

Scheduling Your Testing Appointment in TracCloud

If your online or flex class requires in-person testing, you must schedule your exam in TracCloud before coming to the Testing Center.

Walk-ins are not allowed.

What Is TracCloud?

TracCloud is an online scheduling system used by the Testing Center.

You must use TracCloud to schedule an appointment before taking an in-person exam.

With TracCloud, you can:

- Choose a testing date and time
- See available testing times
- View your upcoming and past appointments
- Get email reminders

Who Uses TracCloud?

You **must use TracCloud** if:

- You are in an **online or flex class**
- Your instructor requires in-person testing
- You **do not** have testing accommodations

You **do not use TracCloud** if:

- You have **approved testing accommodations** through **Disability Access Services (DAS)**

If you have approved testing accommodations

- You must schedule your exam through the **AIM portal**
- This is required even if you test in the main Testing Center

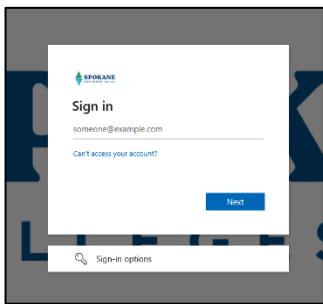
When Should I Schedule?

- Schedule as early as possible. This gives you more choices for testing times.
- **Regular exams:** Schedule at least **7 business days ahead**
- **Midterms and finals:** Schedule at least **10 business days ahead**
- **Business days mean Monday through Friday.**
Weekends and holidays do not count.

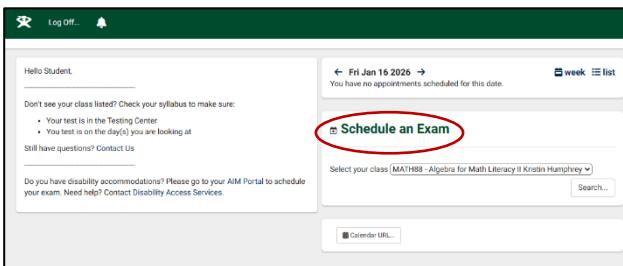
How to Schedule an Appointment

Step-by-Step Instructions

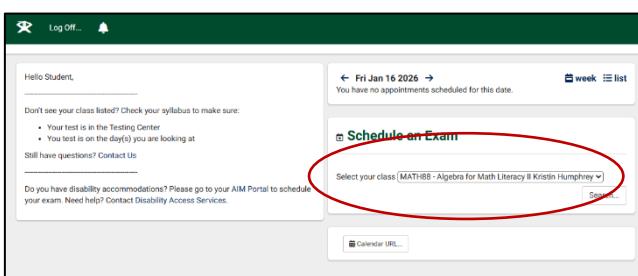
1. Visit [SCC's TracCloud page](#).
2. Sign in using your **Bigfoot email and password**
Need help with your [Bigfoot email](#)?



3. Click on the **Schedule an Exam** box on your dashboard.

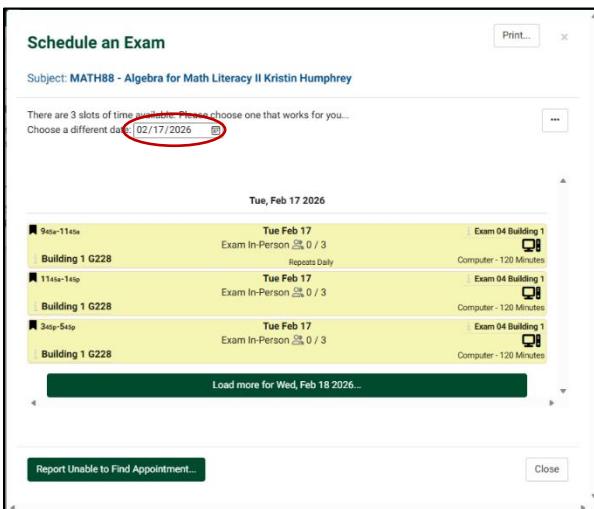


4. From the **Select Your Class** drop-down menu, select the **course** you are testing for, and click **Search**.

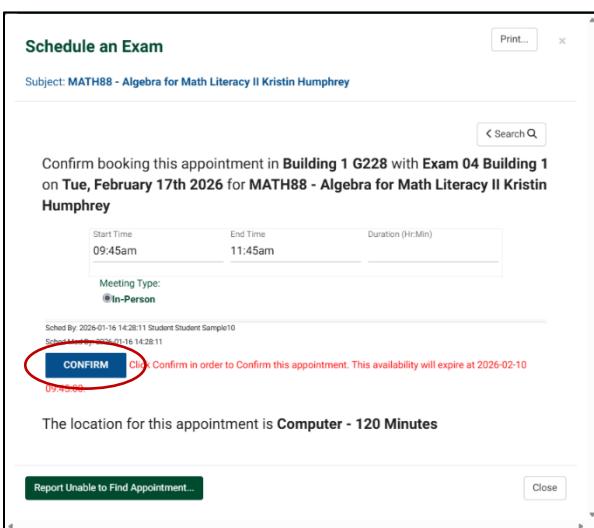


5. A pop-up window appears. Use the **date picker** to choose the day you want to test. The window now shows the appointments available on that day.
6. Click the testing time you want. When choosing a time, plan to arrive 10 minutes early to check-in and get settled before your test.

Can't find a time that works? Check your syllabus to make sure your class is using the Testing Center, and you are looking at the correct dates. If the location and dates are correct, click **Report Unable to Find Appointment**.



7. Click **Confirm** to finish scheduling.



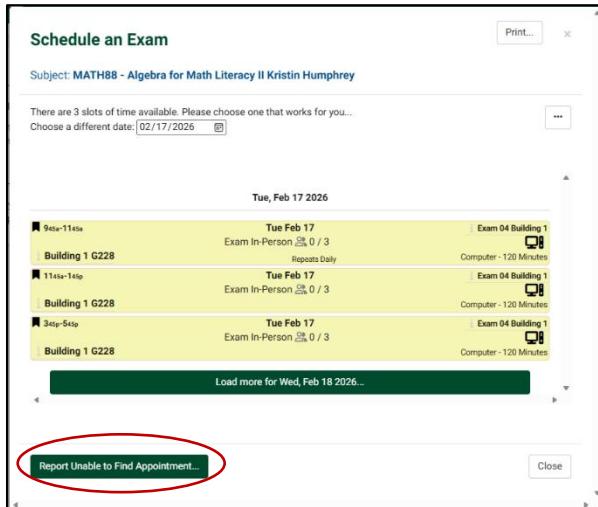
After You Schedule

- TracCloud sends a confirmation email to your Bigfoot email address.
- Your appointment will appear on your TracCloud Dashboard Calendar.
- TracCloud will assign you to one of two Testing Center locations based on availability. Check your email to confirm your testing location.

Can't Find an Appointment?

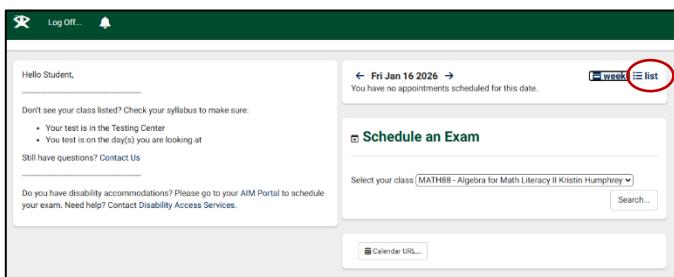
Don't worry—this does **not** mean you did anything wrong.

- Check your syllabus to make sure you are supposed to test in the Testing Center and picked the correct date.
- **Still no appointments?** Scroll down and click the **Report Unable to Find an Appointment** button.
- Testing Center staff will contact you and help you find a time.

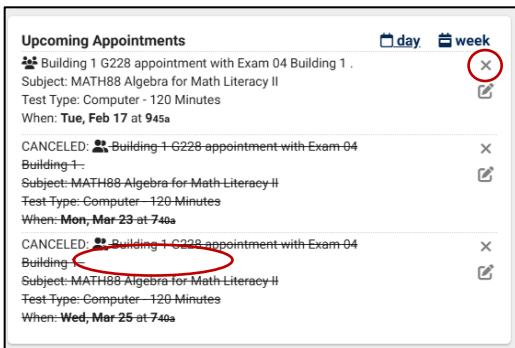


How to Cancel an Appointment

1. Log in to **TracCloud**.
2. Find the **Upcoming Appointments** widget on your dashboard.
3. Click **List** to see all your appointments (including ones you have canceled).



4. Click the X in the top-right corner of the appointment you want to cancel.



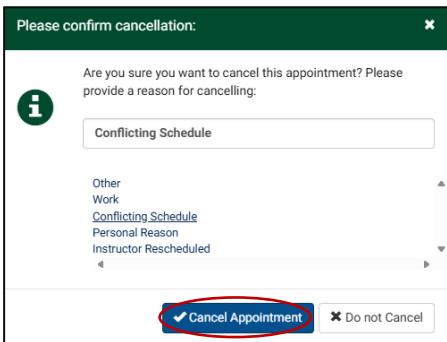
Upcoming Appointments

Building 1 G228 appointment with Exam 04 Building 1 .
Subject: MATH88 Algebra for Math Literacy II
Test Type: Computer - 120 Minutes
When: Tue, Feb 17 at 945a X Edit

CANCELED: Building 1 G228 appointment with Exam 04
Building 1 .
Subject: MATH88 Algebra for Math Literacy II
Test Type: Computer - 120 Minutes
When: Mon, Mar 23 at 740a X Edit

CANCELED: Building 1 G228 appointment with Exam 04
Building 1 .
Subject: MATH88 Algebra for Math Literacy II
Test Type: Computer - 120 Minutes
When: Wed, Mar 25 at 740a X Edit

5. Choose from the list of reasons for canceling or type in a reason. Click **Cancel Appointment**.



Please confirm cancellation: X

Are you sure you want to cancel this appointment? Please provide a reason for cancelling:

i Conflicting Schedule

Other
Work
Conflicting Schedule
Personal Reason
Instructor Rescheduled

✓ **Cancel Appointment** ✗ Do not Cancel

Testing Appointment Rules

- Arrive **on time** with a **valid photo ID**
You cannot test without a photo ID.
- Bring only items allowed by your instructor
All other items must be stored in a **locker** we provide.
- **Late arrival:**
 - If you arrive more than **10 minutes late**, you may not be allowed to test
 - You may lose testing time
- **Cancel early:**
 - Cancel at least **3 business days in advance**
 - This helps other students use that testing time
- **Many no-shows or cancellations** may require you to schedule with Testing Center staff
- Thank you for helping us support all students.

Need Help?

 Call **509-533-7074**

 [Email us](#)