

# HOW TO SUBMIT EVENING MIDTERM EXAM NEEDS

VIA THE MAUI EXAM NEEDS TOOL IN  
COURSE OFFERINGS

# WHY USE THE EXAM NEEDS TOOL?

- Captures all relevant information in one interface
- Course offerings load to the tool, so ADAs will have access to all courses in one place
- All midterm exam requests created through the needs tool will automatically feed into MAUI course offerings when the exam is created by our office
  - This eliminates the possibility we could enter your submitted information incorrectly
- Information is retained in MAUI, so you will always have access to prior session requests

# EVENING MIDTERM POLICIES

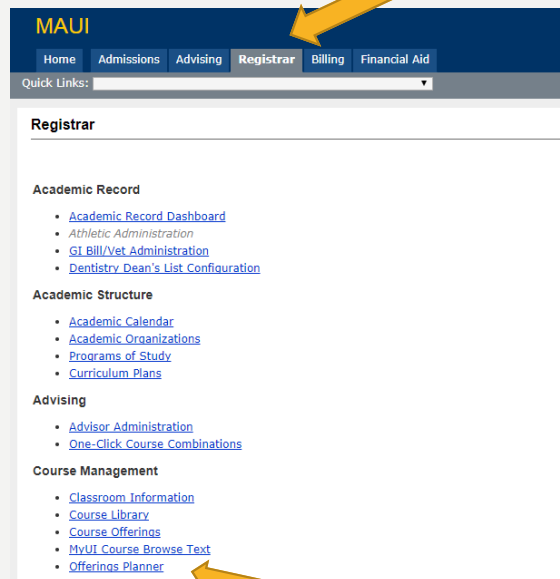
- Only individuals with **Offerings Planner** access for your department will be able to submit evening midterm exam needs – instructors likely won't be able to.
- Evening midterm exams are given on a first come, first serve basis.
- The needs tool becomes available the day the Offerings Planner reopens for that session. You will receive an email informing you that evening midterm exams can be submitted.
- The tool remains open until the last day of the semester; however, there are deadlines for evening midterm exam assignments if you want them to be viewable on MyUI for early registration (the Fall 2018 session must be received by 4:30pm on April 2, 2018).
- We will accept either process (the workflow form or the MAUI exam needs tool) for Spring 2018 evening midterm exams, but will only accept needs entered through the MAUI exam needs tool for all subsequent sessions.

# EVENING MIDTERM POLICIES, CONT.

- Please be sure to **communicate** all of your exam needs to us – this includes any special needs, limitations, date restrictions, or other requests.
- Alternative/second choice dates will no longer be collected – if a conflict occurs with your requested date, we will reach out to you for alternative dates or times.
- Daytime/during class midterm exam requests can be made using the **Room Request Form** found on both the Registrar website and the Classroom website.
- For additional midterm exam policy information, visit:  
<https://registrar.uiowa.edu/midterm-exam-policies>

# GETTING TO THE NEEDS TOOL

- Log into **MAUI**
- Click on the **Registrar** tab at top of page
- Under Course Management, click on **Offerings Planner**
- Click on **Exam Needs** in the Planner Menu



MAUI

Home Admissions Advising **Registrar** Billing Financial Aid

Quick Links: [dropdown]

**Registrar**

Academic Record

- [Academic Record Dashboard](#)
- [Athletic Administration](#)
- [GI Bill/Vet Administration](#)
- [Dentistry Dean's List Configuration](#)

Academic Structure

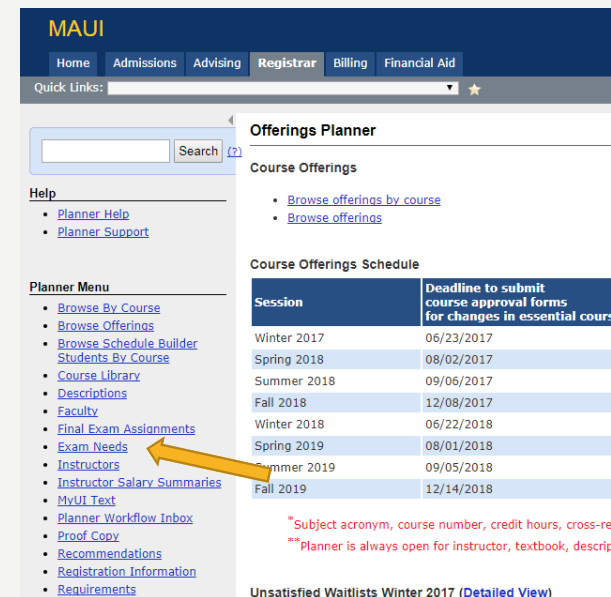
- [Academic Calendar](#)
- [Academic Organizations](#)
- [Programs of Study](#)
- [Curriculum Plans](#)

Advising

- [Advisor Administration](#)
- [One-Click Course Combinations](#)

Course Management

- [Classroom Information](#)
- [Course Library](#)
- [Course Offerings](#)
- [MyUI Course Browse Text](#)
- [Offerings Planner](#)



MAUI

Home Admissions Advising **Registrar** Billing Financial Aid

Quick Links: [dropdown] ★

**Offerings Planner**

Search [input] [button]

Help

- [Planner Help](#)
- [Planner Support](#)

Planner Menu

- [Browse By Course](#)
- [Browse Offerings](#)
- [Browse Schedule Builder](#)
- [Students By Course](#)
- [Course Library](#)
- [Descriptions](#)
- [Faculty](#)
- [Final Exam Assignments](#)
- [Exam Needs](#)
- [Instructors](#)
- [Instructor Salary Summaries](#)
- [MyUI Text](#)
- [Planner Workflow Inbox](#)
- [Proof Copy](#)
- [Recommendations](#)
- [Registration Information](#)
- [Requirements](#)

Course Offerings

- [Browse offerings by course](#)
- [Browse offerings](#)

Course Offerings Schedule

Session	Deadline to submit course approval forms for changes in essential courses
Winter 2017	06/23/2017
Spring 2018	08/02/2017
Summer 2018	09/06/2017
Fall 2018	12/08/2017
Winter 2018	06/22/2018
Spring 2019	08/01/2018
Summer 2019	09/05/2018
Fall 2019	12/14/2018

Unsatisfied Waitlists Winter 2017 ([Detailed View](#))

\* Subject acronym, course number, credit hours, cross-ref  
\*\* Planner is always open for instructor, textbook, descrip

# ACCESSING YOUR COURSES

- You can enter needs only for the courses you have access to in Offerings Planner
- Find your courses by **Academic Unit** or by **Course Subject**
- Be sure to select the correct **Session**

MAUI Logged in as ckeller (Log-out)

Home Admissions Advising Registrar Billing Financial Aid Support Settings

Quick Links:

Offerings Planner > Final Exam Needs

Academic Unit:

OR

Subject:

Session:

Please choose a course to view or submit final exam needs. Note: courses will only appear under their administrative home.

Academic Unit:

OR

Subject:

- AGEP Summer Program
- Accounting
- Aerospace Studies
- African American Studies
- Aging Studies Program
- Amer Indian & Natv St Prg
- American Sign Language
- American Studies

Please choose a course to view or submit final exam needs. Note: courses will only appear under their administrative home.

[Click for a summary of subjects](#)

Academic Unit:

OR

Subject:

- AGEP (AGEP Summer Program)
- ACCT (Accounting)
- ACTS (Actuarial Science)
- AERO (Aerospace Studies)
- AFAM (African American Studies)
- ASP (Aging Studies Program)
- AINS (Amer Indian Native Stud)
- ASL (American Sign Language)
- ASLE (Amer Sign Lang in Enql)

Please choose a course to view or submit final exam needs. Note: courses will only appear under their administrative home.

[Click for a summary of subjects](#)

Subject:Course	Title
----------------	-------

# ENTERING EVENING MIDTERM EXAM NEEDS

- After you select **Academic Unit** or **Subject** and click **Go**, a list of courses will appear
- Click on **Midterm Exam Needs** next to the course for which you would like to request an evening midterm exam

[Offerings Planner](#) > Exam Needs

Academic Unit:  Session: Spring 2018

OR

Subject: HIST (History)

Please choose a course to view or submit exam needs. Note: courses will only appear under their administrative home.  
[Click for a summary of submitted final exam needs requests.](#)  
[Click for a summary of submitted midterm exam needs requests.](#)

Subject:Course	Title	Final Exam Assignment Needs Fully Submitted	Final Exam Needs	Midterm Exam Needs
HIST:1010	History Matters	✗	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:1016	The History That Made Our World	✗	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:1040	Diversity in History	✗	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:1101	The Modern World	✗	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:1166	Rapid Response History	✗	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:1262	American History 1877-Present	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:1402	Western Civilization II	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:1403	Western Civilization III	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:1604	Civilizations of Asia: Japan	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:1607	Civilizations of Asia: Korea	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:2151	Introduction to the History Major	✗	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:2266	Civil War and Emancipation	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:2465	Europe Since 1945	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:2483	History of Britain up to Norman Conquest	✗	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:3193	Undergraduate History Portfolio	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:3232	History of American Inequality	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:3282	Women & Power in US Hist Since Civil War	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:3410	Medieval Civilization II	✗	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:3995	History Honors Research Seminar	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:4101	History of Human Rights	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:4105	World Events in Historical Context	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:4130	Museum Literacy and Historical Memory	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:4176	Vietnam War on Film	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:4203	Disability in American History	✗	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>
HIST:4245	The Social History of American Baseball	✓	<a href="#">Final Exam Needs</a>	<a href="#">Midterm Exam Needs</a>



# ENTERING EVENING MIDTERM EXAM NEEDS, CONT.

- After you select a course, a list of course sections for that course will appear
- Select the check box to the right of the section(s) you want to enter needs for
- You can create individual exams (a course section will test alone) and combined exams (two or more sections will test at the same time/location)

[Offerings Planner](#) > Midterm Exam Needs - Spring 2018

Spring 2018  
CHEM:1110 - Principles of Chemistry I

[Return to Course Exam Needs List](#)

## Midterm Exam Assignment Requests

**Note:** All requests for Registrar-Scheduled classroom accommodations will be made as classroom resources allow. Requests will be accommodated as fully as is possible in as few rooms as possible and as close together as is possible. Careful consideration should be taken when requesting double seating (two seats per student) as multiple classroom facilities will more than likely be assigned given the available classroom pool and their seating capacities.

Midterm (evening) exam scheduling will be coordinated on a first-come, first-served basis beginning the day academic course offerings post to MYUI and ending the last day of the session. However, when necessary, large core undergraduate course offerings with historical examination scheduling policies will be scheduled as priority when in direct conflict on request date and time. It is the department's responsibility to communicate any special needs or examination requirements, if they exist. Classroom Scheduling will consult with appropriate Associate Deans for date and/or classroom priority when necessary.

Assign Individual Exam  
Assign Combined Exam

## Lecture and Stand-alone Sections Eligible for Assignment

Select All	Section Number	Primary Instructor	Section Type
<input type="checkbox"/>	<a href="#">000A</a>	Gillan, Edward G	Lecture
<input type="checkbox"/>	<a href="#">000B</a>	Gillan, Edward G	Lecture



# ASSIGNING INDIVIDUAL EXAMS

- Select all course sections that you want to assign an individual exam to
- Click on **Assign Individual Exams**

[Offerings Planner](#) > Midterm Exam Needs - Spring 2018

Spring 2018  
CHEM:1110 - Principles of Chemistry I

[Return to Course Exam Needs List](#)


## Midterm Exam Assignment Requests

**Note:** All requests for Registrar-Scheduled classroom accommodations will be made as classroom resources allow. Requests will be accommodated as fully as is possible in as few rooms as possible and as close together as is possible. Careful consideration should be taken when requesting double seating (two seats per student) as multiple classroom facilities will more than likely be assigned given the available classroom pool and their seating capacities.

Midterm (evening) exam scheduling will be coordinated on a first-come, first-served basis beginning the day academic course offerings post to MyUI and ending the last day of the session. However, when necessary, large core undergraduate course offerings with historical examination scheduling policies will be scheduled as priority when in direct conflict on request date and time. It is the department's responsibility to communicate any special needs or examination requirements, if they exist. Classroom Scheduling will consult with appropriate Associate Deans for date and/or classroom priority when necessary.

## Lecture and Stand-alone Sections Eligible for Assignment

<input checked="" type="checkbox"/> Select All	Section Number	Primary Instructor	Section Type
<input checked="" type="checkbox"/>	<a href="#">000A</a>	Gillan, Edward G	Lecture
<input checked="" type="checkbox"/>	<a href="#">000B</a>	Gillan, Edward G	Lecture



# ASSIGNING INDIVIDUAL EXAMS, CONT.

- Indicate the exam date, exam time, classroom need, and any special needs for each exam
- Click **Save** (green banner will appear) and then click **Return to Course Exam Needs List**

[Offerings Planner](#) > Midterm Exam Needs - Spring 2018

Spring 2018  
CHEM:1110 - Principles of Chemistry I

[Return to Course Exam Needs List](#)

**Midterm Exam Assignment Requests**

**Note:** All requests for Registrar-Scheduled classroom accommodations will be made as classroom resources allow. Requests will be accommodated as fully as is possible in as few rooms as possible and as close together as is possible. Careful consideration should be taken when requesting double seating (two seats per student) as multiple classroom facilities will more than likely be assigned given the available classroom pool and their seating capacities.

Midterm (evening) exam scheduling will be coordinated on a first-come, first-served basis beginning the day academic course offerings post to MyUI and ending the last day of the session. However, when necessary, large core undergraduate course offerings with historical examination scheduling policies will be scheduled as priority when in direct conflict on request date and time. It is the department's responsibility to communicate any special needs or examination requirements, if they exist. Classroom Scheduling will consult with appropriate Associate Deans for date and/or classroom priority when necessary.

**Lecture and Stand-alone Sections Eligible for Assignment**

Section Number	Primary Instructor	Section Type			
Section Number(s)	Exam Date	Exam Time	Registrar-Scheduled Classroom Required?	Special Needs	
Section <b>000A</b> (Primary Instructor: Gillan, Edward G)	01/18/2018	6:30 - 8:00pm	* Yes, with Single Seating Preferred		<a href="#">Add Another Exam</a> <a href="#">Delete Exam</a>
Section <b>000B</b> (Primary Instructor: Gillan, Edward G)	01/24/2018	6:30 - 8:30pm	* Yes, with Double Seating Preferred	Prefer table and chair room	<a href="#">Add Another Exam</a> <a href="#">Delete Exam</a>

[SAVE](#)

# ASSIGNING COMBINED EXAMS

- Select all course sections that need to be combined into one exam
- Click on **Assign Combined Exam**

[Offerings Planner](#) > Midterm Exam Needs - Spring 2018

Spring 2018  
CHEM:1120 - Principles of Chemistry II

[Return to Course Exam Needs List](#)

## Midterm Exam Assignment Requests

**Note:** All requests for Registrar-Scheduled classroom accommodations will be made as classroom resources allow. Requests will be accommodated as fully as is possible in as few rooms as possible and as close together as is possible. Careful consideration should be taken when requesting double seating (two seats per student) as multiple classroom facilities will more than likely be assigned given the available classroom pool and their seating capacities.

Midterm (evening) exam scheduling will be coordinated on a first-come, first-served basis beginning the day academic course offerings post to MyUI and ending the last day of the session. However, when necessary, large core undergraduate course offerings with historical examination scheduling policies will be scheduled as priority when in direct conflict on request date and time. It is the department's responsibility to communicate any special needs or examination requirements, if they exist. Classroom Scheduling will consult with appropriate Associate Deans for date and/or classroom priority when necessary.

Assign Individual Exams

Assign Combined Exam

## Lecture and Stand-alone Sections Eligible for Assignment

<input checked="" type="checkbox"/> Select All	Section Number	Primary Instructor	Section Type
<input checked="" type="checkbox"/>	<a href="#">000A</a>	Strathman, Amy E	Lecture
<input checked="" type="checkbox"/>	<a href="#">000B</a>	Strathman, Amy E	Lecture
<input checked="" type="checkbox"/>	<a href="#">000C</a>	Strathman, Amy E	Lecture

# ASSIGNING COMBINED EXAMS, CONT.

- Indicate the exam date, exam time, classroom need, and any special needs for the combined exam
- Click **Save** (green banner will appear) and then click **Return to Course Exam Needs List**

[Offerings Planner](#) > Midterm Exam Needs - Spring 2018

Spring 2018  
CHEM:1120 - Principles of Chemistry II

[Return to Course Exam Needs List](#)

## Midterm Exam Assignment Requests

**Note:** All requests for Registrar-Scheduled classroom accommodations will be made as classroom resources allow. Requests will be accommodated as fully as is possible in as few rooms as possible and as close together as is possible. Careful consideration should be taken when requesting double seating (two seats per student) as multiple classroom facilities will more than likely be assigned given the available classroom pool and their seating capacities.

Midterm (evening) exam scheduling will be coordinated on a first-come, first-served basis beginning the day academic course offerings post to MyUI and ending the last day of the session. However, when necessary, large core undergraduate course offerings with historical examination scheduling policies will be scheduled as priority when in direct conflict on request date and time. It is the department's responsibility to communicate any special needs or examination requirements, if they exist. Classroom Scheduling will consult with appropriate Associate Deans for date and/or classroom priority when necessary.

Assign Individual Exam  
Assign Combined Exam

## Lecture and Stand-alone Sections Eligible for Assignment

Section Number	Primary Instructor	Section Type	Exam Date	Exam Time	Registrar-Scheduled Classroom Required?	Special Needs	
Section <a href="#">000A</a> (Primary Instructor: Strathman, Amy E) Section <a href="#">000B</a> (Primary Instructor: Strathman, Amy E) Section <a href="#">000C</a> (Primary Instructor: Strathman, Amy E)			03/22/2018	8:45 - 10:15pm	No		Add Another Exam Delete Exam

SAVE

# MORE THAN ONE EVENING EXAM DATE FOR A COURSE/SECTION


- If a course/section requires more than one evening midterm exam date, select **Add Another Exam** on the right hand side of the request box
- Additional needs boxes will appear – enter the exam information for each date you need an evening midterm examination
- When you are finished, click **Save**

Lecture and Stand-alone Sections Eligible for Assignment

Select All	Section Number	Primary Instructor	Section Type
<input type="checkbox"/>	000B	Gillan, Edward G	Lecture


Section Number(s)	Exam Date	Exam Time	Registrar-Scheduled Classroom Required?	Special Needs	
Section 000A (Primary Instructor: Gillan, Edward G)	01/18/2018	6:30 - 8:00pm	* Yes, with Single Seating Preferred		<input type="button" value="Add Another Exam"/> <input type="button" value="Delete Exam"/>
	02/19/2018	6:30 - 8:30pm	* Yes, with Double Seating Preferred		<input type="button" value="Add Another Exam"/> <input type="button" value="Delete Exam"/>
	03/20/2018	8:45 - 10:15pm	* No		<input type="button" value="Add Another Exam"/> <input type="button" value="Delete Exam"/>



# LONGER THAN TWO HOUR EXAM NEEDED

- If a course/section exam requires more than the standard 1 ½ or 2 hour time period, select **More than two hours needed** from the **Exam Time** drop down list

Section Number(s)	Exam Date	Exam Time	Registrar-Scheduled Classroom Required?	Special Needs
Section <b>000A</b> (Primary Instructor: Strathman, Amy E) Section <b>000B</b> (Primary Instructor: Strathman, Amy E)	<input type="text"/>	<input type="text" value="6:30 - 8:00pm"/> 6:30 - 8:00pm 6:30 - 8:30pm 8:45 - 10:15pm <b>More than two hours needed</b>	<input type="text" value="No"/>	<input type="text"/>
<input type="button" value="SAVE"/>				



- Enter the duration of your evening midterm exam in minutes (not hours)
- Please note: Exams lasting longer than two hours will begin at 6:30pm and will require the approval of the departmental DEO
- When you are finished, click Save

Section Number(s)	Exam Date	Exam Time	Registrar-Scheduled Classroom Required?	Special Needs
Section <b>000A</b> (Primary Instructor: Strathman, Amy E) Section <b>000B</b> (Primary Instructor: Strathman, Amy E)	<input type="text" value="03/09/2018"/>	<input type="text" value="More than two hours needed"/> Exams lasting longer than two hours begin at 6:30pm and require DEO approval. Duration: <input type="text" value="180"/> minutes.	<input type="text" value="Yes, with Single Seating Preferred"/>	<input type="text"/>
<input type="button" value="SAVE"/>				



# MAKE A MISTAKE?

- As long as the exam assignment has not been finalized by our office (you will receive notification when it is), your request will remain open and you can make changes
- You can either edit the submitted information, or you can delete the exam request entirely by selecting **Delete Exam**
- After editing any information, be sure to click **Save** in order to update your changes

Section Number(s)	Exam Date	Exam Time	Registrar-Scheduled Classroom Required?	Special Needs
Section <u>000A</u> (Primary Instructor: Laird, Rebecca Christine)	04/11/2018	6:30 - 8:00pm	* Yes, with Double Seating Preferred	
<input type="button" value="SAVE"/>				<input type="button" value="Add Another Exam"/> <input type="button" value="Delete Exam"/>



# CLASSROOM NEEDS

- Classroom needs include:
  - No Registrar Scheduled Classroom Needed (only a date and time assignment are needed)
    - The department may be using a departmental classroom, the exam may be a take-home exam and the date/time will be the deadline to turn the exam in, etc.
  - Registrar Scheduled Classroom with Single Seating Preferred (a UCR with one seat for each student)
  - Registrar Scheduled Classroom with Double Seating Preferred (a UCR with an empty seat between each student)

Section Number(s)	Exam Date	Exam Time	Registrar-Scheduled Classroom Required?	Special Needs	
Section <u>000A</u> (Primary Instructor: Laird, Rebecca Christine)	<input type="text"/>	6:30 - 8:00pm	<input type="text" value="No"/> * No No Yes, with Single Seating Preferred Yes, with Double Seating Preferred	<input type="text"/>	<input type="button" value="Add Another Exam"/> <input type="button" value="Delete Exam"/>
<input type="button" value="SAVE"/>					





# SPECIAL NEEDS

- Special needs may include:
  - Seating type needs (moveable seats, tables, theatre seats)
  - Special technology needs (dual projection, document camera, software programs)
  - Classroom type needs (TILE, computer classroom, chalkboard classroom),
  - Any other additional information you would like for us to know
  - Please note:
    - Specific room/building requests will be taken under consideration but are not guaranteed
    - Extended time exams (exams longer than 2 hours) will not be assigned without DEO approval
    - If you know the department classroom the exam will be held in, please include it in the special needs box so it can appear on student and instructor schedules