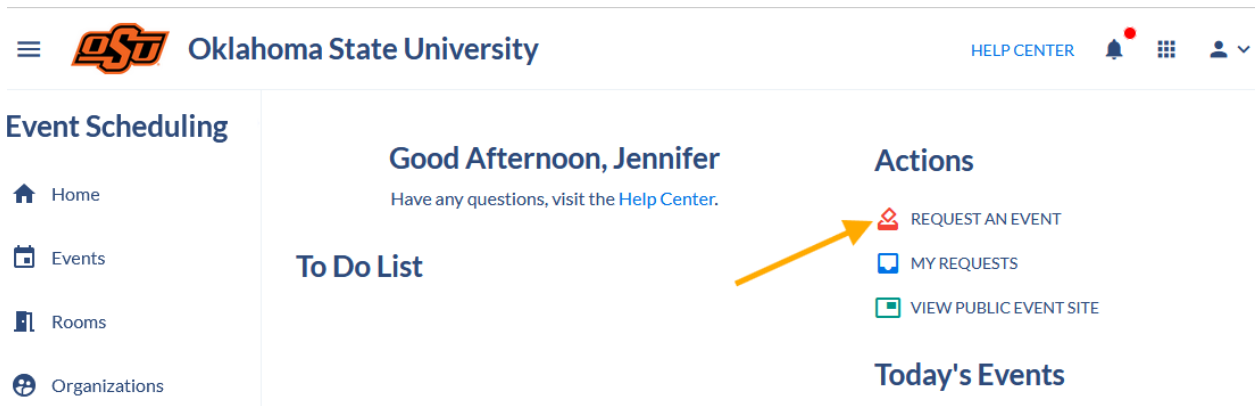


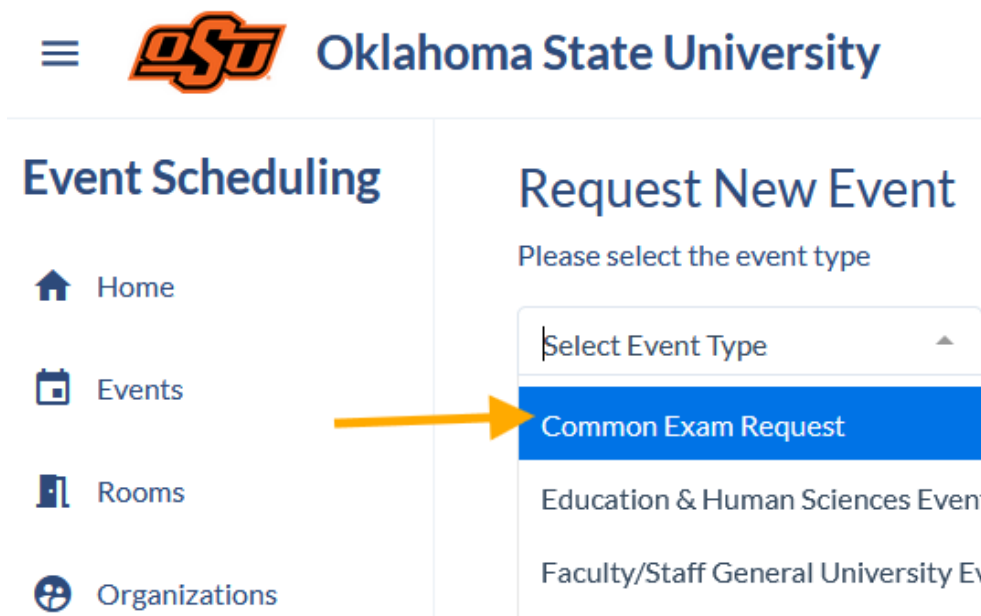
# Coursedog Common Exam Form Guide

## Submitting a Request:

1. Visit [app.coursedog.com](http://app.coursedog.com) and click on the gray Event Scheduling button to navigate to the Event Scheduling home page. If you are unable to log into Coursedog with your OSU email address and password, reach out to [gurooms@okstate.edu](mailto:gurooms@okstate.edu) for assistance.
2. On the right side of the Event Scheduling homepage, click **REQUEST AN EVENT** beneath the Actions heading:



3. Under "Please select the event type," click the drop-down box and select "Common Exam Request." Then click **CONTINUE**.



4. On the next page, review the **Instructions**.

- a. Please submit ONE form for each course.
  - b. Requests should be submitted during Phases 1 or 2 of each Fall or Spring term.
  - c. Requests submitted after the schedule is published for the term (Phase 3) are contingent upon approval of the Senior Vice Provost.
  - d. Course Management ([gurooms@okstate.edu](mailto:gurooms@okstate.edu)) will provide room information upon request. Please review the Courserdog Event Dashboard or Calendar to ensure you have not selected dates that conflict with another exam the enrolled students are likely to take.
  - e. List all sections encompassed by the request. If you have too many sections, please attach the extra information in an Excel or Word document.
5. Enter all requisite details into the **Course & Section Info** section.
- a. If your Department is not included in the drop-down list for the Department field, reach out to [gurooms@okstate.edu](mailto:gurooms@okstate.edu) for assistance. **\*\*\*NOTE\*\*\*: Do NOT submit a request unless your department is selectable from this field. The workflow will not function correctly until this step is complete!**
6. Review the **Common Exam Information**.
- a. If your department is requesting common exams to be scheduled during the time set aside in the Fall and Spring terms for evening exams, check **YES** under “Request for Common Evening Exams?” If not, check **NO**.
  - b. If your department is requesting common finals to be scheduled during the exam time blocks set aside in the Fall and Spring final exams schedule, check **YES** under “Request for Common Final Exam?” and input the preferred Building(s) in the field to the right. If also requesting Common Evening Exams, input identical building choices in this field for scheduling consistency. If not, check **NO**.

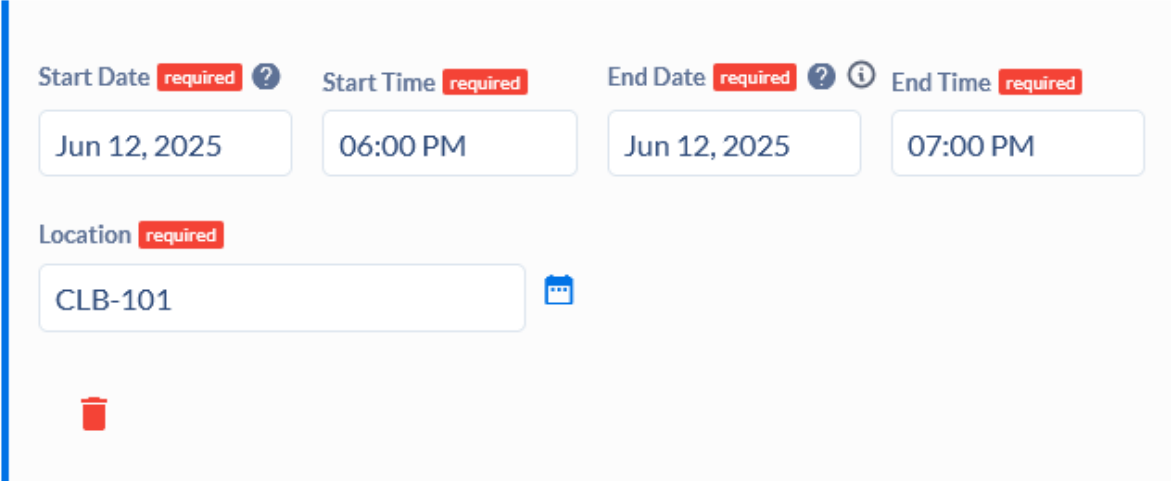
Example:




<p>Request for Common Evening Exams? <span style="color: red; font-weight: bold;">required</span></p> <p>If requesting Common Evening Exams, input each date and locations in the "Meetings &amp; Locations" section below. M/W exams MUST be scheduled at 5:30-6:30 pm. T/R exams MUST be scheduled at 6:00-7:00 pm.</p> <p><input checked="" type="button" value="YES"/> <input type="button" value="NO"/></p>	<p>Request for Common Final Exam? <span style="color: red; font-weight: bold;">required</span></p> <p>If requesting Final Common Exams, do NOT input Final Exam dates and locations in the "Meetings &amp; Locations" section below.</p> <p><input checked="" type="button" value="YES"/> <input type="button" value="NO"/></p>	<p>If YES, input preferred building(s) for Common Final Exam. <span style="float: right;">?</span></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p>Classroom Building &amp; NRD</p> </div>
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7. Scroll down to **Meetings & Locations**.
- a. If you checked YES under “Request for Common Evening Exams?”, input each individual evening exam date by clicking **+ ADD NEW MEETING**. An example is shown below. You will need to create duplicates of each date to

request multiple rooms. You can do this by entering in the Start Date, Start Time, End Date, and End Time, then click + **COPY EXISTING MEETING** to duplicate the most last meeting date listed. Change the Location to a different classroom, and repeat for each requested room. *For consistency in scheduling, select the same rooms for all evening exam dates. Requests that do not have identical rooms requested for all evening exam dates may be returned to the request author for editing.*


## Meetings & Locations




Start Date **required**  Start Time **required** End Date **required**   End Time **required**

Jun 12, 2025 06:00 PM Jun 12, 2025 07:00 PM

Location **required**

CLB-101 



+ ADD NEW MEETING 

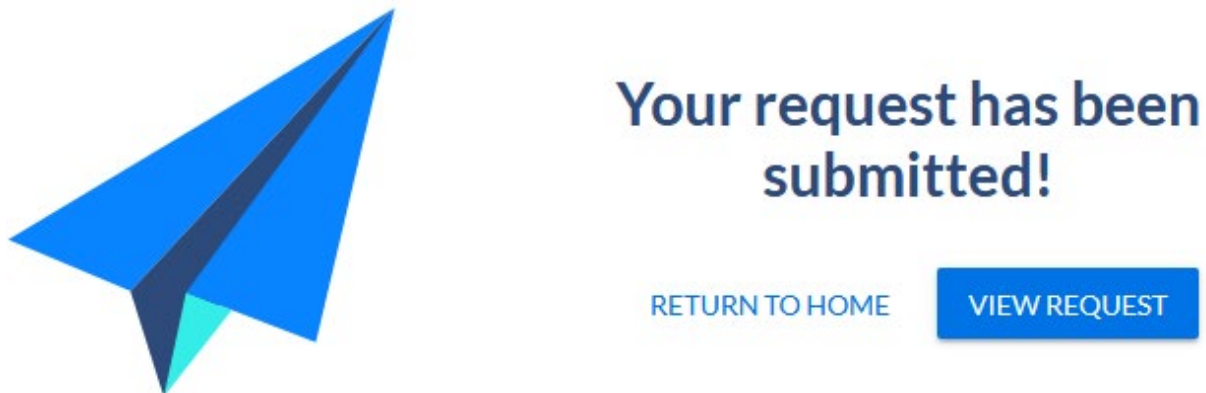
+ COPY EXISTING MEETING

- b. If you checked YES under “Request for Common Final Exam?”, no further action is required. The Registrar’s Office will reach out for clarification on building and room choice if needed. *Do not input Final Common Exam dates in the **Meetings & Locations** section.*
8. Review the auto-populated details in the **Contacts** section. You can add other contacts besides yourself by clicking the + **ADD NEW CONTACT** button. Contacts listed in this section will receive Coursedog email updates regarding changes or status updates for the Common Exam request.
9. Click the blue SUBMIT EVENT REQUEST at the bottom of the page to submit the request.

**NOTE: Only faculty and staff with Coursedog user accounts can submit a Common Exam request. If an instructor or a member of staff not responsible for editing the class schedule should have an account created for them so they may submit a**

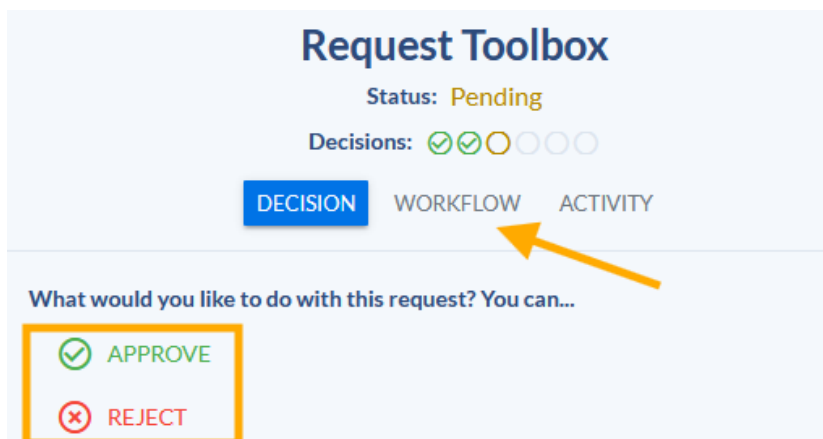
Common Exam request, please reach out to [gurooms@okstate.edu](mailto:gurooms@okstate.edu) for assistance with Courshedog user account creation with "Instructor" or "Staff" permissions only.

## Reviewing a Request:



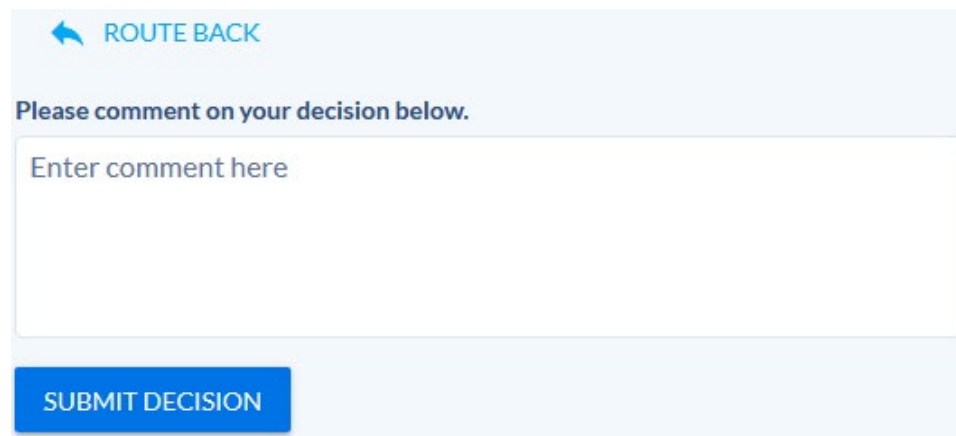
Once the request has been submitted you can click "VIEW REQUEST" to see the request details.

On the right side of the page, personnel within the workflow can make a Decision when the request arrives at their step by selecting one of the available options, then **SUBMIT DECISION**. You can also review where in the workflow the request currently resides by clicking on the WORKFLOW tab, or hovering your cursor over the colored circles beneath the request Status.



Much like request workflows in other areas of Courshedog, members of the workflow have the option to "Approve" the request to send it to the next step, "Reject" the request to

notify the author that the request cannot move forward, or "**Route Back**" to send the request to a previous step for revision. If you are routing a request back to the author for revision, you can include helpful notes and comments in the comment box prior to clicking **SUBMIT DECISION**. All notes and comments entered here can be reviewed at the bottom of the ACTIVITY tab in the Request Toolbox.



← ROUTE BACK

Please comment on your decision below.

Enter comment here

SUBMIT DECISION

In order for a Common Exam request to advance to the next approval step, Department Heads must approve the request in Coursedog. The request is then forwarded to the College Associate Dean for review. Once the Associate Dean has approved the request, it is sent to the Registrar's Office for processing. Common Exam requests will be processed in the order in which they are received by the Registrar's Office.

Once a Common Exam Request is approved, the request author will receive an automated email from Coursedog informing them of the approval. The Registrar website will be updated to reflect the scheduled exam dates and locations here:

[https://registrar.okstate.edu/class\\_schedule\\_short\\_courses/exams.html](https://registrar.okstate.edu/class_schedule_short_courses/exams.html)

**All Common Exams requests must be submitted prior to schedule publication for the term they are being submitted for. Any Common Exam requests received by the Registrar's Office after the schedule is published for either the Fall or Spring term in which the exams will take place will also be sent to Academic Affairs for review by the Senior Vice Provost.**