HOW TO...

Create an Exam Coversheet

1. Go to Testing Services page. Click on the TracCloud link. You will see your TracCloud Dashboard. Click on the Faculty Options tile.

2. Click on the Faculty Courses Menu to display the courses that you are teaching this term.

3. Click on the Roster Referrals button next to the section that will contain the student you wish to create a coversheet. Select Exam Coversheet.

4. Click on student’s name and fill out the form and add any notes. For additional students, select the student name and repeat this step.

5. When ready, click on SAVE to start the process and then click on the X to close the form.

Please Take Note ...

For more than one student, you may select multiple students, check the Affect All Selected and Shown box, and then click on the EXPAND ALL button provided that all students have the SAME exam requirements. Complete the form for the first student only. The system will generate separate emails to you for EACH student.

For more info

Testing Center
testingcenter@delta.edu or 989-686-9182

Delta College