

Take-Home exam via Brightspace



Help and technical support

24 hours per day 7 days a week

1-866-811-3201

<https://tlss.uottawa.ca/site/support-form>

Login to Virtual Campus

In order [to login to this new platform](#), you need to use your uoAccess credentials.

<https://tlss.uottawa.ca/site/connection-to-the-lms>

Connection to Virtual Campus



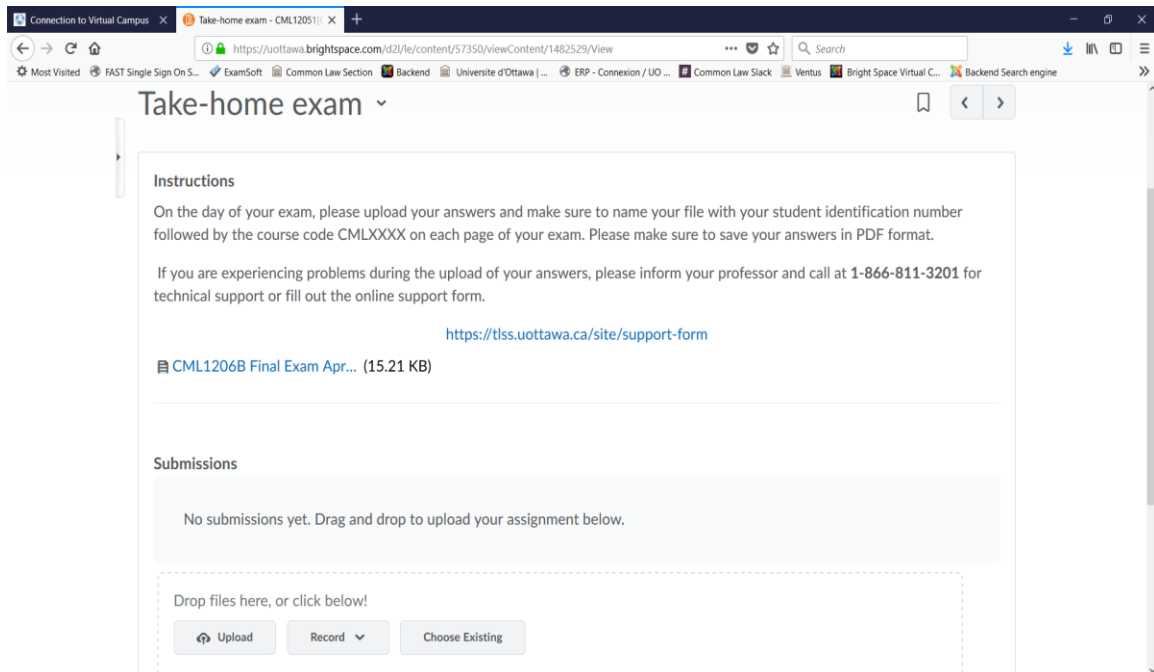
The Virtual Campus is powered by Brightspace

Login to Virtual Campus

- Among your course list, please select the course in which you have a take-home exam
- Please note that you can access your take-home examination on the Home Page for the course in which you must submit your answers electronically on the day of your exam. The exam questionnaire will be available as a PDF file only on the date and time of the exam.

Afterwards, you will be able to upload your answers directly in the exam directory at the time indicated by your professor.

- Please see below the procedures that you must follow on the day of your exam.
- On the course home page, please click on take home exam and read the instructions regarding the submission of your exam answers.
- After, click on the PDF link to download the exam questionnaire.



- Name your exam file as follows: **student number and course code (1234567 CMLXXXX)**. Please indicate your student number on every page of your documents and do not forget to paginate your document.
- At the end of your exam and before the deadline time, please upload your answers under the exam questionnaire tab.
- If you are experiencing problems during the submission, **please inform your professor and call at 1-866-811-3201** for support or fill out the Support Request Form.

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Clarification Regarding the Assistance Form

Technicians respond to requests for help within one hour, 24 hours a day, 7 days a week.

To help you better, please give as much information as possible in the Description field below **when describing your problem by including:**

- The quotation and title,
- the semester,
- The function for which you need help (Assessment, Discussion, Quiz, etc.),
- The information about your computer and the browser used (for example: PC / Firefox)
- The steps to reproduce the problem,
- The URL of the page on which you receive an error message or that is not working correctly.

You can also attach a screenshot, if necessary.

