Humber Testing Services has updated its systems to simplify the integration and booking of tests for both faculty and students.

This handbook will provide step-by-step instructions on Integrating your course with Testing Services and Uploading a test.
Recommendation to use release conditions on Blackboard instead of visible to all students.

Submission start and end periods now have a 7 day minimum instead of 14 days.

Test submissions no longer need to be completed 3 days in advance; instructors can create a test submission on the same day. Learners still require 48h advance notice to book.
INTEGRATE YOUR COURSE
Log in to Blackboard and open courses. Click on the course, and you should see an empty course content page at the beginning of every semester.

Once you click on the plus sign in the middle of the empty course content page, a dialogue box will appear. Choose Content Market.
Once you are on Content Market, Scroll down and find Testing Services - North and Testing Services - Lakeshore.

Click on the "+" sign on Testing Services - North. It will take you back to the Course Content page, and you will see it added to your course.

If you click on "Testing Services - North" instead of the "+" sign, you will be taken to the Submissions Builder page. Before doing this, you must ensure to integrate the link by clicking on the "+" sign, so it is included in your course content.
Repeat Step 2 & 3. This time, add Testing Services - Lakeshore from the Content Market. It will take you back to the Course Content page.

Launch each of them by clicking on the name of the campus. Once it is launched, you can immediately close it. The sync is complete.

Repeat these steps to integrate all your courses (including different course sections) into Humber's Testing Services systems.
In this step, you will be shown how to make the Testing Services link available to learners.
The Testing Services link will automatically default to "Hidden from students". To ensure students can see this link in their course content and book an appointment in the Test Centre, click on "Hidden from students" and select "Release Conditions" from the drop down menu. This allows instructors to select which students can access the Test Centre.

**Note:** You may also select "Visible to students". This will mean all students in your course will be able to see this link and make an appointment in the Test Centre. This choice is entirely up to the instructor's discretion.
From the release conditions menu, change the default button from "All Members" to "Specific members or groups".
From the individual members drop down menu, select the students who should have access to the Test Centre (i.e. accommodated students, students who have missed their exam, etc.).

Once the desired students have been added, select "save".

Repeat these release conditions for all your courses, including different sections of your course.
ADD AN EXAM
STEP 1

Open your Course. On its Course Content page, you will see the previously added Testing Services option for your campus. Click on it.

You will be brought to the Submissions page.
STEP 2

Click on the blue "+" sign on the top right of the submissions page to add your test. You will be redirected to the Submissions Builder page.
Add the name of the test in the first blank. Then select the course this test is for.

**Note:** Students will be able to see the Test Submission Name when they book an appointment. Please do not include students' names in this section. If there are specific instructions for a specific student, please include them in the “Exam Instructions” section.

The start date and end date will be the scheduled period when a student can book the test. The system will accept a minimum of **7 days**. A reminder that students will need to book 48 hours ahead of time.

Enter the allotted time the test is designed for. This is the length of the test before any accommodations are included. Click Next.
Keep all the boxes checked. It will allow the students to book tests at both campuses. Click "Next".

**Note:** If you have not integrated the Testing Services link for both campuses into your course content market, the test submission will not be able to copy over to the other campus. Please go back to Page 6 of this manual and ensure you have integrated the link for both North and Lakeshore campuses.

Upload any test documents needed and click "Next."

**Note:** If this is a Blackboard test, you do not need to upload a file. Leave this field blank.

**Note:** If a student has a memory aid, you can include it here. Include the student's name in the file name.

Add your Blackboard/CourseLink Password. Tests submitted without either a file or a password will not be approved. If this is a Blackboard test with no password, indicate "no password".

**Note:** Testing Services staff do not have access to modify the Blackboard test. Upon arrival at the Test Centre, the student will log into Blackboard on one of our computers, open the course, and click on the exam. If the exam is not present, or if it's not active for the date of the appointment, or if the correct time limit isn't set (e.g., double time), the Testing Services Staff will not be able to modify this. We will have to contact you to adjust these settings.
Select the permitted test materials for the assessment. This does not include accommodations; this refers to the materials permitted for the entire class. Add your personal phone number and email in the event of an emergency. Click "next".

Add any exam instructions that might be important for the students to know. Example: Please save your calculations in the Excel file or PDF file must be printed or Version A should be given to student XYZ. Click "Submit".
STEP 4

You will see a confirmation message on the screen and be able to locate your test. It has now been submitted.

The Testing Services team will review and contact you within 1 business day if there are any issues with the submission. Once it is approved, you will receive a confirmation email, and you can let students know the exam is available to book.
For more information, including demo videos, please visit:
https://humber.ca/student-life/testing-services/services-faculty