

CASA - CBB

Classroom and Business Building, Room 242



Student Information

Initial Registration to access Online Scheduler:

1. All students required to take an exam in the CASA – CBB (Classroom and Business Building) **must** have a reservation prior to entering the labs. In order to make a reservation, you will need to follow the steps below in order to have access to the Online Scheduler.
2. Students required to take an exam at CASA – CBB will need to first, create an account using the CASA online scheduler and then visit CASA – GAR (Garrison Gym) to register their photo, UH CougarCard and fingerprints into the system.
3. If you do not have an account with CASA, then you will need to go to the CASA website at <http://www.casa.uh.edu/> and register to obtain your Log-in ID and Password. Click on “NEW USERS: Click here to register”.
4. After creating an account, students are **required** to visit **CASA located on the second floor of the Garrison Gym, Room 222** to register their photo, UH CougarCard and finger print into the system. This should be completed at the beginning of the semester to avoid delay at check-in on the day of your exam. No student will be allowed to test at CASA – CBB without completing the registration process.

How to make a reservation to take an Exam?

1. Once you have access to the Online Scheduler, you will be able to make a reservation to take an exam at CASA - CBB.
2. Log-in to your Courseware account at <http://www.casa.uh.edu/>, click on the course for which you want to schedule a test, click on “Proctored Exams” and select a date and time.

3. You will need to pay attention to which CASA location your exam will be administered at. If you are testing at the CBB (Classroom and Business Building) location, it will indicate **CASA - CBB**.
4. You will have approximately two weeks before the exam during which you can make your reservation. Reservations are on a first come, first served basis in the system. It is recommended to not wait until the day of the exam to make a reservation. If you are not able to make a reservation due to no seats remaining or a personal conflict, then **contact your instructor** as the testing lab will not be able to assist you with this matter.

Exam day Procedures:

1. Do not enter CASA – CBB if you do not have a reservation to take an exam because you will not be accommodated.
2. Make sure that you have your **red UH CougarCard** upon check-in. If you lost your red UH Cougarcard, then visit the Welcome Center to obtain a new one.
3. Check in **begins 20 minutes before** your reservation time **until 15 minutes after** their reservation time based on the front desk wall clock. **Students who arrive more than 15 minutes late for their reservation will have missed their exam reservation.** The student will need to check the online scheduler to see if there are any slots available to reschedule their exam, but this must be done outside of the lab to avoid disruption. If the student is not able to reschedule their exam reservation, then he or she is subject to the policy of his or her professor. **There is a no stand-by waiting policy. Seats cannot and will not be added to an active reservation in the system.**
4. **Make sure that you know your Blackboard Log-in information. Multiple wrong attempts will lock you out of your account for 30 minutes. This may affect your exam time. You will NOT be able to log-in to your Blackboard account via <https://accessuh.uh.edu/login.php>. You will need to be able to log-in from the following url: <https://elearning.uh.edu/webapps/portal/frameset.jsp>.**
5. **What are the instructions for the day of my exam?**
 - a. Students **must** check all of their personal belongings with the lab assistant at the bag check station. Personal items include, but are not limited to: cell phones, iPods/MP3 players, headphones, backpacks, purses, laptops, notes, pencils/pens, keys, hats, sunglasses. **All cell phones must be turned off before entering CASA - CBB!!!**
 - b. Students will need to keep their **red UH CougarCard** with them. Students will receive a bag number **after** turning in their personal items.
 - c. Then, students will check in at the front desk. Hand your card to the lab assistant who will swipe your card, and return it back to you. You will also receive a seat number, scratch paper and a pencil.

- d. Once you are checked in, you will walk quietly to the testing room. At this point you will have the following items in your hand – your red UH CougarCard, a bag number, a seat number card, scratch paper and a small pencil.
- e. Sit at the computer station indicated on the seat number card. (Example: A – 1 means Row A, Seat 1). Ask a proctor for assistance if you cannot find your assigned seat. Do not talk to other test takers once you are inside of the lab.
- f. Once at your station, the proctor will set your computer to the correct exam setting. **Do not otherwise tamper with the computer.** If you need a new sheet of scratch paper, raise your hand and a proctor will exchange your scratch sheet with a new sheet.
- g. **Log-in to your Blackboard Course.**
 - i. If you are encountering log-in issues and are unable to log-in to your exam, then raise your hand and a proctor will escort you to the password reset station.
 - ii. If you are required to reset your password, then you will need to wait for the appropriate amount of time before logging into Blackboard.
 - iii. The designated waiting area is next to the front desk. Check the wall clock to keep track of your time. **Do not talk to other students checking in for their exam or resetting their password. You will not be able to leave CASA – CBB for any reason after you have checked into the lab.**
 - iv. You will not be allowed to access your studying material or leave the testing lab since you have already checked in.
 - v. Depending on the volume of students using the lab, you may not be accommodated for lost time on your exam.
- h. Take your exam. If you encounter a technical error with your exam, then raise your hand and a proctor will assist you. **You will not be able to leave your seat for any reason without completing your exam.**
 - i. You will be required to fill out a technical report which will be submitted to your instructor.
 - ii. Proctors will not be able to assist you with content related questions. You will be instructed to take the test to the best of your ability.
- i. After completing your exam, you will need to log-out of your account. Collect your red UH CougarCard ID, the bag number card, the seat number card, your scratch paper and pencil. Make sure you have all of your items BEFORE proceeding to the checkout station.
- j. Walk to the back of the testing lab to the check-out station. A lab assistant will again swipe your red UH CougarCard to check-out. At this time, give the lab assistant your scratch paper and pencil, and seat number. You will keep the bag number card and your red UH CougarCard.

- k. After checking out of the testing lab, you will exit and take a left. You will now need to go to the Bag Return window. Return your bag number card to the lab assistant in order to retrieve your personal belongings.

Blackboard Log-in – STUDENTS MUST KNOW THEIR BLACKBOARD LOGIN TO ACCESS THEIR EXAM

1. If your course is in **Blackboard Learn**, you will need to know your **CougarNet ID** (eg. jsmith123) and password. **Students will be required to access their course through this link:**
<https://elearning.uh.edu>
2. It is important that all students are familiar with their log-in formation. **Failure to log-in properly may result in getting locked out of your account, and up to a 30 minute wait period to log back into your account.** In this case, students may not be accommodated for lost time on their exam.
3. **Students will NOT be able to access their course in CASA - CBB via accessUH -**
<https://accessuh.uh.edu>
4. To find out what your CougarNet information is, please visit
<http://www.uh.edu/infotech/index.php>.

Location Information:

CASA - CBB is located on the second floor of the **Classroom and Business Building, Room 242** (Point A on the map below). If you are required to take an exam at CASA - CBB, it may be beneficial to visit CASA - CBB **BEFORE** your exam day to avoid delays on your exam day.

