

DISABLED STUDENTS PROGRAMS AND SERVICES
CLOCKWORK USER GUIDE:
INSTRUCTOR



LONG BEACH
CITY COLLEGE

Liberal Arts Campus

4901 East Carson Street
Long Beach, CA 90808
(562) 938-4558
Room: A-1134
Mon - Thurs: 8:00am - 6:00pm
Fri: 8:00am - 12:00pm

Pacific Coast Campus

1305 East Pacific Coast Highway
Long Beach, CA 90806
(562) 938-3921
Room: GG-107
Mon - Thurs: 8:00am - 6:00pm
Fri: 8:00am - 12:00pm

Section

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1. Set Preferred Contact Email Address

Email messages from the Clockwork system are automatically sent to an instructor's preferred email address as identified in PeopleSoft. This includes all student letters of accommodation, exam requests from the DSPTS testing center, whether a student requires a notetaker in a particular course, and any other program-specific communications.

To change your preferred address, navigate to the PeopleSoft page as shown in the menu below and mark the preferred email address with a checkmark.

Main Menu > Self Service > Campus Personal Information > Email Addresses

ORACLE

Favorites Main Menu > Self Service > Campus Personal Information > Email Addresses

Joe Smith go to ...

Personal Information Security

addresses phone numbers email addresses emergency contacts

Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

Email Type	Email Address	Preferred
Business	jsmith123@gmail.com	<input checked="" type="checkbox"/>

ADD AN EMAIL ADDRESS

SAVE

* Required Field

2. Letter of Accommodation Viewing, Saving, and Printing

Students who have submitted a request for accommodations for your class(es) and the type of accommodations they need may be determined using this guide. Accommodation letters may be viewed and downloaded at any time. To get started click the link here:

<https://clockwork.lbcc.edu/clockwork/user/instructor/default.aspx>

After logging in, the user will automatically be directed to the help page. Instructors may select “courses” from this page.



Instructor Information

Welcome to the Long Beach City College Disabled Students Programs & Services Instructor Information website. You can use this website to:

- View DSPS approved accommodations that have been provided to your students
- Tell us about your upcoming mid-terms, finals or quizzes

Email notifications from the Clockwork system will be directed to your preferred email address as you set using your PeopleSoft account. You may update your preferred email address by logging into PeopleSoft and navigating to [this page](#). If you have any further questions, please refer to this [Instructional Guide](#) or this [Instructional Video](#). When coordinating tests with our testing office, please review our [Testing Center Policy](#).

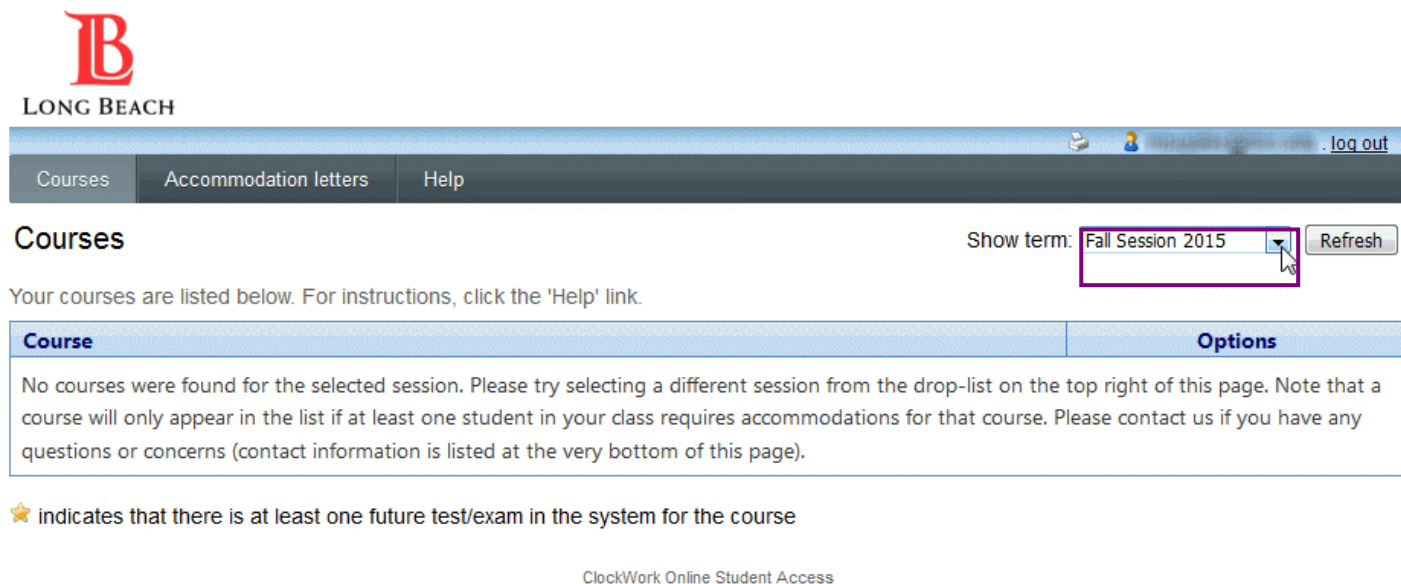
You may click the courses link in the menu above to get started. You will be asked to login using your Long Beach City College employee ID number and PeopleSoft password.

ClockWork Online Student Access

Enter your LBCC employee ID and password. Then click “Log In”.

The image shows the Long Beach City College logo at the top left. Below it is the heading 'Instructor Log In'. Underneath, there is a form with two input fields: 'LBCC Employee ID:' containing 'ggggggg' and 'Password:' containing a series of dots. Below the password field is a 'Log In' button, which is highlighted with a red rectangular box. At the bottom of the page, the text 'ClockWork Online Student Access' is visible.

This page will display all courses that you currently teach for the selected term. The system will default to a term based on the date of access. To view an upcoming terms accommodation letters, please select the arrow next to the drop-down menu.



LONG BEACH

Courses Accommodation letters Help . log out

Courses Show term: Fall Session 2015 Refresh

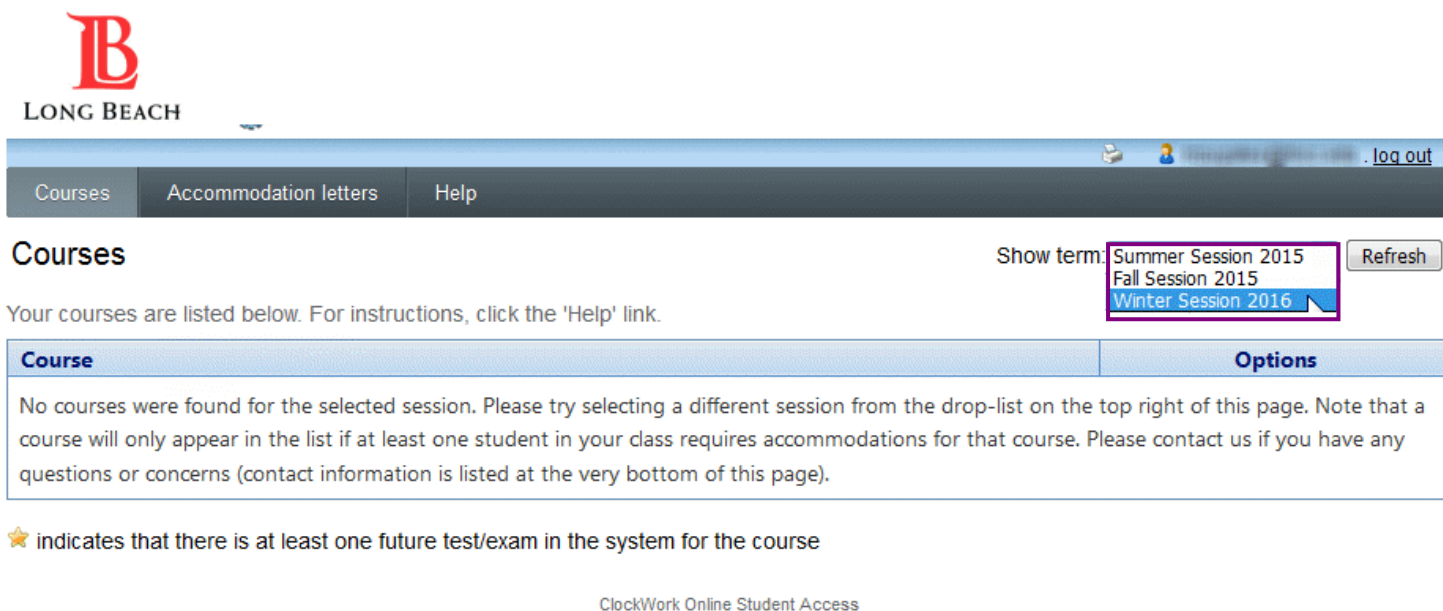
Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
No courses were found for the selected session. Please try selecting a different session from the drop-list on the top right of this page. Note that a course will only appear in the list if at least one student in your class requires accommodations for that course. Please contact us if you have any questions or concerns (contact information is listed at the very bottom of this page).	

★ indicates that there is at least one future test/exam in the system for the course

ClockWork Online Student Access

From the menu, select the term.



LONG BEACH

Courses Accommodation letters Help . log out

Courses Show term: Summer Session 2015
Fall Session 2015
Winter Session 2016 Refresh

Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
No courses were found for the selected session. Please try selecting a different session from the drop-list on the top right of this page. Note that a course will only appear in the list if at least one student in your class requires accommodations for that course. Please contact us if you have any questions or concerns (contact information is listed at the very bottom of this page).	

★ indicates that there is at least one future test/exam in the system for the course

ClockWork Online Student Access

With the correct course selected, click “Accommodation Letters” to see any students in a specific course whom have requested accommodations.



Courses Accommodation letters Help

Courses Show term: Winter Session 2016 Refresh

Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
MATH 110 SECTION: 10288 LEC (TERM: 1550)	Accommodation Letters Tests and Exams

★ indicates that there is at least one future test/exam in the system for the course

ClockWork Online Student Access

All disabled students who are enrolled in the selected course and have submitted letters will display alongside any student whose accommodation letter you have confirmed receipt of. Select the student whose accommodation letter you would like to view by clicking the button next to their name and selecting “view letter”.



Courses Accommodation letters Help

Accommodation Letters for MATH 110 10288

Please select the student below:

[REDACTED]

[REDACTED] [receipt confirmed on December 28, 2015]

[View letter](#) [Back to courses](#)

ClockWork Online Student Access

On the next page, please select the “review PDF letter” button.



Courses Accommodation letters Help

Accommodations for **Donald Stewart 0004728** MATH 110 section 10288 LEC (1550): **Reggie/Michael**

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Review PDF Letter

Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

I acknowledge that I have received and reviewed this Accommodation Letter

Submit

ClockWork Online Student Access

A pdf file will pop up in your browser (if it is blocked, please select “allow”). Then select “ok”.



Courses Accommodation letters Help

Accommodations for **Donald Stewart 0004728** MATH 110 section 10288 LEC (1550): **Reggie/Michael**

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Review PDF Letter

Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

I acknowledge that I have received and reviewed this Accommodation Letter

Submit

Opening Letter_of_Accommodation.pdf

You have chosen to open:

Letter_of_Accommodation.pdf
which is: Adobe Acrobat Document
from: http://10.4.37.214

What should Firefox do with this file?

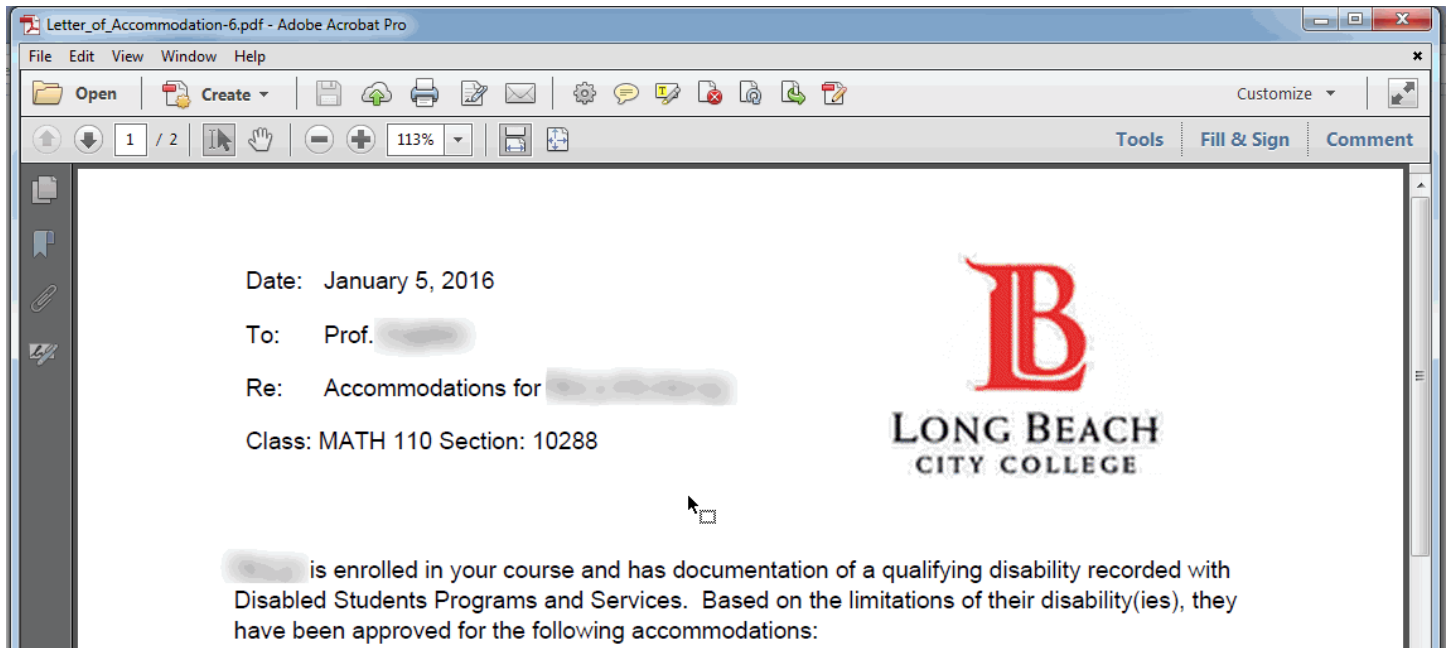
Open with Adobe Acrobat (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

The student's accommodation letter including applicable accommodations and a general message are enclosed, please read it in its entirety. You may save or print this file for future reference.



After closing the file, please select the checkbox indicating that you have reviewed the letter and then select "submit".

B

Courses Accommodation letters Help

Accommodations for [redacted] MATH 110 section 10288 LEC (1550): [redacted]

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Review PDF Letter

Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

acknowledge that I have received and reviewed this Accommodation Letter

Submit

ClockWork Online Student Access

The date that the accommodation was viewed will be saved. Select the “accommodation letters” button to view all letters that have been sent by students in your class.



Courses **Accommodation letters** Help

Accommodations for **MATH 110 section 10288 LEC (1550)** **MATH 110 section 10288 LEC (1550)** [log out](#)

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

[Review PDF Letter](#)

Step 2: Confirm receipt of the accommodations letter

No action is required - you confirmed receipt of this Accommodations Letter on:

December 28, 2015 . 6:02 PM

ClockWork Online Student Access

All accommodation letters that have been submitted for any of your classes during the term selected will display. Select “view letter” to view any file at a later time.



Courses **Accommodation letters** Help

Accommodation Letters Show term: **Winter Session 2016** [Refresh](#)

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

Course	Student	Date letter available	Your confirmation	Letter
MATH 110 section 10288 LEC (1550)		Dec 3, 2015	Dec 28, 2015	View letter

ClockWork Online Student Access

When done click “log out”.

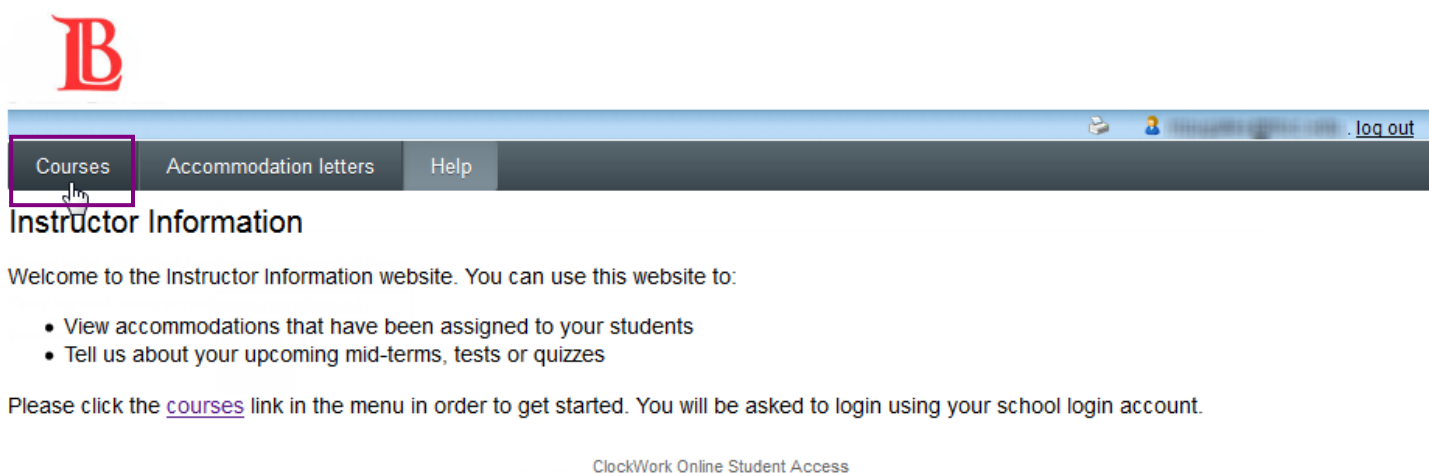
3. Uploading Testing Information and Documents

Your online Clockwork account may be used to upload student testing information and materials. Only the instructor who submitted the test and certified DSPS staff may access testing materials. All provided testing documents are stored on a secure LBCC server and treated as highly confidential.



Click the link below to start.

<https://clockwork.lbcc.edu/clockwork/user/instructor/default.aspx>

Please read the informational text and select the “courses” button.



LB

Courses Accommodation letters Help   log out

Instructor Information

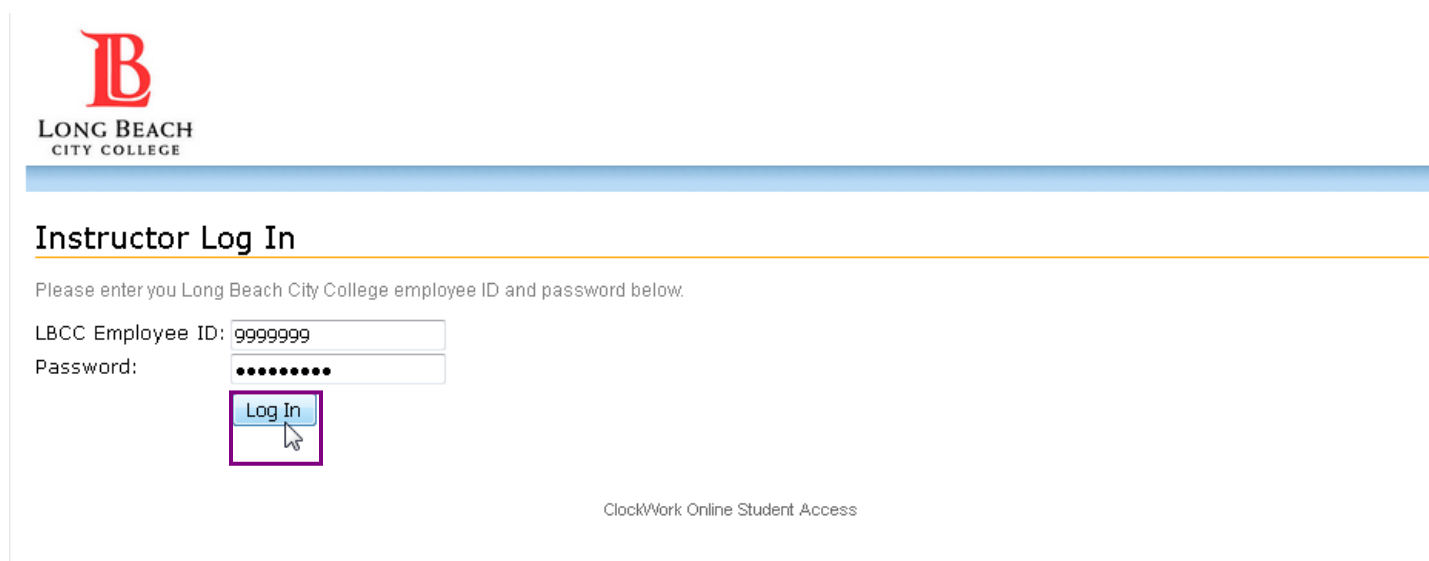
Welcome to the Instructor Information website. You can use this website to:

- View accommodations that have been assigned to your students
- Tell us about your upcoming mid-terms, tests or quizzes

Please click the [courses](#) link in the menu in order to get started. You will be asked to login using your school login account.

ClockWork Online Student Access

Enter your LBCC employee ID and password. Then click “Log In”.



LB
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CITY COLLEGE

Instructor Log In

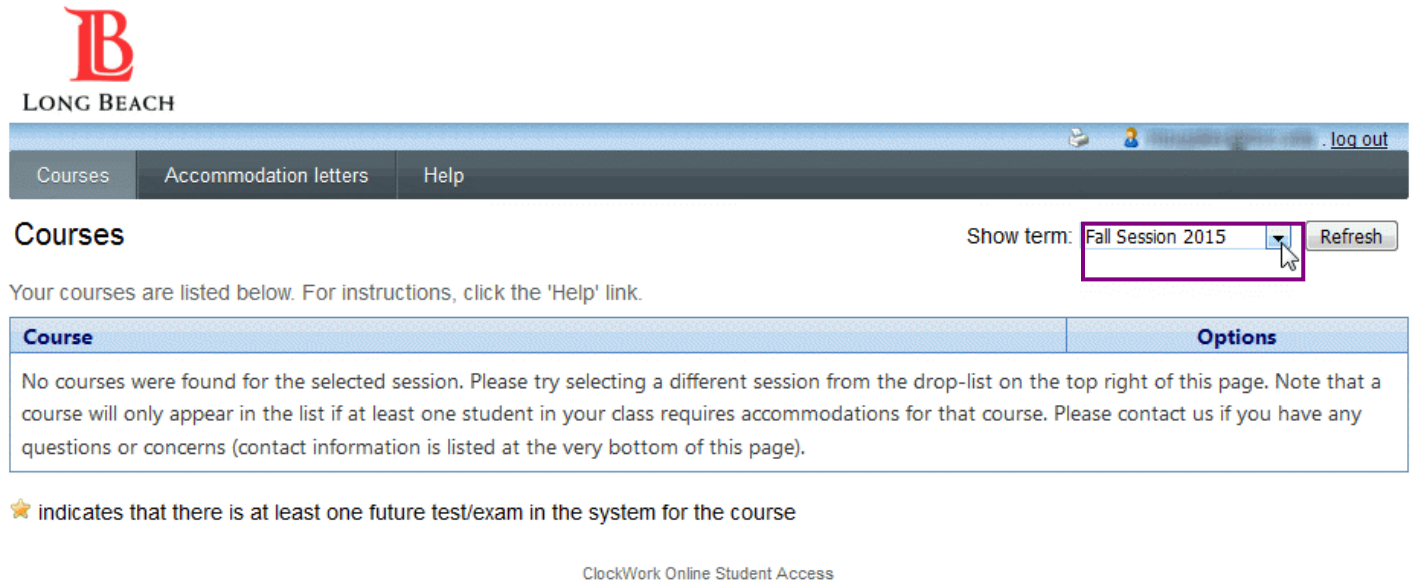
Please enter you Long Beach City College employee ID and password below.

LBCC Employee ID:

Password:

ClockWork Online Student Access

Please verify that the correct term is selected. You may view different terms by selecting the down-arrow to the right of the “show term” menu.



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Courses Accommodation letters Help . log out

Courses Show term: **Fall Session 2015** Refresh

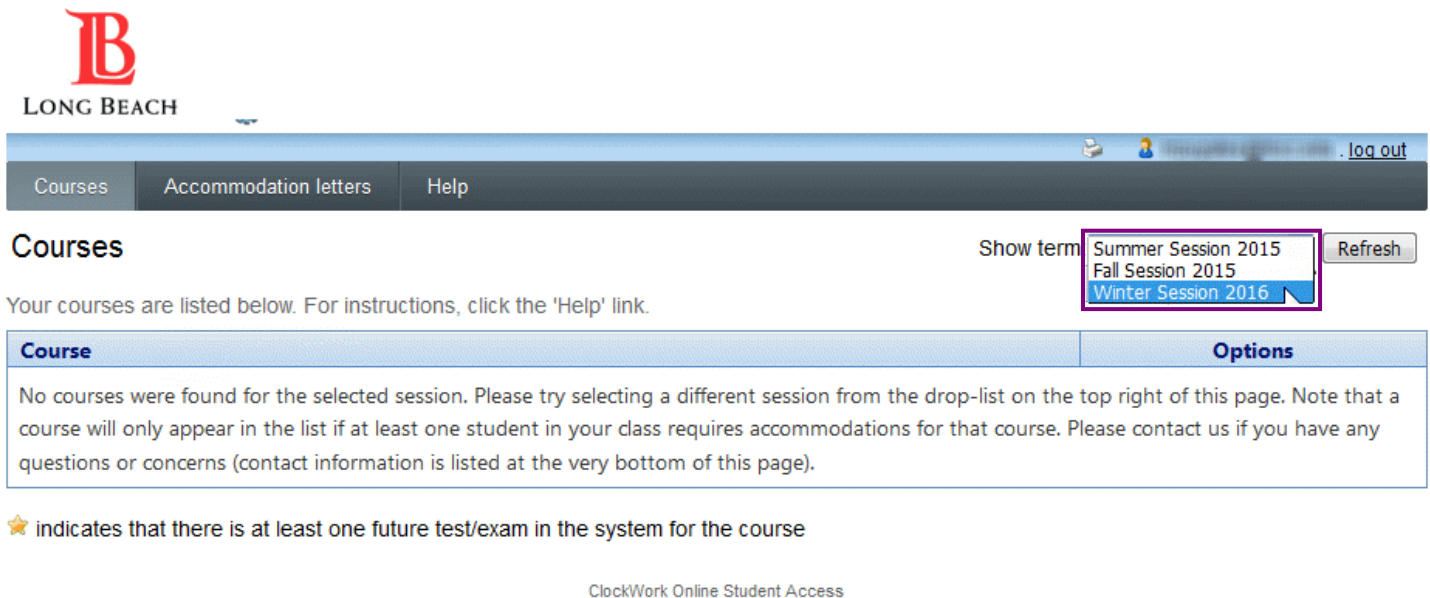
Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
No courses were found for the selected session. Please try selecting a different session from the drop-list on the top right of this page. Note that a course will only appear in the list if at least one student in your class requires accommodations for that course. Please contact us if you have any questions or concerns (contact information is listed at the very bottom of this page).	

★ indicates that there is at least one future test/exam in the system for the course

ClockWork Online Student Access

From the menu, select the term.



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Courses Accommodation letters Help . log out

Courses Show term: Summer Session 2015
Fall Session 2015
Winter Session 2016 Refresh

Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
No courses were found for the selected session. Please try selecting a different session from the drop-list on the top right of this page. Note that a course will only appear in the list if at least one student in your class requires accommodations for that course. Please contact us if you have any questions or concerns (contact information is listed at the very bottom of this page).	

★ indicates that there is at least one future test/exam in the system for the course

ClockWork Online Student Access

The term selected will display all of the courses you teach for that session. To continue, select “Tests and Exams” next to the course which has an upcoming exam.

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Courses Accommodation letters Help

log out

Courses Show term: Winter Session 2016 Refresh

Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
MATH 110 SECTION: 10288 LEC (TERM: 1550)	Accommodation Letters ★ Tests and Exams

★ indicates that there is at least one future test/exam in the system for the course

This will bring you to the Test/Exam Information screen. The page will show any of your previously scheduled tests for the course selected, and allow you to schedule additional tests for the course. To schedule a new test, select the mini calendar to the right of the “Date of test” field box.

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Courses Accommodation letters Help


log out

Scheduled tests and examinations for:

MATH 110 section 10288 LEC (1550): (2016 Jan 4 to Feb 6)

Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.

[Tell us about an upcoming test](#)

Date of test: 

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	
Test	February 4 Thursday (2016)	10:15 AM (120 minutes) <i>Last modified: 2016-01-22</i>	Yes	Submit file	Confirm

ClockWork Online Student Access

Select the date when the exam will actually be taking place. Use the arrows to navigate between months.

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Courses Accommodation letters Help . log out

Scheduled tests and examinations for:

MATH 110 section 10288 LEC (1550): (2016 Jan 4 to Feb 6)

Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.

[Tell us about an upcoming test](#)

Date of test:

Type	S	M	T	W	T	F	S	Class test time	Previously confirmed	Submitted file
Test	27	28	29	30	31	1	2	10:15 AM (120 minutes) <i>Last modified: 2016-01-22</i>	Yes	Submit file
	3	4	5	6	7	8	9			Confirm
	10	11	12	13	14	15	16			
	17	18	19	20	21	22	23			
	24	25	26	27	28	29	30			
	31	1	2	3	4	5	6			

[Back to course list](#)

ClockWork Online Student Access

Then select “Add this test”.

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Courses Accommodation letters Help . log out

Scheduled tests and examinations for:

MATH 110 section 10288 LEC (1550): (2016 Jan 4 to Feb 6)

Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.

[Tell us about an upcoming test](#)

Date of test:

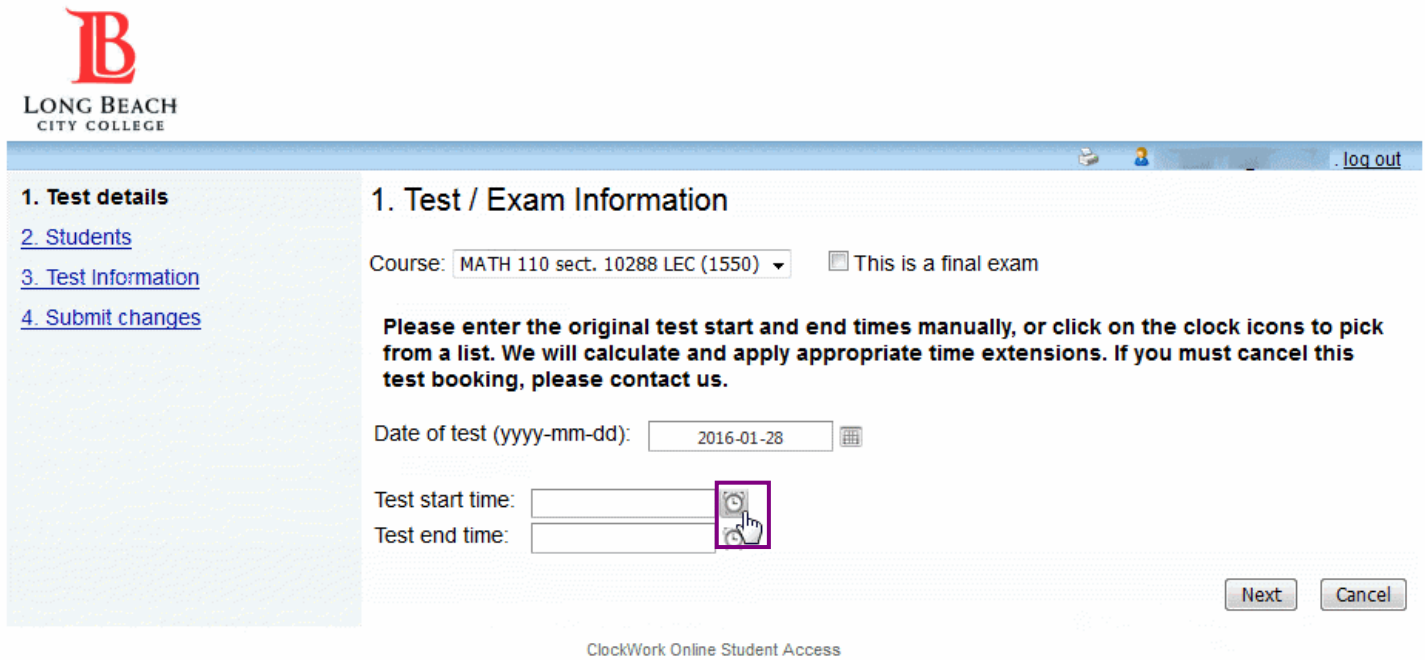
Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file
Test	February 4 Thursday (2016)	10:15 AM (120 minutes) <i>Last modified: 2016-01-22</i>	Yes	Submit file
				Confirm

[Back to course list](#)

ClockWork Online Student Access

The course, term, and test date previously selected will automatically populate on this page. You may select “cancel” at any time during the following steps to start over. Select the mini clock to the right of the “Test start time” text box to continue.




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1. Test details
[2. Students](#)
[3. Test Information](#)
[4. Submit changes](#)

1. Test / Exam Information

Course: This is a final exam

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

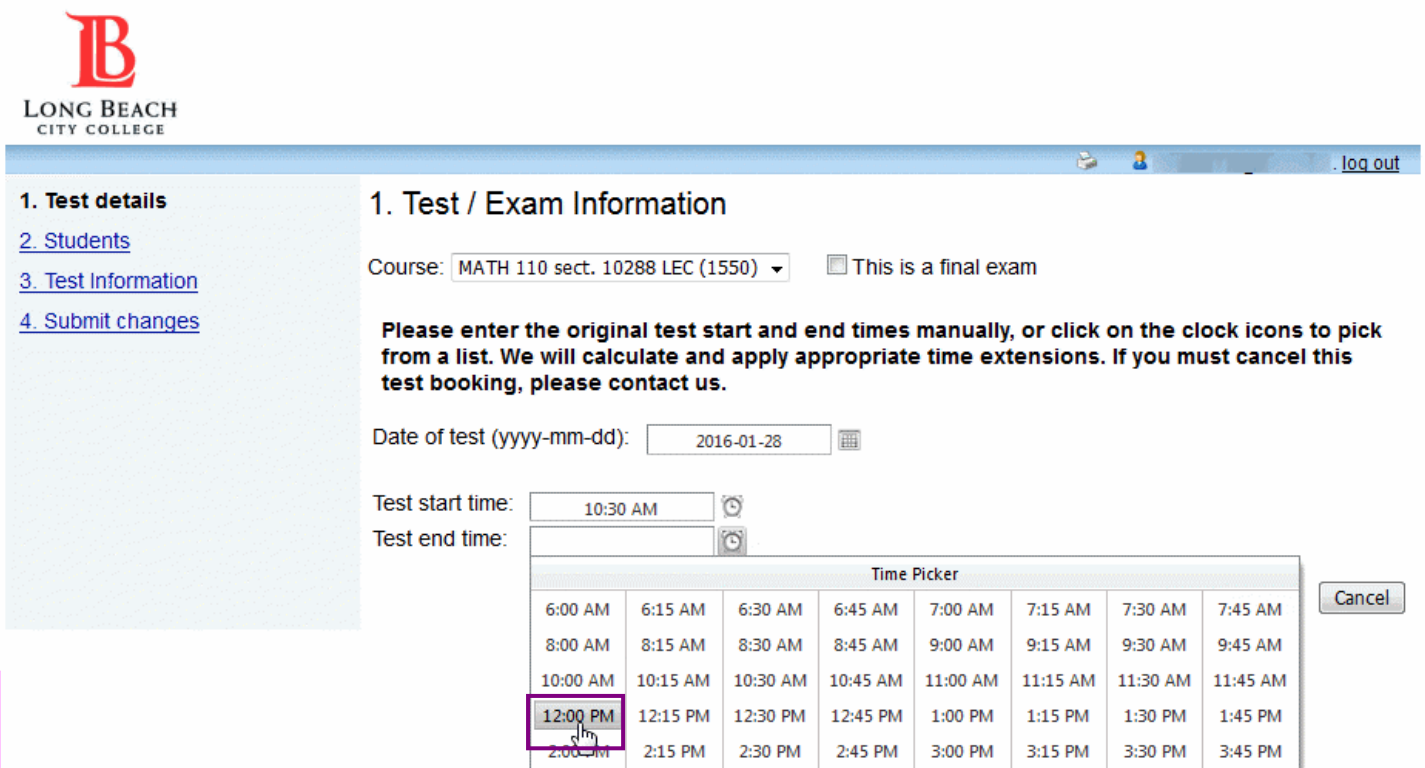
Date of test (yyyy-mm-dd): 

Test start time: 

Test end time:

ClockWork Online Student Access

Select the time the course starts and repeat for the time the course ends in the adjacent field. Do not include additional testing time as our office will account for any extra time.




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1. Test details
[2. Students](#)
[3. Test Information](#)
[4. Submit changes](#)


1. Test / Exam Information

Course: This is a final exam

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

Date of test (yyyy-mm-dd): 

Test start time: 

Test end time: 

Time Picker

6:00 AM	6:15 AM	6:30 AM	6:45 AM	7:00 AM	7:15 AM	7:30 AM	7:45 AM
8:00 AM	8:15 AM	8:30 AM	8:45 AM	9:00 AM	9:15 AM	9:30 AM	9:45 AM
10:00 AM	10:15 AM	10:30 AM	10:45 AM	11:00 AM	11:15 AM	11:30 AM	11:45 AM
12:00 PM	12:15 PM	12:30 PM	12:45 PM	1:00 PM	1:15 PM	1:30 PM	1:45 PM
2:00 PM	2:15 PM	2:30 PM	2:45 PM	3:00 PM	3:15 PM	3:30 PM	3:45 PM

If your course does not start or end at any of the times available, you may delete and type the minutes manually using your keyboard.



. log out

1. Test details

[2. Students](#)

[3. Test Information](#)

[4. Submit changes](#)

1. Test / Exam Information

Course: This is a final exam

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

Date of test (yyyy-mm-dd):

Test start time:

Test end time:

ClockWork Online Student Access

With the correct times entered, click “Next”.



. log out

1. Test details

[2. Students](#)

[3. Test Information](#)

[4. Submit changes](#)

1. Test / Exam Information

Course: This is a final exam

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

Date of test (yyyy-mm-dd):

Test start time:

Test end time:

ClockWork Online Student Access

Review the students who have scheduled this test with our office and the scheduled for test times. If a student is scheduled for a test time that does not match the length of the test for your class, please contact our office at 562-938-4558 or dspstest@lbcc.edu. When ready, select "Next".



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log out

[1. Test details](#)

2. Students

[3. Test Information](#)

[4. Submit changes](#)

2. Students scheduled to-date

Below is the list of students that have registered to write this test with us so far. If a student is scheduled for a test time that does not match the length of the test for your class, please contact our office at dspstest@lbcc.edu or 562-938-4558. When ready, click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
[REDACTED]	January 28 Thursday (2016)	10:40 AM to 12:00 PM
[REDACTED]	January 28 Thursday (2016)	10:40 AM to 12:00 PM

Previous Next Cancel

ClockWork Online Student Access

This page asks for detailed information on how the test will be transported and administered. Please complete the questions according to your tests parameters.



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log out

[1. Test details](#)

[2. Students](#)

3. Test Information

[4. Submit changes](#)

3. Test Information for

Please provide the following exam details:

* I will deliver the exam to DSPS by the date prior to the exam in the following manner:

* I would like DSPS to return the exam to me in the following manner:

Instructor Office:

Please select any other accommodations you wish DSPS to provide for this exam:

Open book

Open notes

Use of dictionary/spellchecker

Use of thesaurus

Use of calculator

* Do you give pop quizzes? (If yes, please contact DSPS to make arrangements)

*To make special arrangements, please contact DSPS directly at dspstest@lbcc.edu or 562-938-4558

Previous Next Cancel

If any required questions are not answered the system will display a red indicator next to it.

1. Test details

2. Students

3. Test Information

4. Submit changes

Open book

Open notes

Use of dictionary/spellchecker

Use of thesaurus

Use of calculator


Other accommodation:

* Do you give pop quizzes? (If yes, please contact DSPS to make arrangements) No

*To make special arrangements, please contact DSPS directly at dspstest@lbcc.edu or 562-938-4558

ClockWork Online Student Access

Once the requested information has been provided, click “Next”.



[log out](#)

1. Test details

2. Students

3. Test Information

4. Submit changes

3. Test Information

Please provide the following exam details:

* I will deliver the exam to DSPS by the date prior to the exam in the following manner: I will upload the materials to the confirmation page of this website (step 4)

* I would like DSPS to return the exam to me in the following manner: DSPS may electronically return the exam to my LBCC email account

Instructor Office:

Please select any other accommodations you wish DSPS to provide for this exam:

Open book

Open notes

Use of dictionary/spellchecker

Use of thesaurus

Use of calculator

Other accommodation:

* Do you give pop quizzes? (If yes, please contact DSPS to make arrangements) No

*To make special arrangements, please contact DSPS directly at dspstest@lbcc.edu or 562-938-4558

ClockWork Online Student Access

The last page allows instructors to review the listed information and upload documentation. Click the “select” button to search for the actual examination file.





[1. Test details](#)

[2. Students](#)

[3. Test Information](#)

4. Submit changes

4. Confirm exam details

Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us.

Test details

MATH 110 sect. 10288 LEC (1550)
Thu January 28, 2016 . 10:40 AM - 12:00 PM

Test information

<p>I will deliver the exam to DSPS by the date prior to the exam in the following manner:</p> <p>I would like DSPS to return the exam to me in the following manner:</p> <p>Open notes</p> <p>Do you give pop quizzes? (If yes, please contact DSPS to make arrangements)</p>	<p>I will upload the materials to the confirmation page of this website (step 4)</p> <p>DSPS may electronically return the exam to my LBCC email account</p> <p>yes</p> <p>No</p>
---	---

File upload

Note: If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the DSPS Testing Center at least one business day in advance of your scheduled test or exam.

Select test/exam file to submit:

Select



Previously uploaded tests:

No records to display.

Navigate to the folder in your computer that holds testing materials and select the file that needs to be uploaded. It is recommended that instructors use the naming convention (your actual lastname, firstname, term, year, course, course number, exam number) for identification purposes. Once a file has been correctly uploaded, you should see the file name in to the right of the “select” bar. If desired, you may print a copy for your records by selecting “please print a copy...”

When ready, select “Submit Changes” to finalize the test.

LONG BEACH CITY COLLEGE

[1. Test details](#)
[2. Students](#)
[3. Test Information](#)
4. Submit changes

4. Confirm exam details

Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us.

Test details

MATH 110 sect. 10288 LEC (1550)
Thu January 28, 2016 . 10:40 AM - 12:00 PM

Test information

I will deliver the exam to DSPS by the date prior to the exam in the following manner: **I will upload the materials to the confirmation page of this website (step 4)**

I would like DSPS to return the exam to me in the following manner: **DSPS may electronically return the exam to my LBCC email account**

Open notes **yes**

Do you give pop quizzes? (If yes, please contact DSPS to make arrangements) **No**

File upload

Note: If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the DSPS Testing Center at least one business day in advance of your scheduled test or exam.

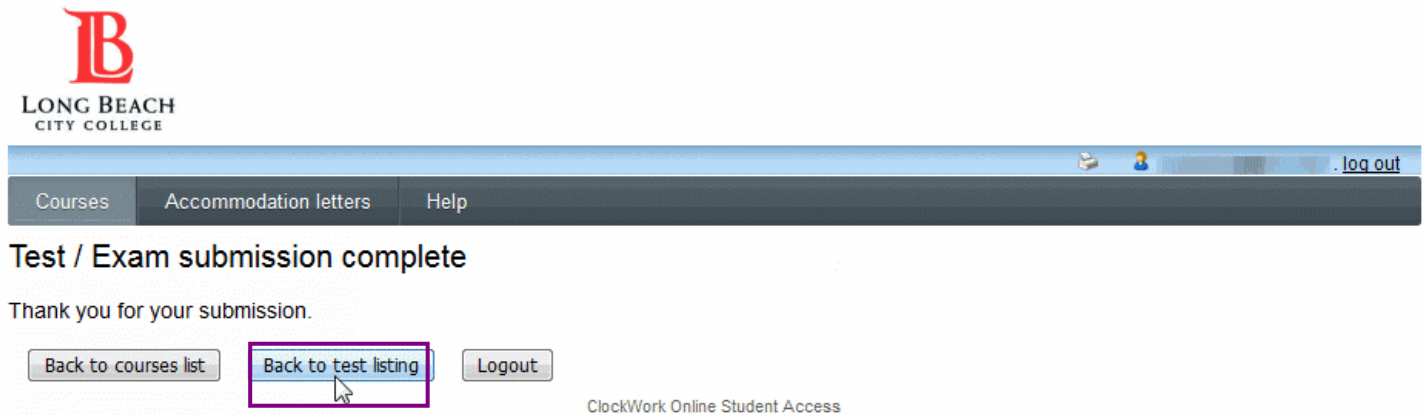
Select test/exam file to submit:

Previously uploaded tests:	
Lastname, Firstname, Fall 2015, MATH 110 Exam 1.pdf	view remove

Please note that you must click the [Submit changes](#) button in order to confirm your test to us.

[Please print a copy for your records.](#)

If successful, the system should display the following message. Select “back to test listing” to confirm the test.



LONG BEACH CITY COLLEGE

Courses Accommodation letters Help . log out

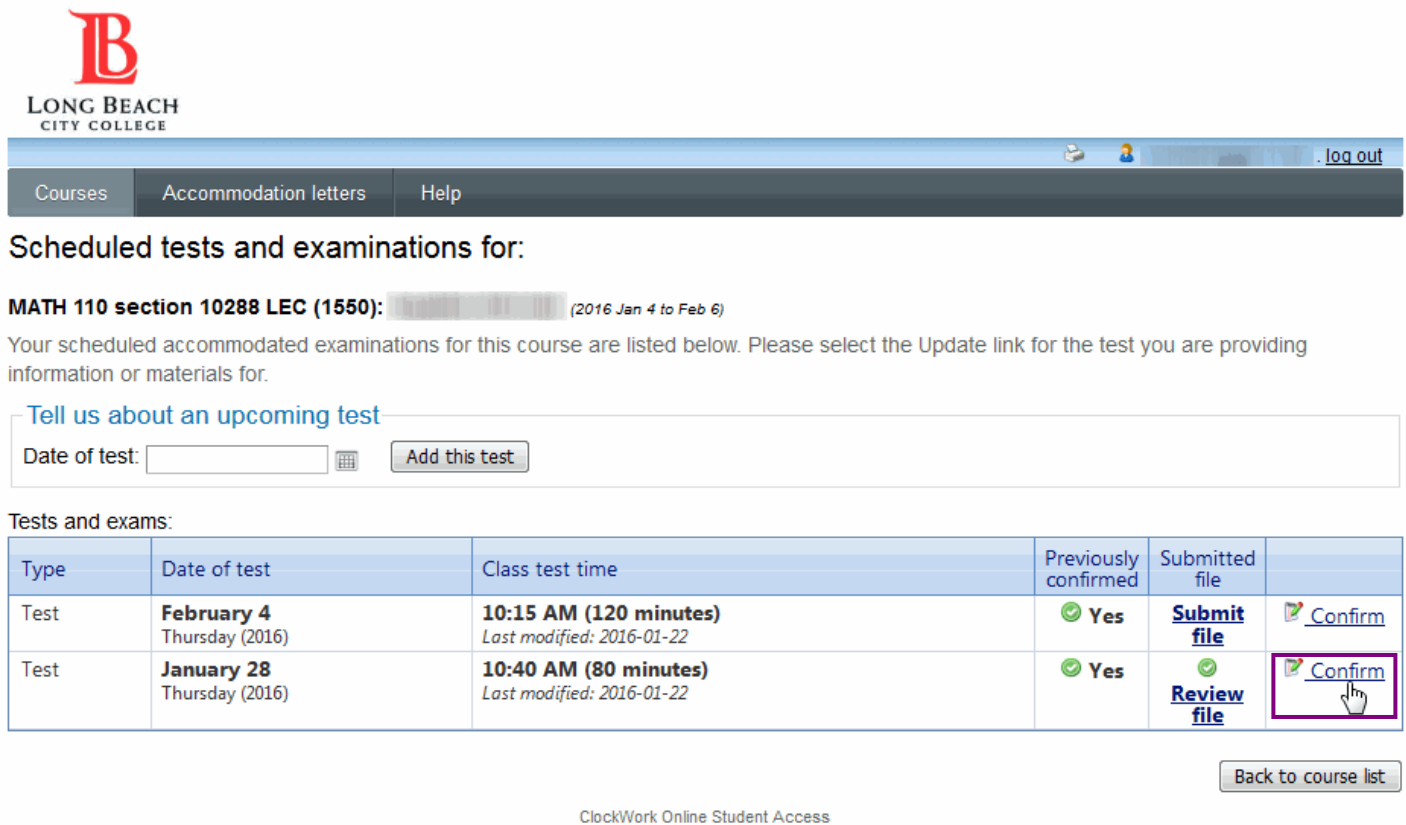
Test / Exam submission complete

Thank you for your submission.

Back to courses list **Back to test listing** Logout

ClockWork Online Student Access

You will be brought back to the scheduled examinations page. You may select “confirm” to change any of the test characteristics previously entered. Follow the steps shown above to change any test items. When done, select “log out”.



LONG BEACH CITY COLLEGE

Courses Accommodation letters Help . log out

Scheduled tests and examinations for:

MATH 110 section 10288 LEC (1550): (2016 Jan 4 to Feb 6)

Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.

[Tell us about an upcoming test](#)

Date of test:

Tests and exams:

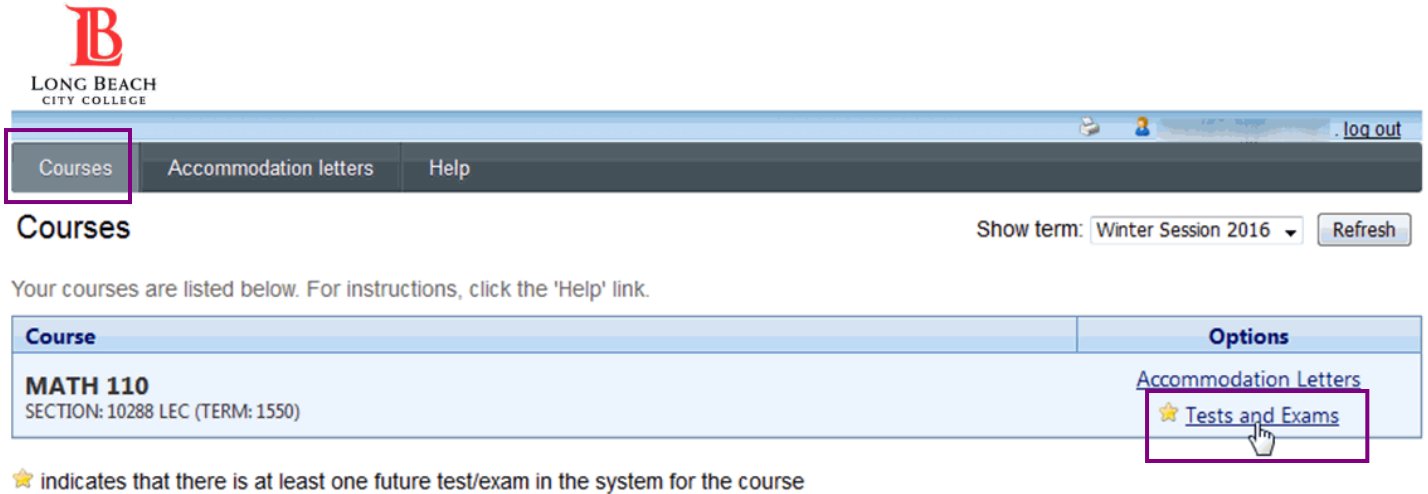
Type	Date of test	Class test time	Previously confirmed	Submitted file	
Test	February 4 Thursday (2016)	10:15 AM (120 minutes) <i>Last modified: 2016-01-22</i>	Yes	Submit file	Confirm
Test	January 28 Thursday (2016)	10:40 AM (80 minutes) <i>Last modified: 2016-01-22</i>	Yes	Review file	Confirm

[Back to course list](#)

ClockWork Online Student Access

4. Revising Testing Information and Documents

Select the “courses” button using the ribbon at the top and then select “tests and exams”.



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Courses Accommodation letters Help

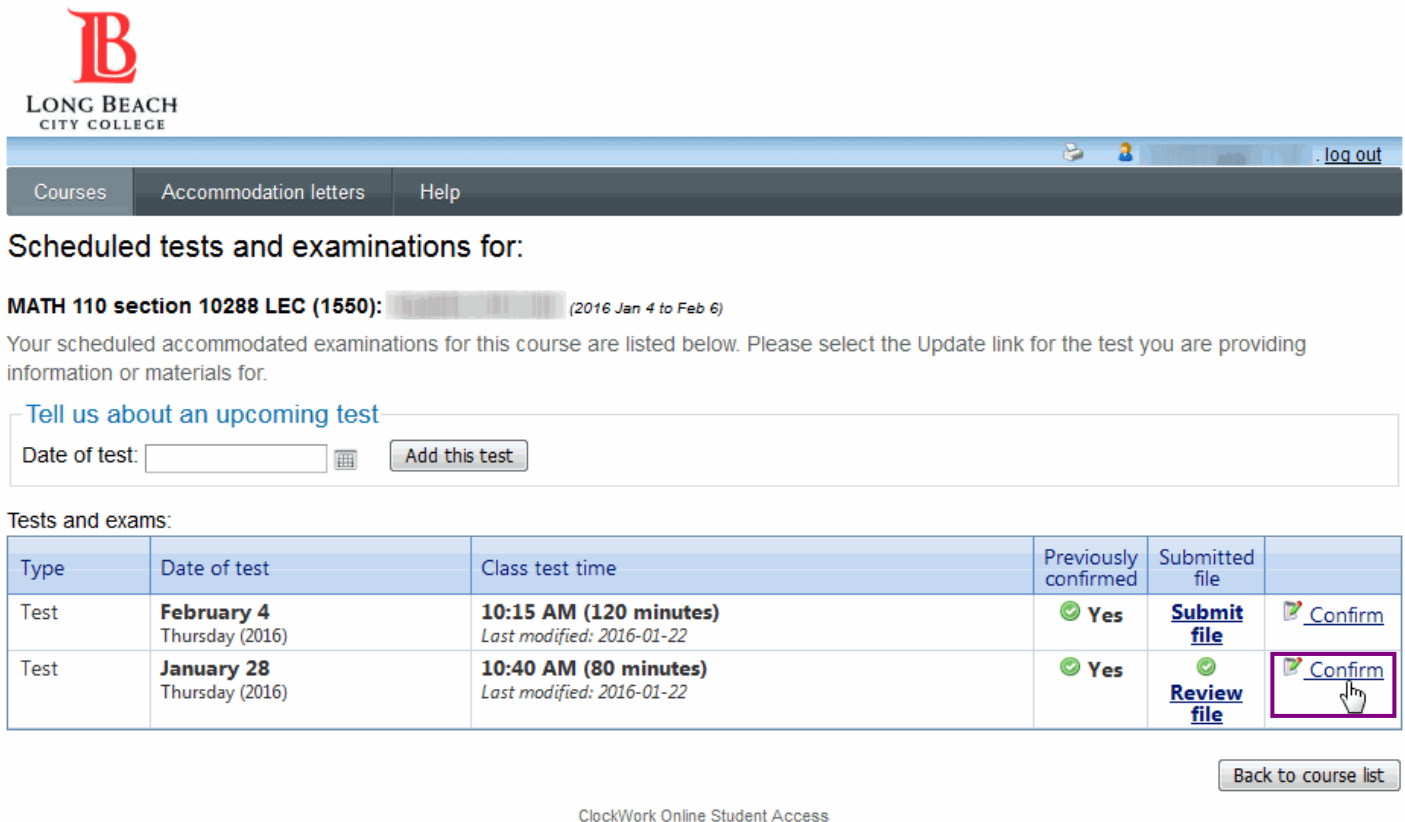
Courses Show term: Winter Session 2016 Refresh

Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
MATH 110 SECTION: 10288 LEC (TERM: 1550)	Accommodation Letters ★ Tests and Exams

★ indicates that there is at least one future test/exam in the system for the course

Select “confirm” to change any of the test characteristics previously entered.



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Courses Accommodation letters Help

Scheduled tests and examinations for:

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Date of test:

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	
Test	February 4 Thursday (2016)	10:15 AM (120 minutes) <i>Last modified: 2016-01-22</i>	✔ Yes	Submit file	Confirm
Test	January 28 Thursday (2016)	10:40 AM (80 minutes) <i>Last modified: 2016-01-22</i>	✔ Yes	Review file	Confirm

ClockWork Online Student Access

Update the values using the same steps outlined in section 3.

LONG BEACH CITY COLLEGE


1. Test details
 2. Students
 3. Test Information
 4. Submit changes


1. Test / Exam Information

Course: MATH 110 sect. 10288 LEC (1550) This is a final exam

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

Date of test (yyyy-mm-dd): 2016-01-28

Test start time: 10:40 

Test end time: 12:00 

Next Cancel

ClockWork Online Student Access

Click “submit changes”. You will receive a confirmation and your test will be updated in our system.

LONG BEACH CITY COLLEGE

1. Test details
 2. Students
 3. Test Information
 4. Submit changes

4. Confirm exam details

Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us.

Test details

MATH 110 sect. 10288 LEC (1550)
 Thu January 28, 2016 . 10:40 AM - 12:00 PM

Test information

I will deliver the exam to DSPS by the date prior to the exam in the following manner: **I will upload the materials to the confirmation page of this website (step 4)**

I would like DSPS to return the exam to me in the following manner: **DSPS may electronically return the exam to my LBCC email account**

Open notes: **yes**

Do you give pop quizzes? (If yes, please contact DSPS to make arrangements): **No**

File upload

Note: If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the DSPS Testing Center at least one business day in advance of your scheduled test or exam.

Select test/exam file to submit:

Previously uploaded tests:

Lastname, Firstname, Fall 2015, MATH 110 Exam 1.pdf	view remove
---	--

Please note that you must click the [Submit changes](#) button in order to confirm your test to us.

[Please print a copy for your records.](#)

Previous **Submit changes** Cancel