# HOW TO...
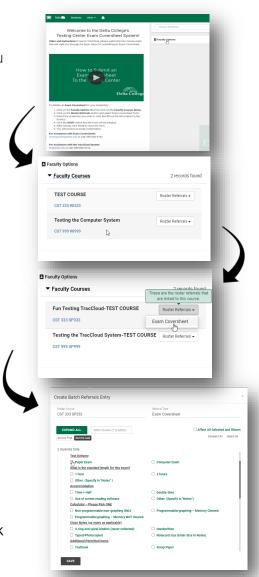
# Create an Exam Coversheet

**1** Go to Testing Services page. **Click** on the TracCloud link. You will see your *TracCloud Dashboard*. **Click** on the **Faculty Options** tile.

**2** **Click** on the **Faculty Courses Menu** to display the courses that you are teaching this term.

**3** **Click** on the **Roster Referrals** button next to the section that will contain the student you wish to create a coversheet. **Select** *Exam Coversheet*.

**4** **Click** on student's name and fill out the form and add any notes. For additional students, **select** the student name and repeat this step.

**5** When ready, **click** on **SAVE** to start the process and then **click** on the **X** to close the form.

## Please Take Note ...

To select multiple students, **check** the *Affect All Selected and Shown* box, and then click on the EXPAND ALL button provided that all students have the **SAME** exam requirements. Complete the form for the **first student only.** The system will generate separate emails to you for **EACH** student.

## For more info, please contact:

Testing Center
testingcenter@delta.edu or 989-686-9182
https://www.delta.edu/employees/testing/index.html

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