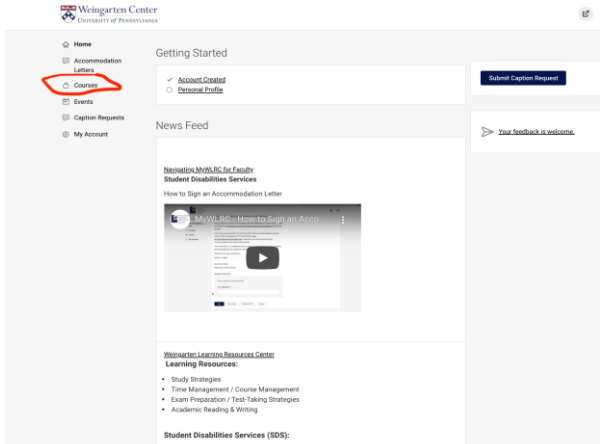
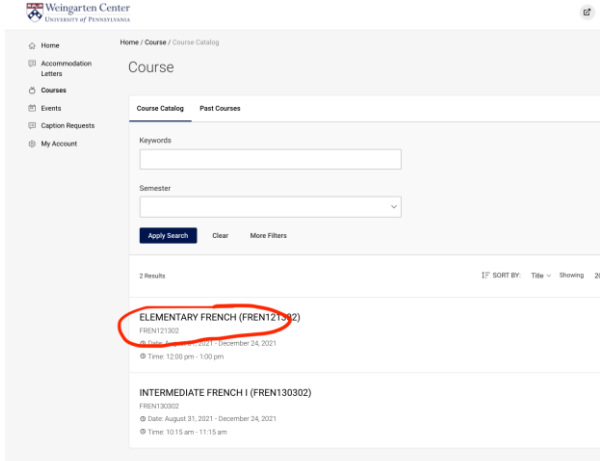
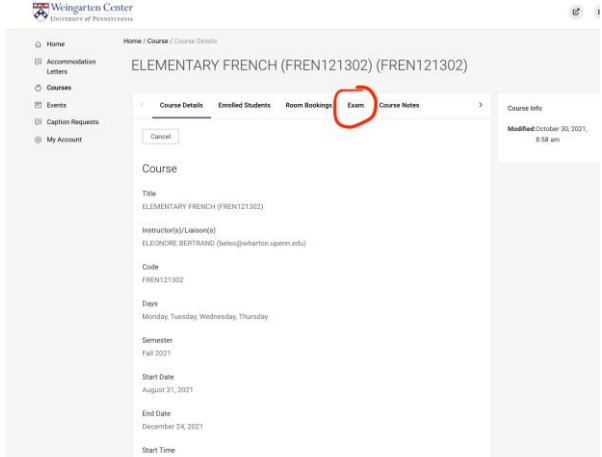
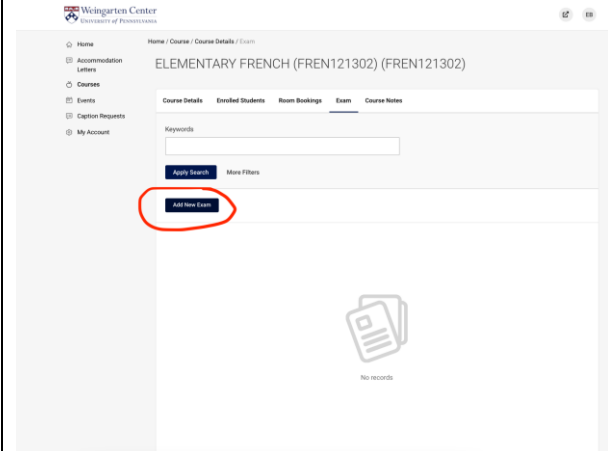


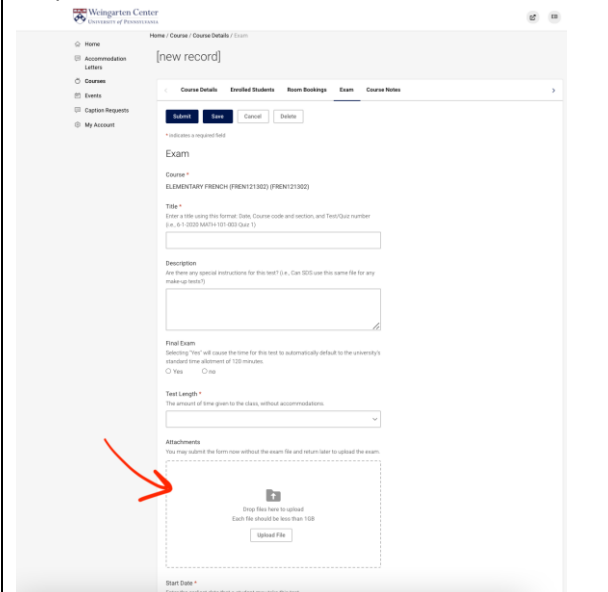
Step	Description
<p>Step 1</p> 	<p>Log in to WLRC</p> <p>Find “Courses” in the menu bar on the left side of your screen</p> <p>Click “Courses”</p>
<p>Step 2</p> 	<p>You’re on the Courses page of WLRC</p> <p>Select the course for which you’re uploading the exam</p> <p>Click the course title to open the course-specific page</p>
<p>Step 3</p> 	<p>In the course-specific page, find the “exam” tab near the top of your screen</p> <p>Click “exam”</p>

Step 4



On the exam screen, click the blue box “Add new exam”

Step 5



Enter the details for your exam

Tip: to save yourself some time, click “yes” under the final option for “apply to all records”

This will ensure that the exam information entered will apply to all students who schedule an exam in your course, which will save you from entering the same information for each student individually

Step 6

Please provide the best way to reach you during the exam. *

List the phone number and/or email address you would like SDS to use if there are any questions about your exam.

How would you like the exam returned to you? *

Exam pickup is available at the Weingarten Learning Resources Center (3702 Spruce St., Suite 300) between the hours of 9am - 5pm, Monday - Friday. Exams returned electronically will be sent to the email address entered below via Secure Share. Please allow 24 hours after completion for exam return.

- Pick up from Weingarten Learning Resources Center
 Electronic return (Secure Share)

Apply to all records

Selecting "Yes" will apply the above entered information to all students who have made an exam request within the date range you specified. Selecting "No" will require you to individually enter exam information for each student.

Yes No

Click submit!