

Submitting and Retrieving Tests in the UTC Portal

Creating an Exam Submission:

1. Go to the UTC Portal at www.smu.edu/utcportal and sign in with SMU credentials.
2. Click on the blue plus sign (+) on the right side of the professor submission page.
3. Give the test a name -- ***If you teach multiple sections, indicate the section number in the test name. Each section will require a separate exam submission. If your sections have identical specifications, you may create one combined submission for those sections instead of individual ones.***
4. Click the “select the exam groups for this test” field, and your courses will populate by section.
5. Highlight the course in the drop-down menu.
6. Indicate the start date and end date for the test. **Please note test submissions must be received no less than 5 business days prior to day 1 of the testing window.**
7. Indicate the length of the test (standard amount of time allowed in class). *Extended time for students with approved accommodations will be automatically configured at the time of their test registration.*
8. Upload test materials from your desktop for attachment to the exam submission. **All test materials must be uploaded no less than 2 business days prior to the testing date.** If test materials need to be uploaded at a later time, refer to directions below.
9. Complete the cell phone field (with dashes).
10. Indicate the test format type.
11. Click from the list of authorized materials allowed, if any.
12. Click the boxes next to the acknowledgements.
13. Provide additional proctor instructions if necessary.
14. Click Submit.

Adding a Test to An Existing Exam Submission:

1. Go to the UTC Portal at www.smu.edu/utcportal and sign in with SMU credentials.
2. Locate the existing submission from the list.
3. Hover over the 3-dot action menu and click edit.
4. Upload test materials from your desktop and attach in the “Test Materials Upload” area. **All test materials must be uploaded no less than 2 business days prior to the testing date.**
5. Click Submit.

Retrieving a Completed Test:

1. Go to the UTC Portal at www.smu.edu/utcportal and sign in with SMU credentials.
2. Click the History tab in the upper right corner.
3. Locate the student with the completed test materials to download from the student listing.
4. Click the blue paper icon to the right of the student registration.
5. Download the completed test materials uploaded by the UTC.

For additional help with navigating the UTC Portal, click the **Help tab** in the upper right corner of your professor landing page.

To manage your personal profile settings and communications regarding student testing status, click the green 2-initial avatar in the upper right corner of your professor landing page.