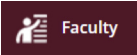


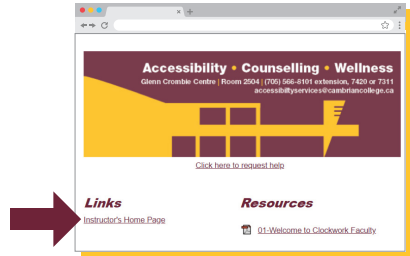
## Q How do I review, change, or add files to the digital test copy upload?

A You change a testing event in the ClockWork online student services system.

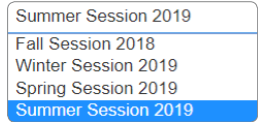
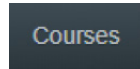
1 Log in to myCambrian and select **'Faculty'** from the menu.



Scroll down to the **Glenn Crombie Centre portlet** and select the **'Instructor's Home Page'** link.



2 Select **'Courses'** and click on the term that you wish see.



3 Click **'Tests and Exams'** for a specific course in order to change a test.

Course	Options
<b>COMICS 1001</b> SECTION: CRN# (TERM: Spring)	Accommodation Letters ★ Tests and Exams

4 Select **'Review file'** for the test that you want to edit.

Tests and exams:					
Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	June 27 Thursday (2019)	8:30 AM (60 minutes) <i>Last modified: 2019-06-06</i>	Yes	Review file	Confirm/Edit
Test	June 24 Monday (2019)	9:00 AM (90 minutes) <i>Last modified: 2019-06-06</i>		Review file	Confirm/Edit

5 Click **'view'** or **'remove'** previously uploaded tests in order to review or delete a file that has been uploaded.



6 Click **'Browse'** in order to add an additional file.

Note: You can upload multiple files, but only one file can be uploaded at a time.

