MAUI Final Exam Assignment Needs Submission
Instructions for Academic Department Administrators

1.) Go to MAUI (Made At the University of Iowa student information system) at http://www.maui.uiowa.edu

2.) Login using your HawkID and password (An active Academic Departmental Admin role with course creation/edit access in MAUI is required.)
3.) Located on the “Registrar” tab, select the “Offerings Planner” link.
4.) Located on the left hand side of the screen under the “Planner Menu”, select “Final Exam Needs”. (This is the submission application where an administrative home department may indicate the final exam assignment needs for the course sections which they administrate. Note, departments will only be able to submit their final exam assignment needs through this application during the submission period.)
Instructions for Completing the “Final Exam Needs” Application:

Step 1: Select the subject for which you are the administrative home department in the “Subject” dropdown and then select “Go”.

Step 2: Select the applicable session.

Important Notes:
- The course section data displayed in this application is based on real time data.
- Only approved lecture and stand-alone course sections qualify to have final exam assignments given to them.
- Courses will only appear under their administrative home department and only the administrative home department may indicate the final exam assignment needs of a course section.
- While only the administrative home department may indicate the final exam assignment needs of a course section, all departments may view the final exam assignment needs of any other department.
- Departments will only be able to submit the final exam assignment needs for the courses they administrate through this application during the stated submission period. After this time, they may only view their submitted needs.
- Final exam assignment needs submitted for previous sessions through the Infobank final exam assignment needs reporting tool (Summer 2014-Fall 2015) will not be made available in MAUI. Beginning with Spring 2016, however, final exam assignment needs submissions will be retained in MAUI and will be viewable by selecting that session in the “Session” dropdown box located in the upper right hand of the “Final Exam Need” screen.
Step 3: Select the “Subject:Course” for which you want to indicate the final exam assignment needs.

Important Note:
- Courses which do not have completed final exam assignment needs will have a red X displayed in the “Final Exam Assignment Needs Fully Submitted” column. Courses whose final exam assignment needs have been completed will have a green check mark displayed in this column.
Step 4: Designate the type of final exam date/time assignment needed for a course section(s) by selecting the applicable “Section Number(s)” and the appropriate final exam assignment action: 1.) Assign Individual Exam, 2.) Assign Combined Exam or 3.) No Exam Assignment Needed

Important Notes:

- Final exam assignments may be used to administer written or oral examinations, course project presentations or discussions, paper/project/take-home exam due dates, course evaluations or other discipline appropriate cumulative assessment methods as determined by the administrative home department in accordance with college and university policies.

- In order to change a requested exam assignment(s), you must delete it by selecting the X next to the applicable entry and then rebuild it as needed.

- Departments requesting to have an extension section, 0EX_, given a final exam assignment by the Office of the Registrar should make sure to notify the Division of Continuing Education of their intentions.

- Departments who find it helpful to have additional course section details such as meeting dates and patterns while completing their assignment needs, may:
  1.) click on the section number to display that individual course section’s summary screen or
  2.) there is a report called “Course Offering - Course Sections for Final Exams” located in MAUI under the Registrar area of the Reports dashboard which allows academic users to view the basic details for all of their scheduled course sections.
“Assign Individual Exam” Example:
Section 0001 & 0002 will each be giving their own individual final exam. Select section 0001 & 0002, then click the “Assign Individual Exam” button.

An individual exam entry is created under the “Final Exam Assignment Requests” section for both course section 0001 & 0002. In order to complete the request, classroom accommodation needs must also be indicated. See Step 5.
“Assign Combined Exam” Example:
Section 0003 & 0004 will be combined so they may test together at the same time and location. Select section 0003 & 0004, then click the “Assign Combined Exam” button.

A single exam entry is created under the “Final Exam Assignment Requests” with both course section 0003 & 0004 included in it. In order to complete the request, classroom accommodation needs must also be indicated. See Step 5.
“No Exam Assignment Needed” Example:
Section 0005 & 0006 will not be giving an assessment. Select section 0005 & 0006, then click the “No Exam Assignment Needed” button.

An individual entry is created under the “No Final Exam Assignment Requested” section for both course section 0005 & 0006.
Step 5: Indicate the classroom needs preferred for each final exam assignment requested by selecting the applicable option in the “Classroom Needs” dropdown: 1.) No General Assignment Classroom Needed, 2.) General Assignment Classroom with Single Seating Preferred or 3.) General Assignment Classroom with Double Seating Preferred

1.) If the use of a general assignment classroom will not be needed for the requested exam, select “No General Assignment Needed”. This would include situations where either no classroom of any kind is needed, such as for a project deadline, or if a departmentally controlled location to be secured by the instructor or course administrative home department will be used.

2.) If the use of a general assignment classroom will be needed for the requested exam, select the exam seating type of either “General Assignment Classroom with Single Seating Preferred” (one seat per student) or “General Assignment Classroom with Double Seating Preferred” (two seats per student).

Important Notes:

- All requests for general assignment classroom accommodations will be made as classroom resources allow. Requests will be accommodated as fully as 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 general assignment classroom pool and their seating capacities.

- To assist faculty with their exam arrangements, general assignment classrooms with an actual seating capacity of 100 or more have been outfitted with seat and row number identifications. Seating layout plans for these rooms are available online. Some faculty have found it possible to employ the use of single seating by using these layouts to create an assigned seating chart for their exam.

- Special classroom or scheduling needs for the requested exam may be included in the “Special Needs” column. This would include items such as the exam should be given a combined assignment with a different subject:course:section; the exam will be open book and would prefer table and chair seating if possible; no room is needed as students will be turning in projects to their instructor’s office; or a department room will be assigned for the exam.

- Requests to use specific general assignment classrooms will only be given consideration in those situations where specialized equipment is required, such as TILE classroom usage.

![Final Exam Assignment Requests](image-url)
Final Step: SAVE your requested final exam assignment needs. Departments may change their requested final exam assignment needs and re-save them any time during the submission period.

Important Notes:

- The final exam assignment needs for all course sections within a subject should be completed by the administrative home department. In the event, a department has not indicated the final exam assignment needs for a course section(s) by the submission deadline, the criteria indicated below will be used to schedule final exam assignments for the course section(s).
Final Exam Assignment Scheduling Criteria used by the Office of the Registrar
in the Event Incomplete or No Information is received by the Submission Deadline

The following criteria pertains to the Business, Education, Engineering, Graduate, Liberal Arts and Sciences, Nursing, Public Health and University Colleges.

In the event we receive incomplete information or do not receive any information from a department by the submission deadline, final examination assignments will be automatically assigned to lecture and stand-alone course sections by the Office of the Registrar using the following criteria:

1.) Final examination assignments will only be given to course sections whose administrative home department belongs to one of the following: Business, Education, Engineering, Liberal Arts and Sciences, Nursing, Public Health, Graduate or University Colleges.

2.) Final examination assignments will not be given to course sections whose administrative home department belongs to one of the following: Colleges of Dentistry, Law, Medicine or Pharmacy.

3.) Undergraduate level courses (those course sections with course numbers below 5000 in the new numbering system or below 6000 in the case of the College of Engineering) only will be given a date and time assignment. A general assignment classroom will only be assigned to those course sections which are scheduled to regularly meet throughout the semester in a general assignment classroom and will only be assigned single seating (one seat per student).

4.) Graduate level courses (those course sections with course numbers of 5000 and above in the new numbering system or 6000 and above in the case of the College of Engineering) will not be given a date, time or location assignment.

5.) Extension or off campus course sections will not be given a date, time or location assignment.

6.) Course sections with arranged (ARR) meeting patterns will not be given a date, time or location assignment.

7.) Course sections with scheduled meeting patterns and arranged (ARR) locations will only be given a date and time assignment. No location will be assigned.

8.) Course sections with scheduled meeting patterns and scheduled to meet in a college or departmentally controlled location will only be given a date and time assignment. No location will be assigned.

Have Questions?: Questions regarding how to submit final exam needs in MAUI or scheduling questions in general should be addressed to the Office of the Registrar (reg-exams@uiowa.edu).