

Scheduling Your Testing Appointment

1. To schedule your exam please visit University Academic Success Programs (UASP) Adaptive Learning Labs website at the following URL:

tutoring.asu.edu/lab

Before Scheduling your test, please review our testing center policies found at the bottom of this page. Once you have read and understand our policies, you may continue with scheduling your test.

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Search ASU

University Academic Success Programs

Welcome to the Student Success Center

Subject	Date	Time	Location
BIO 201			
CHM 101	Monday, 11/18	12pm-2pm	AGBC112
CHM 113			
CHM 116			
CHM 231	Friday, 11/15	1pm-3pm	AGBC112

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Adaptive Learning Lab

ASU adaptive learning labs are computer labs across the four campuses that are designated for students enrolled in first-year math classes (MAT 110, MAT 117, MAT 142) or chemistry 101 to take their proctored exams.

To take an exam in the adaptive learning lab, students must make an appointment prior to arrival. Students can view the testing times schedule. Each campus has a tab in the document. Exams can be scheduled online through TutorTrac. Students can take their exam at any of the four campuses. Appointments are required to take an exam and should be made in advance. Students who come without having made an appointment will only be accommodated if space allows. Your instructor or the lab desk assistant can help answer questions about the math lab testing process.

Important Tips

- Make an appointment - TutorTrac.
- When visiting the adaptive learning lab always bring the following:
 - Your ASU Sun Card
 - Calculator with cover removed (cell phones are not allowed)
 - Pen/Pencil
 - Power cord for your laptop
- What to expect for MAT 117/142
- What to expect for MAT 110
- Visit Math Central for helpful resources.

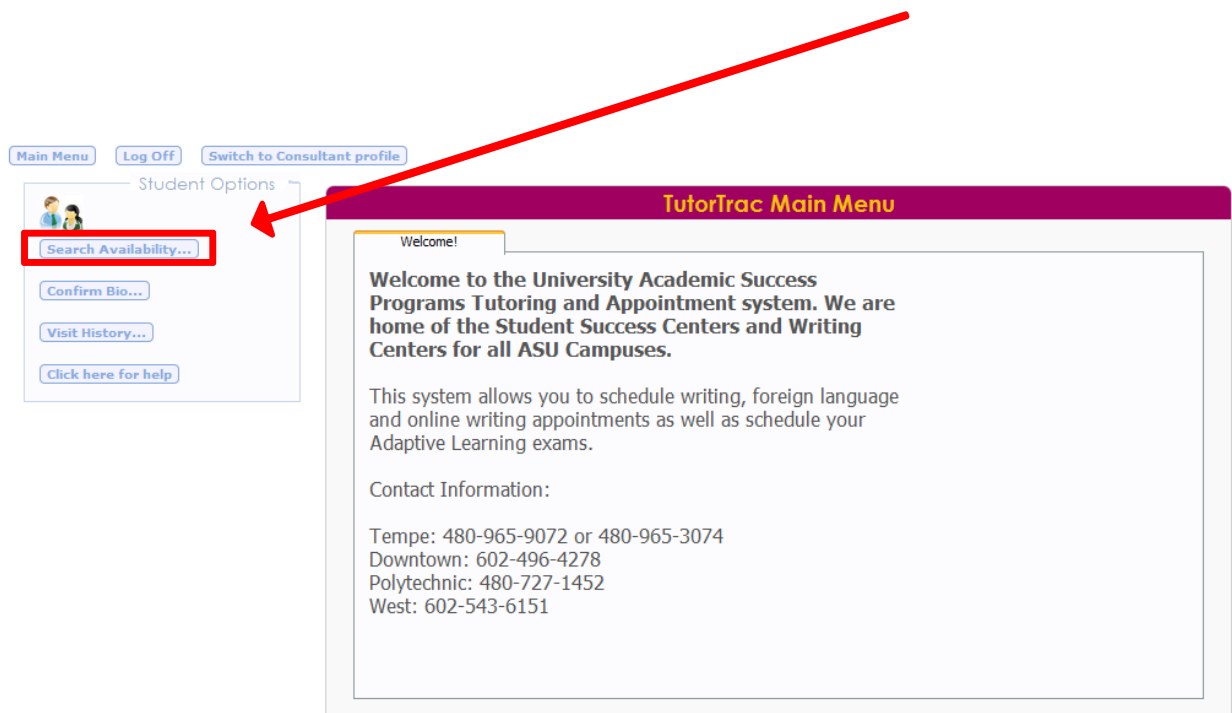
2. Scroll back to the top of this page and select "testing times schedule" to review the semester exam offerings. Next select the "TutorTrac" link that appears twice. This link will direct you to the test scheduling website. If you are not signed in to your myASU, then this link will redirect you so you can authorize your account.

3. Please sign in using your ASUrite User ID and Password.



The image shows the ASU Sign In page. At the top, there is an orange banner with the ASU logo and the text "ARIZONA STATE UNIVERSITY". Below the banner, there is a "culture @ ASU" logo and the text "discover festivals, lectures, performances and more!". To the right, there is a Facebook logo and the text "join us: facebook.com/cultureatasu". Below this, there is a "Sign In" heading. Under the heading, there are two input fields: "ASURITE User ID:" and "Password:". To the right of the "ASURITE User ID:" field is a link "Activate or Request an ID". To the right of the "Password:" field is a link "Forgot ID / Password?". Below the input fields is a "Sign In" button and a checkbox labeled "Remember My User ID". At the bottom, there is a link "Need Help? Visit the Help Center or call 1-855-ASU-5080 (1-855-278-5080)". At the very bottom, there are links for "System Status", "ASU Home", "Copyright", "Acceptable Use", and "Privacy".

4. After signing into your myASU you will be redirected to our scheduling website called Tutortrac. From here select the "Search Availability" button.



The image shows the TutorTrac Main Menu. At the top, there is a purple banner with the text "TutorTrac Main Menu". Below the banner, there is a "Welcome!" heading. Under the heading, there is a paragraph: "Welcome to the University Academic Success Programs Tutoring and Appointment system. We are home of the Student Success Centers and Writing Centers for all ASU Campuses." Below this, there is a paragraph: "This system allows you to schedule writing, foreign language and online writing appointments as well as schedule your Adaptive Learning exams." Below this, there is a section titled "Contact Information:" with the following text: "Tempe: 480-965-9072 or 480-965-3074", "Downtown: 602-496-4278", "Polytechnic: 480-727-1452", and "West: 602-543-6151". On the left side, there is a "Student Options" menu with a red box around the "Search Availability..." button. A red arrow points from the "Search Availability..." button to the "TutorTrac Main Menu" banner.

5. Under “Center” open the drop down and select “Adaptive Learning Labs”

The screenshot shows a web interface with a top navigation bar containing 'Main Menu', 'Log Off', and 'Switch to Consultant' buttons. On the right is the 'School Logo' for Arizona State University. The main area is titled 'Search Criteria:' and includes a 'Center:' dropdown menu. This menu is open, showing a list of options: 'Writing Tutoring', 'Foreign Language Tutoring', 'Adaptive Learning Labs' (which is highlighted), 'Graduate Writing Support', and 'Academic Mentors'. To the right of the dropdown is a 'Key:' section with options 'drop in', '1 on 1', and 'multi-person class or group'. Below this is a purple header for 'Available Time Slots:' and a text prompt 'Enter the search criteria and click Search.'

6. Please select your class section, campus, dates and preferred day of the week and time of the day. Please remember to book your exam appointments before your exam close date.

This screenshot shows the same search interface as before, but with more fields filled out. The 'Center:' dropdown is now set to 'Adaptive Learning Lab'. The 'Section:' dropdown is set to 'CHOICE REQUIRED'. The 'Location:' dropdown is set to 'Campus'. The 'From:' date is '07/30/2014' and the 'To:' date is '08/13/2014'. The 'Time:' field shows a range from '0:00a to 11:59p'. The 'Days:' field shows 'MON TUE WED THU FRI SAT SUN' with 'All' selected. A 'Search' button is at the bottom. Red arrows point from labels to specific fields: 'Class Section' points to the 'Section:' dropdown, 'Campus' points to the 'Location:' dropdown, 'Range of Dates' points to the 'From:' and 'To:' date fields, 'Range of Time of Day' points to the 'Time:' field, and 'Day of the Week' points to the 'Days:' field. A blue arrow points from the 'Campus' label to the 'Location:' dropdown. A red arrow points from the 'Search' button to the bottom of the page.

7. After you have filled out the following boxes click “Search”

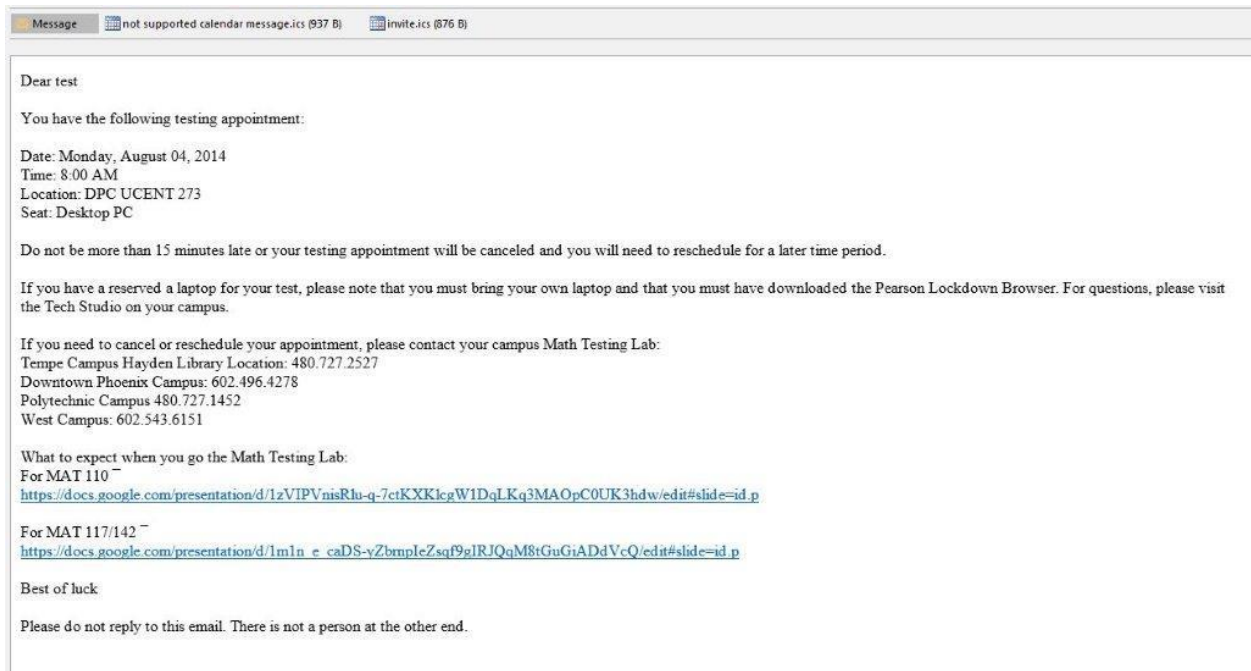
8. After you click “Search”, open testing appointments will show up on the right of the screen, as shown below. Please select your desired testing slot.

The screenshot shows a web application interface. On the left, there is a 'Search Criteria' section with the following fields: 'Center' (Adaptive Learning Lab), 'Section' (CHM101 40409 2144), 'Location' (DPC), 'From' (07/30/2014), 'To' (08/13/2014), 'Time' (0:00a to 11:59p), and 'Days' (MON, TUE, WED, THU, FRI, SAT, SUN). A 'Search' button is at the bottom of this section. On the right, there is a 'Key' section with options: 'drop in', '1 on 1', 'multi-person class or group', and 'move 1'. Below this, a calendar view shows 'Mon 8/4/2014' with a highlighted slot for 'Desktop - DPC UCENT 273' from '8:00 AM - 10:00 AM'.

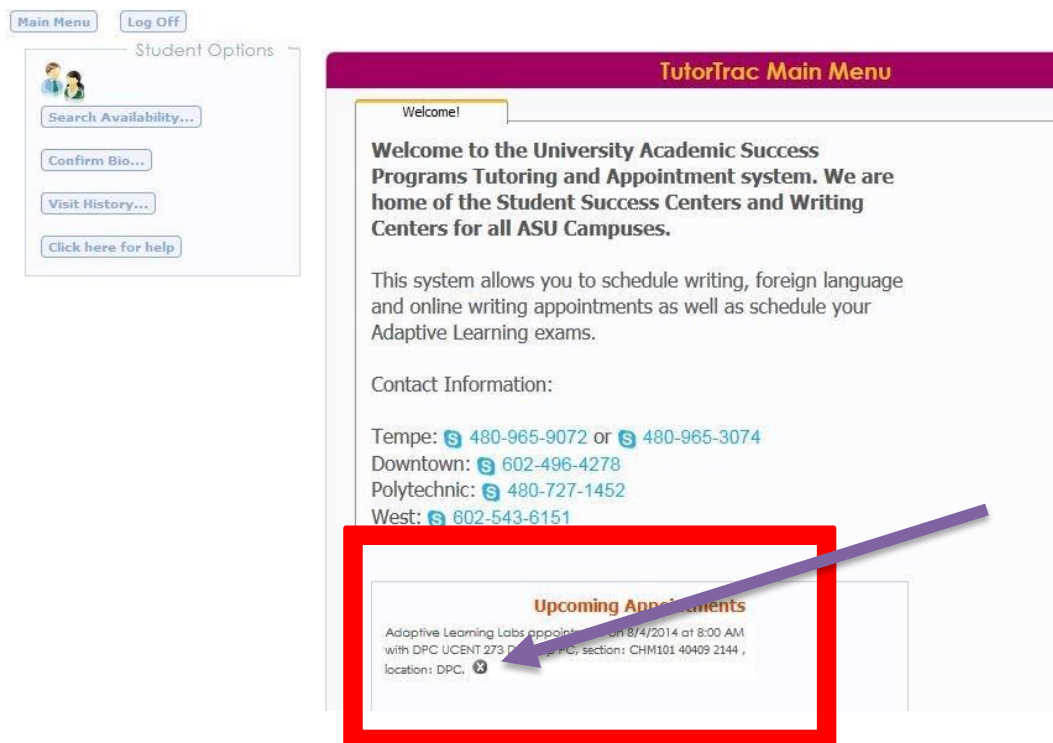
9. After you select your desired testing slot a window will appear. Double check all the information to make sure this is the appointment you desire. If everything seems correct, click “Save” at the bottom left.

The screenshot shows a window titled 'Appointments Entry'. It contains the following information: 'Student: test test 0000000001', 'Staff: DPC UCENT 273 Desktop PC', 'Appointment Info', 'Please bring the following items to your appointment: ASU Suncard and Calculator.', 'Center: Adaptive Learning Labs', 'Location: DPC', 'Subject: CHM101 40409 2144', 'Fund:', 'Date: 8/4/2014', 'Time: 8:00 AM To: 10:00 AM', 'Cell Phone Number:', and 'Notes:'. At the bottom, there is a 'Save' button and a footer that reads 'Created 00/00/00 at 00:00:00 by' and 'Modified 00/00/00 at 00:00:00 by'.

10. Shortly after you click “Save” you will receive a confirmation email that will list all of your testing appointments details. The email will look like the screenshot below.



11. If you would like to cancel your appointment, follow steps 1-4 and then click on the circle with the X .



12. If you would like to view your scheduled test, follow steps 1-4 and then click on “View History” which will take you to a list of current and past exams.

