

KCC Testing Request - FootPrints

<https://workorder2.kellogg.edu>

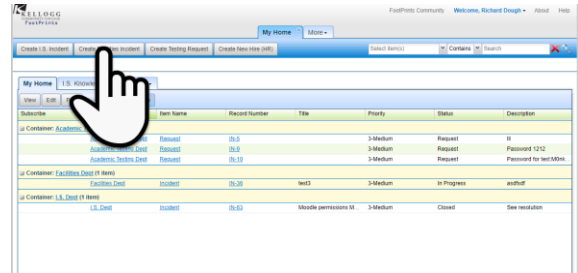
This is the Work Order used for technology issues and requests from various areas of the College – Information Services, Facilities and Testing. There is a Knowledge Base to research common issues and resolutions. Login using your k-id and universal password.

Choose the type of work order:

I.S. Incident – Information Services

Facilities Incident – Building, Repairs, Moves, Grounds

Testing Request – Proctored and/or make up testing



Filling out the work order:

All the fields are **required** and should be filled out with as much detail as possible.

Common

Attachments

All Fields are Required

Use the drop down menu or you can type it in.

Incident Number: _____ Created On: _____ Status: Request

Instructor Name*: _____ Subject*: _____ Course Number*: _____ Section*: _____

Exam Name*: _____ Test Type*: _____ Deadline Date*: _____

Time Limit (in minutes)*: _____ Materials Allowed*: _____ Materials Allowed Other: _____ Pickup*: _____

Student Names: _____

Names or k-id

Press 'Ctrl' to on keyboard to select more than one option.

Please contact The Bridge with any questions:
(269) 660-2296 or bridge@kellogg.edu

KCC Testing Request- FootPrints

Additional Information:

Enter any additional information that you feel is necessary for The Bridge to know about. This could include but not limited to a student that needs extra time on a test or a Moodle quiz password.

Attachments:

Upload your paper Test or documents.

This will allow you to browse your computer for your test.

Attaching it to the work order will allow the Bridge staff to print only what is needed for the students.

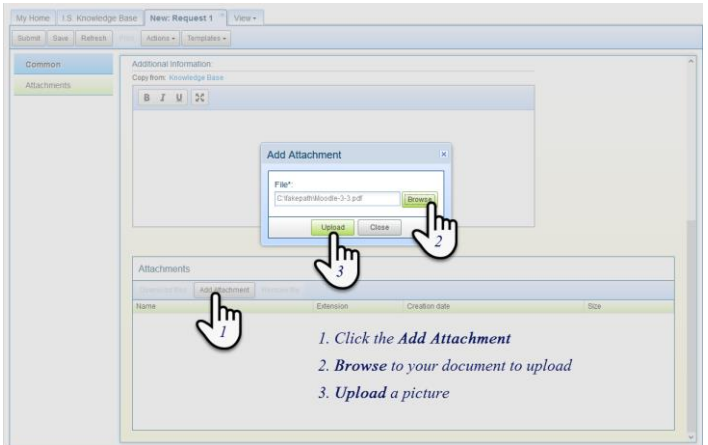
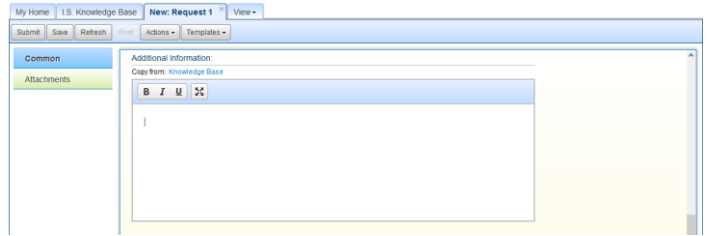
Update a work order:

To update a work order, login to the work order system.

Locate the work order, click on the IN-#.

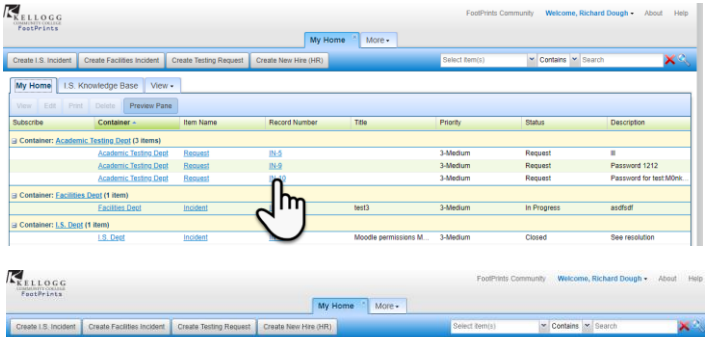
Edits / Changes:

Please make your edit/changes and **Submit** at the top.

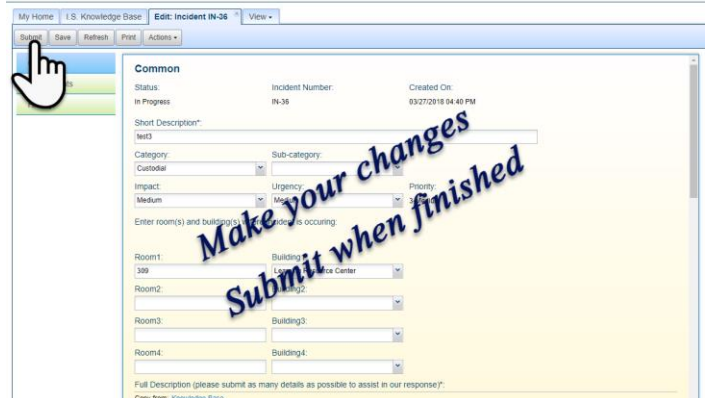


Name	Extension	Creation date	Size

1. Click the **Add Attachment**
2. **Browse** to your document to upload
3. **Upload** a picture



Subscribe	Container	Item Name	Record Number	Title	Priority	Status	Description
	Academic Testings Dept (0 Items)						
		Academic Testings Dept	IN-5	Request	3-Medium	Request	#
		Academic Testings Dept	IN-8	Request	3-Medium	Request	Password 1212
		Academic Testings Dept	Request	Request	3-Medium	Request	Password for test Monk.
	Facilities Dept (1 Item)						
		Facilities Dept	Incident	test0	3-Medium	In Progress	asdfdf
	I.S. Dept (1 Item)						
		I.S. Dept	Incident	Moodle permissions M...	3-Medium	Closed	See resolution



**Make your changes
Submit when finished**

Full Description (please submit as many details as possible to assist in our response):
Copy from: Knowledge Base

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