *Scheduled* box. You can access the Online Test Scheduler anytime to verify what time you have scheduled.



The screenshot shows a web interface titled "Your Tests". It is divided into two sections: "UNSCHEDULED" and "SCHEDULED". The "UNSCHEDULED" section contains a message: "You have no unscheduled tests." The "SCHEDULED" section contains a table with one row of data. A red oval highlights the "SCHEDULED" section and its table.

Your Tests			
UNSCHEDULED			
Class	Test	Attempts	Until
You have no unscheduled tests.			
SCHEDULED			
Class	Test	Begin	End
COMP 440	This is not a test	10-15-2007 12:30 AM	10-15-2007 1:00 PM