

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.

The screenshot shows the top navigation bar with the TCU logo and links for Rooms, Home, My Reservations, and Log out. The main heading is "Reserve a Seat in the CSE Test Center". Below this is a search form with three fields: "Schedule" (a dropdown menu set to "Main Semester"), "Day" (a date picker set to "01/23/2020"), and "Duration" (a dropdown menu set to "60 min."). A purple "Search" button is located below the duration field. Three yellow callout boxes provide instructions: 1. "Choose the 'Main Semester' or 'Finals' schedule." pointing to the Schedule dropdown; 2. "Select the date to reserve. Chrome or Firefox give the best date picker feature." pointing to the Day date picker; 3. "Select the duration closest above what your student needs (15 minute increments)" pointing to the Duration dropdown.

This screenshot shows the same search form as the previous one, but with the "Day" field set to "03/10/2020". A red error message is displayed below the date field: "No seats are available for the selected date and duration." Two yellow callout boxes provide additional information: the first says "If you ever need to view or cancel your reservations that are still pending, use this link." pointing to the top navigation bar; the second says "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." pointing to the error message.

Select a CSE Test Center seat (2/4/2020, for 90 min.)

Below are the available seats for the date and duration selected. Select a start time and click Next, or go back to day and duration selection.

Seat	Available Times	Start Time
CSE Testing Seat 01	9:00 AM - 12:30 PM	Select a Start Time <input type="button" value="Next"/>
CSE Testing Seat 02	9:00 AM - 11:30 AM, 1:30 PM - 3:00 PM	Select a Start Time <input type="button" value="Next"/>
CSE Testing Seat 03	9:00 AM - 12:30 PM	Select a Start Time <input type="button" value="Next"/>
CSE Testing Seat 04	9:00 AM - 12:30 PM	Select a Start Time <input type="button" value="Next"/>
CSE Testing Seat 05	9:00 AM - 12:30 PM	Select a Start Time <input type="button" value="Next"/>
CSE Testing Seat 06	9:00 AM - 12:30 PM	Select a Start Time <input type="button" value="Next"/>
CSE Testing Seat 07	9:00 AM - 12:30 PM	Select a Start Time <input type="button" value="Next"/>
CSE Testing Seat 08	9:00 AM - 12:30 PM	Select a Start Time <input type="button" value="Next"/>
CSE Testing Seat 09	9:00 AM - 12:30 PM	Select a Start Time <input type="button" value="Next"/>
CSE Testing Seat 10	9:00 AM - 12:30 PM	Select a Start Time <input type="button" value="Next"/>

Available time slots for 2/4/2020:

- 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

[Back to Day and Duration selection](#)

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.

The final screen is your 'My Reservations' page.

Your CSE seat reservation has been successfully created.

You will see this message if the reservation was successful. In addition, an email will be sent to both the test center coordinator and your TCU email with your chosen details.

My Reservations

Wednesday, April 1, 2020 2:45 PM - 3:00 PM CSE Testing Seat 01 [Cancel](#)

If you need to remove a reservation, use the Cancel link on the right.

There is not an 'edit' feature. Either delete/recreate a reservation, or email the coordinator for modifications.

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:

 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.