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| Technical Issues Form |
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| Students who are unable to submit an assignment or exam due to technical issues with their computer, network connection or learning tools should **immediately** **email a copy of their work to their instructor** and **then complete and email a Technical Issues Form to their instructor**. **For Exams, please also review your course syllabus and complete all requirements.**  |
| **Date:** Click on the down arrow to enter a date. | **Time:** Click here to enter the time. |

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| Student Information |
| **First Name:** Click here to enter your first name. | **Last Name:** Click here to enter your last name. |
| **Course Code:** Click here to enter your course code e.g. ACTG 3110 C. | **Instructor Name:** Click here to enter your instructor’s full name. |
| **Student Number:** Click here to enter your student number. | **Term:** Click here to enter the current term e.g. Fall 2020. |
| **Assignment Name:** Click here to enter the name of the assignment e.g. Midterm Exam. | **Error Code:** Click here to enter any error messages you have received. |
| **Brief Description of Issue:** Click here to enter your notes. |
| **Screenshot** (Double click on the photo icon below to upload pictures of any relevant error messages or screenshots).   |

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| Instructor Notes |
| *If you have any additional questions about this technical issue, please submit the request through IT Medic.* [*https://itmedic.schulich.yorku.ca/servicePortal*](https://itmedic.schulich.yorku.ca/servicePortal) |
| Click here to enter any notes. |

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| Administrative Notes |
| **Administrator’s Name:** Click here to enter full name. |
| Click here to enter your notes. |