Exit Exam Procedures

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Creating New Sections in Banner

New sections for the following semester need to be made before open registration begins.

Logging In to Banner

1. Open a web browser and go to www.missouristate.edu/banner.
2. Click the **Internet Native Banner (INB)** link.
3. Login with your My Missouri State login and password.

   Note: Graduate assistants are not given access to Banner. A staff member will need to login.

4. In the **Go To** field, type SSASECT and press Enter.
5. In the **Term** field, enter the 6-digit term for the semester you are creating sections for and press Tab.

   Note: Terms consist of the 4-digit year + the 2-digit semester code. So if you are grading for spring 2014, you would enter 201420.

Completing the Course Section Information

1. Click **Create CRN**.
2. Click **Next Block**.
3. In the **Subject** field, type GEN.
4. For **Course Number**, type 499.
5. For **Section**, type a 3-digit section number.
6. For **Campus**, type X for Online.
7. In the **Status** field, select A for Active.
8. For **Schedule Type**, select OTR for Other.
9. For **Instructional Method**, select INET for Internet.
10. For **Grade Mode**, select P for Pass/Not Pass.

11. For **Part of Term**, select EE for Exit Exam.

12. Do not edit the other fields on this page.

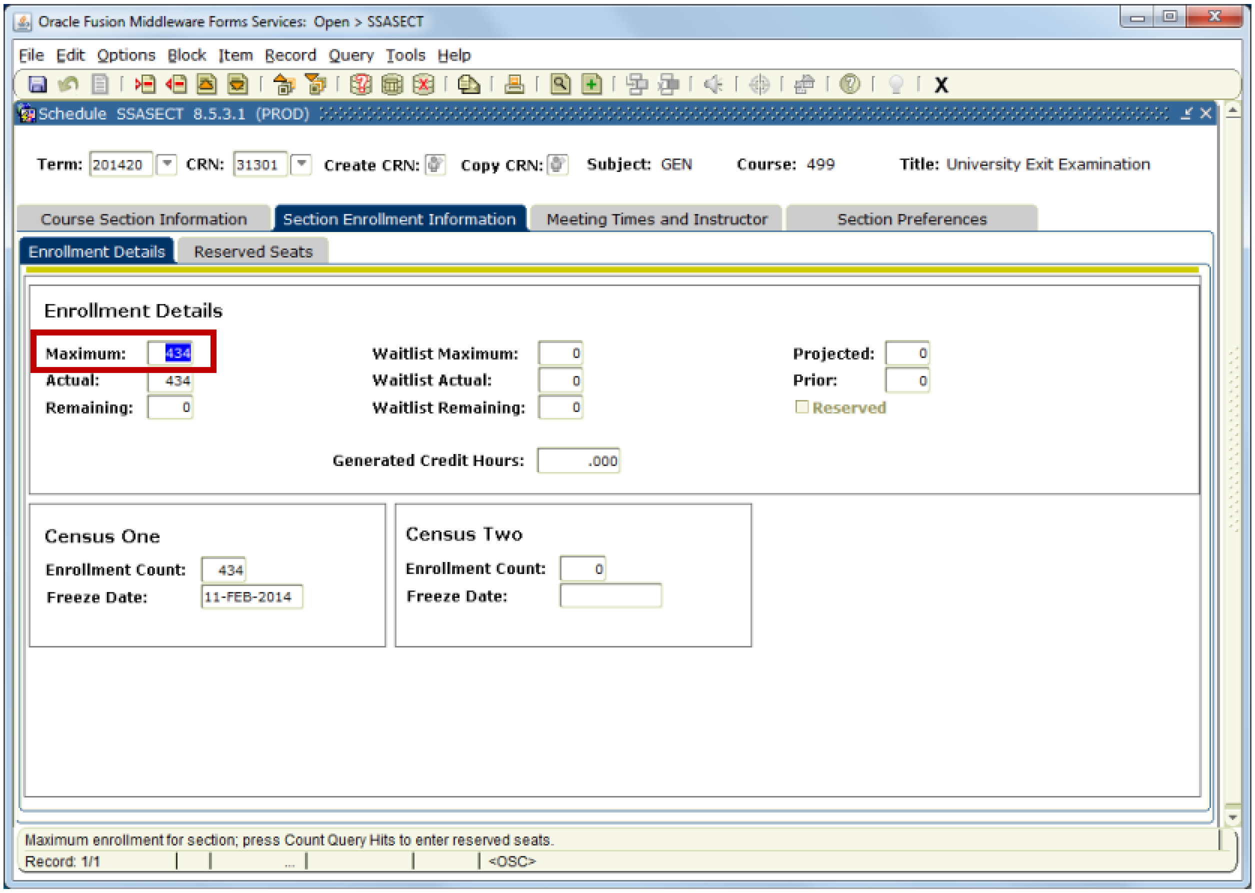
13. Click **Save**.

Completing the Course Enrollment Information

1. In the Maximum field, type the maximum type of students who can enroll in the section. Since the exam is unproctored and online, this number can be high to accommodate fluctuation. Entering 1000 is recommended.

2. Do not edit the other fields on this page.

3. Click **Save**.


Oracle Fusion Middleware Forms Services: Open > SSASECT
File Edit Options Block Item Record Query Tools Help
Schedule SSASECT 8.5.3.1 (PROD)
Course Section Information
Section Enrollment Information
Meeting Times and Instructor
Section Preferences
Enrollment Details
Reserved Seats
Census One
Census Two

Term: 201420 CRN: 31301 Create CRN: Copy CRN: Subject: GEN Course: 499 Title: University Exit Examination

Enrollment Details

Maximum: 434
Actual: 434
Remaining: 0
Waitlist Maximum: 0
Waitlist Actual: 0
Waitlist Remaining: 0
Projected: 0
Prior: 0
☐ Reserved
Generated Credit Hours: .000

Census One
Enrollment Count: 434
Freeze Date: 11-FEB-2014

Census Two
Enrollment Count: 0
Freeze Date:

Maximum enrollment for section; press Count Query Hits to enter reserved seats.
Record: 1/1 <OSC>

Setting Up Meeting Dates

1. In the **Meeting Type** field, type ARR for arranged.

2. In the **Start Date** and **End Date** fields, enter dates for the section.

   Note: Sections are divided by month. The **Start Date** should be the first day of the month the section is tied to, and the **End Date** should be the last day of the month the section is tied to.

3. Click **Save**.

Completing the Meeting Times Section

1. Under **Building**, enter *INET*.

2. Under **Schedule Type**, enter *OTR*.

3. Click **Save**.

Completing the Instructor Section

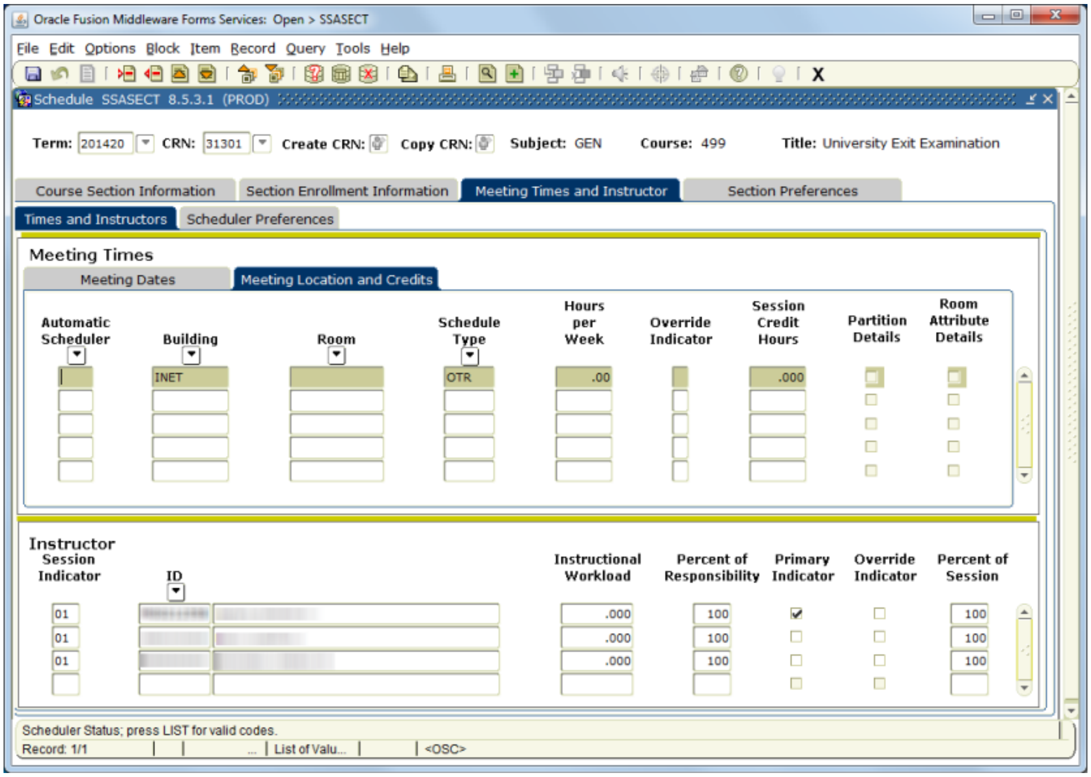
1. Under **Session Indicator**, type *01*.

2. In the **ID** field, enter the instructor's M-Number (beginning with the M).

3. Enter a number from 0-100 for the **Percent of Responsibility** and **Percent of Session**.

4. Click **Save**.

Exit Exam


Oracle Fusion Middleware Forms Services: Open > SSASECT
File Edit Options Block Item Record Query Tools Help
Schedule SSASECT 8.5.3.1 (PROD)
Course Section Information
Section Enrollment Information
Meeting Times and Instructor
Section Preferences
Times and Instructors
Scheduler Preferences
Meeting Dates
Meeting Location and Credits

Term: 201420 **CRN:** 31301 **Create CRN:** **Copy CRN:** **Subject:** GEN **Course:** 499 **Title:** University Exit Examination

Meeting Times

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	INET		OTR	.00		.000	☐	☐

Instructor

Session Indicator	ID		Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	[redacted]	[redacted]	.000	100	☑	☐	100
01	[redacted]	[redacted]	.000	100	☐	☐	100
01	[redacted]	[redacted]	.000	100	☐	☐	100

Scheduler Status; press LIST for valid codes.

Record: 1/1 | ... | List of Valu... | <OSC>

Administering Exams for Students Who Need Extra Time

Extra time is only given to students who have disabilities. ETS allows us to give 20 or 40 extra minutes to students. The Learning Diagnostic Clinic usually administers these exams for students, but anyone in Institutional Research can also administer the exam. When extra time is given, the exam must be administered in a proctored environment.

1. Make sure an open cohort exists using the **Abbreviated Form B for Online Proctored Administration** exam.

2. Go to admin-proficiencyprofile.ets.org and login.

3. Get the session number:

    a. Click **Cohorts**.

    b. Under **Open Cohorts**, select the correct cohort name.
    Under **Sessions**, you will see the **Session Number**. Keep this screen open.

4. On the testing computer, open the Proficiency Profile.

5. Have the student enter the session number from step 3.
   After the student completes their Personal Profile, they will arrive at a screen that says **Waiting for Proctor approval**.

6. While the student is on the **Waiting for Proctor approval** screen, call ETS Technical Support at 1-800-514-8491 and request additional time.

7. Once the ETS representative has entered the additional time, go to the **Manage Cohorts** page you opened in step 3.
   It should still be up.

8. In the **Tests** section, under **In-Progress**, click the number.

9. By the student's name, click **Approve**.

The student can now complete the exam with extra time.

Adding and Dropping Students

1. Open a web browser and go to www.missouristate.edu/banner.
2. Click the **Internet Native Banner (INB)** link.
3. Login with your My Missouri State login and password.

   Note: Graduate assistants are not given access to Banner. A staff member will need to login.

4. In the **Go To** field, enter *SFAREGS* and press **Enter**.
5. On the **Distribution Parameters** screen, click **X**.
6. In the **Term** field, enter the 6-digit term for the semester you are creating sections for and, and then press **Tab**.

   Note: Terms consist of the 4-digit year + the 2-digit semester code. For example, if you are grading for spring 2014, you would enter *201420*.

7. In the **ID** field, type the student's M-Number, beginning with the M.
8. Press **Tab**.
9. Click **Next Block** twice.
10. Do not edit the **Enrollment Information**.

To...	Do this...
Add students	10. Under the **Course Information** section, in a blank **CRN** field, enter the CRN you want to register the student for, and then press **Tab**.
	11. Click **Save** twice.
	12. When a dialog box asks if you want to assess fees now, click **Yes**.

	If a dialog box did not appear, your changes were not fully saved.
Drop students	10. Under the *Course Information* section, find the GEN 499 section the student is enrolled in.
	11. Under the *Status* column, delete the current status and type *DD*.
	12. Click **Record**, and then click **Remove**.
	13. Click 💾 **Save** twice.
	14. When a dialog box asks if you want to assess fees now, click **Yes**. If a dialog box did not appear, your changes were not fully saved.

Sending Mass Emails

Occasionally you will need to send emails to students with reminders, instructions, or updates. To do this, download the roster(s) of students from My Missouri State, then do a mail merge in Microsoft Word.

> **Note**: Outlook must be open to do a mail merge. Also ensure that the Exit Exam profile is open and not your personal profile. Otherwise, the emails will be sent from your personal email address.

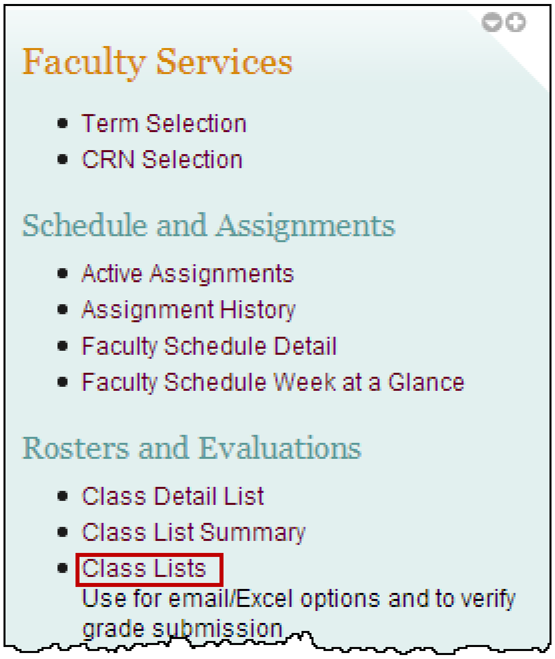
Downloading Rosters

1. Open a web browser and go to my.missouristate.edu.

2. Log in.

3. Click the **Teaching & Advising** tab.

4. Under **Faculty Services**, click **Class Lists**.


Faculty Services
Term Selection
CRN Selection
Schedule and Assignments
Active Assignments
Assignment History
Faculty Schedule Detail
Faculty Schedule Week at a Glance
Rosters and Evaluations
Class Detail List
Class List Summary
Class Lists

Use for email/Excel options and to verify grade submission

4. Select the correct **Term** and click **Submit**.

5. Click the section you want to send an email.
   A class roster appears.

6. At the bottom of the screen, click **Download Data in CSV format**.

7. Open the file.
   The file automatically opens in Excel.

8. While the file is still open in Excel, go to the **File** menu and click **Save As**.

9. Save the file to the Exit Exam folder in Bear1, and for the **Save as type** choose **Excel Workbook (.xsls)**.

Completing a Mail Merge in Microsoft Word

1. Open Microsoft Word and open a blank document.

2. Compose your email.

3. In the ribbon, click **Start Mail Merge** then click **E-mail Messages**.

4. Also in the ribbon, click **Select Recipients**, then click **Use an Existing List**.

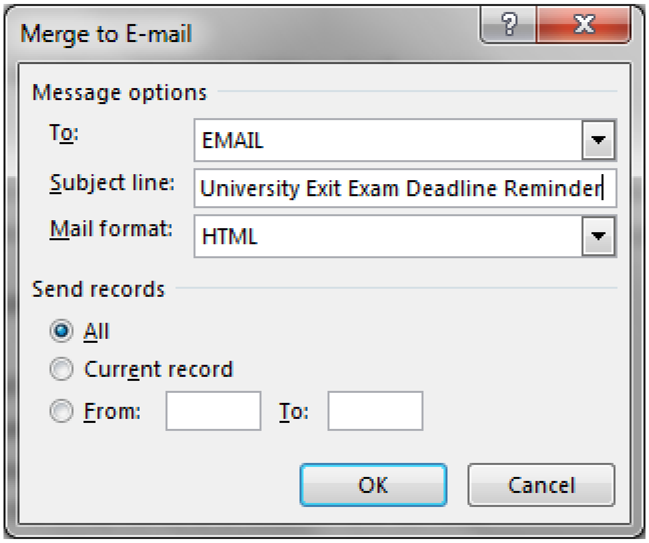
5. In the *Select Data Source* window, navigate to where you saved the class roster, click the document name, and then click **Open**.

6. In the ribbon, click **Finish & Merge**, and then click **Send E-mail Messages**.

7. In the **To** field, make sure that **EMAIL** is selected.

8. In the **Subject Line**, type an informative subject.

9. Leave the **Mail format** as **HTML**, and make sure **All** is selected for **Send records**.



To: EMAIL
Subject line: University Exit Exam Deadline Reminder
Mail format: HTML

● All
○ Current record
○ From: To:

9. Click **OK**.

10. Check the **Sent** folder in Outlook to make sure that the emails were sent.

Late Exam Takers

There are usually graduating students who have forgotten about the Exit Exam until Finals Week. By this time, all of the sections on My Missouri State are over. If it is the Monday after Commencement, grades are already rolled and it is too late to enter grades in My Missouri State. The Registrar's office, however, can manually update records.

1. Create a separate cohort in ETS for late exam takers.

2. Send the student an email with instructions that include the new session number.

3. Tell the student to notify you when they have completed the exam.

4. When the student has completed the exam, send the Registrar's office an email with the student's name and M-number and ask them to give the student a P-grade for GEN 499. Also include if the student intends to graduate that semester.

Note: Students have until the day before the next semester begins to complete the exam, to be able to graduate that semester. For example, if a student intends to graduate in the fall and they take the exam the day before the spring semester begins, they can still qualify for fall graduation.