Faculty Instructions for the CSE Test Center reservation website

Please refer to the screenshots below to walk you through the process for using the CSE Test Center reservation site. The site is located at:   https://reserve.tcu.edu/TestCenters/CSE  (not case sensitive)

When you enter the site, you will be prompted for your TCU username and password, unless you are already logged in on your browser. The site is available from off-campus.

If you find that you are unable to log in to access the website, please contact the CSE Test Center coordinator (Kathy Ferguson) to request access, and she will pass on that request to TCU Information Technology.

1. Choose the 'Main Semester' or 'Finals' schedule.

2. Select the date to reserve. Chrome or Firefox give the best date picker feature.

3. Select the duration closest above what your student needs (15 minute increments)

If you ever need to view or cancel your reservations that are still pending, use this link.

This message means there is either no availability for the duration you chose on that day, or perhaps you chose a day that the center is not open for use.
On this second screen you will see all the seats that still have availability for the date and duration you chose. You must do one reservation at a time.

Choose the Start Time you prefer and press Next on that same row. It does not matter which seat you choose.

If you need to go back to change date or duration, click here.
Reserving CSE Testing Seat 03 on 2/4/2020 at 10:00 AM for 90 min.

- Fill in the request details on this page.
- Select any applicable special instructions for this student.
- If you do not see the option(s) you need in the list, type it into the Other field.
- Select either button to complete your request. The right button allows you to go back to the same day and duration, should you wish to schedule multiple reservations on the same day.
Note – please be aware that the confirmation email will be sent to both the test center coordinator (Kathy) and also copied to the person entering the reservation (their TCU email, automatically retrieved from their login credentials).

However, the student will NOT be copied on the reservation details. It will be up to the faculty member’s prerogative to either forward the confirmation email, or he or she may edit it as desired before sending to the student. An example confirmation email is shown below. A similar confirmation email is also sent if a reservation is DELETED.

-----Original Message-----
From: Ferguson, Kathy <kathy.ferguson@tcu.edu>
Sent: Wednesday, January 22, 2020 4:10 PM
To: Ferguson, Kathy <kathy.ferguson@tcu.edu>
Cc: <your faculty email>
Subject: CSE Testing Center - Reservation CREATED

Reservation: Frog, Super via Professor, Amazing
Resource: CSE Testing Seat 01
Date: 4/1/2020 2:45:00 PM
Description:
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Student: Frog, Super
Seat: CSE Testing Seat 01
Start Time: 2020-04-01 2:45 PM
Duration: 15 min.
Requestor: Professor, Amazing
Requestor Email: amazing.professor@tcu.edu
Department: COSC - Computer Science
Course: COSC 10123-035
Special Instructions: Answer sheet provided, NO notes, Not allowed to sing during exam
Comments: Kathy, I just wanted you to know that I think you are great.

For Students - Make sure you SHOW UP and are ON TIME for your scheduled reservation!

Testing Center is in TUCKER 136 - During Finals in TUCKER 139

BRING YOUR STUDENT ID – IT WILL BE REQUIRED FOR ENTRY.