How to Schedule an Exam thru CELT

1. Go to CELT’s Website: http://www.cae.lsu.edu/default.asp.

2. Enter your PAWS Logon ID and your Student ID for your password. The first time you login, you will be required to change your password.

Note!! If you are having trouble logging into often takes a week or two before all rosters are enrolled in a course that offers the online test you might not be able to schedule exam testing and view your previous exam scores. You can gain access to the system.

If you have forgotten your password (or just c
3. If you cannot login and you do not remember your password, click on Forget Your Password?

4. Enter your PAWS ID and click on Submit. This will generate an email to you with your password.

   **PAWS ID:**  mtiger1

   ![Submit Button]

5. If this is your first time to login, you will be forced to change your password.

   ![Password Form]
   
   **Student ID:**  123456789
   **First Name:**  Mike
   **Last Name:**  Tiger
   **Email:**  mtiger1@lsu.edu
   **Password:**  ********
   **Verify Password:**  ********

   ![Save and Reset Buttons]

   You should get the following message:

   ![LSU Logo]
   **Update Success**

   Congratulations, Mike Tiger! Your changes have been made to our site successfully.
6. To schedule a test, click on Schedule Test on the left menu bar.

7. In the right window pane, click on the down arrow to choose which course you want to schedule a test for.

8. Next click on the down arrow and select which test you would like to schedule.
9. Choose the time, under the date that you would like to take your exam. Make sure the exam you choose has available seats. Click on the time to schedule your exam.

Make sure you are under the correct date

Make sure you select the correct time slot

Make sure there are available seats

10. Read over the confirmation page to make sure you scheduled the correct date and time. If you are satisfied with your choice, click the Submit button at the bottom.

Confirm Schedule

Would you like to confirm the following test? (Click Submit to Confirm Reservation)

Course
Exam No
Date
Time
Lab

Information Systems & Decision Sciences 1100 001
Word Exam
Monday, February 12, 2007
10:30 AM
1104 CEBA

Room where you exam will be given
11. You should get a Schedule Confirmation page. You have successfully scheduled your exam. Be sure to bring your Student ID with you to the exam. Make sure you are on time for your exam. If you miss your scheduled time, you will receive a “0” for that exam and be required to take a makeup exam for half-credit.

**Schedule Confirmation**

You have successfully registered for the following test:

**Course**: Information Systems & Decision Sciences 1100 001  
**Exam**: Word Exam  
**Date**: Monday, February 12, 2007  
**Time**: 10:30 AM  
**Lab**: 1104 CEBA

When you are finished, click on the Logout button on the left menu to logout.
Other Options: View Schedule

To view schedule exams, click on View Schedule

Center For Assessment And Evaluation
Computer Based Testing Scheduler

- Home
- Schedule Test
- View Schedule
- View Scores
- Edit Info

All scheduled exams should appear.

Schedule For Mike Tiger

Your current exam schedule is listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Exam Name</th>
<th>Date</th>
<th>Time</th>
<th>Lab</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISDS 1100 001</td>
<td>Word Exam</td>
<td>Monday, February 12, 2007</td>
<td>10:30 AM</td>
<td>1104 CESA</td>
<td></td>
</tr>
<tr>
<td>ISDS 1100 001</td>
<td>Excel Part 1 Exam</td>
<td>Monday, March 05, 2007</td>
<td>10:30 AM</td>
<td>1104 CESA</td>
<td></td>
</tr>
<tr>
<td>ISDS 1100 001</td>
<td>Excel Part 2 Exam</td>
<td>Monday, March 26, 2007</td>
<td>10:30 AM</td>
<td>1104 CESA</td>
<td></td>
</tr>
<tr>
<td>ISDS 1100 001</td>
<td>Powerpoint Exam</td>
<td>Monday, April 23, 2007</td>
<td>10:30 AM</td>
<td>1104 CESA</td>
<td></td>
</tr>
</tbody>
</table>

4 Records Found
Other Options: Remove an Exam (Cancel)

To remove a scheduled exam, click on the remove button next to the exam that you want to cancel.

Your current exam schedule is listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Exam Name</th>
<th>Date</th>
<th>Time</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISDS 1100 001</td>
<td>Word Exam</td>
<td>Monday, February 13, 2007</td>
<td>10:30 AM</td>
<td>1164 CBBA</td>
</tr>
</tbody>
</table>

A question box will appear to make sure you really want to remove this exam from your schedule. Click the OK button.

You will receive a message to confirm that your test was cancelled.

Test Cancellation

You have successfully removed Word Exam from your schedule.
Other Options: Change a Scheduled Exam to Another Time

Click on Schedule Test on the left menu.

Click on the Course you want to reschedule the exam for. Then click on the Exam that you want to reschedule.

Please Select A Course: Information Systems & Decision Sciences 1100 001

Please Select A Test: Excel Part 2 Exam

The time that you are scheduled for will show as Unavailable. Also, if you have an exam that is scheduled for another class at a time period that conflicts with times for this exam, it will also show as Unavailable.

Monday, March 26, 2007

<table>
<thead>
<tr>
<th>Time</th>
<th>Available Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 AM</td>
<td>50</td>
</tr>
<tr>
<td>9:30 AM</td>
<td>49</td>
</tr>
<tr>
<td>10:30 AM</td>
<td></td>
</tr>
<tr>
<td>11:30 AM</td>
<td></td>
</tr>
</tbody>
</table>

To reschedule, click on the time under the date that you want to reschedule your exam to.

Tuesday, March 27, 2007

<table>
<thead>
<tr>
<th>Time</th>
<th>Available Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 AM</td>
<td>50</td>
</tr>
<tr>
<td>9:30 AM</td>
<td>50</td>
</tr>
<tr>
<td>10:30 AM</td>
<td>49</td>
</tr>
</tbody>
</table>
Click on the Submit button at the bottom to confirm the new scheduled time.

Confirm Schedule

Would you like to confirm the following test? (Click Submit to Confirm Reservation)

<table>
<thead>
<tr>
<th>Course</th>
<th>Information Systems &amp; Decision Sciences 1100 001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam No</td>
<td>Excel Part 2 Exam</td>
</tr>
<tr>
<td>Date</td>
<td>Tuesday, March 27, 2007</td>
</tr>
<tr>
<td>Time</td>
<td>10:30 AM</td>
</tr>
<tr>
<td>Lab</td>
<td>1104 CEBA</td>
</tr>
</tbody>
</table>

Submit  Back

You will get the Schedule Confirmation page with your new time schedule.

Schedule Confirmation

You have successfully registered for the following test:

<table>
<thead>
<tr>
<th>Course</th>
<th>Information Systems &amp; Decision Sciences 1100 001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam</td>
<td>Excel Part 2 Exam</td>
</tr>
<tr>
<td>Date</td>
<td>Tuesday, March 27, 2007</td>
</tr>
<tr>
<td>Time</td>
<td>10:30 AM</td>
</tr>
<tr>
<td>Lab</td>
<td>1104 CEBA</td>
</tr>
</tbody>
</table>

You can click on View Schedule to see that your old exam time was replaced with your new exam time.