

It would be great if students could take the Excel exam as early as possible so the students are not forced to take INFO 1010 at Tulane because they did not pass the exam before courses begin.

Ideally, we'd like students to have passed the exam by late March when we register them for their fall courses.

Here are the instructions for them to take the exam to waive INFO 1010:

- Find a testing center on <https://certiport.pearsonvue.com/CATCs.aspx> that offers the exam named MO-200 (details attached) and schedule a testing session with that center. The cost will be about \$100.
- Take exam MO-200, which tests Excel 2019/365, using the student's Tulane email address as their user ID if possible (if students want to take test before they have their Tulane email address they will need to confirm the email address they use with me)
- Earn a passing score on exam MO-200.
- Authorize Professor Woolverton, gwoolver@Tulane.edu to view their transcript. <https://certiport.pearsonvue.com/Statewide/Deployment/Docs/Student-Certification-Transcript.pdf> This will cause Certiport to send him an email message which he is unlikely to notice because he gets so much mail from them.
- Email Professor Woolverton, gwoolver@Tulane.edu to let him know he's been authorized to view the transcript. This email must CC me (tyoung11@tulane.edu).
- Professor Woolverton will respond and confirm that the exam has been confirmed and that INFO 1010 can be waived