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Carmen is a service of [TELRL](#) in the [Office of the CIO](#).  
Having trouble accessing this page? Contact us at 614.688.4357 (688-HELP) (V), 614.688.8743 (TDD) for assistance.





Enter your [OSU Internet Username](#) (your "lastname.#") and password and click on the **Login** button.

Username:  (example: doe.1)  
Password:

### **Carmen Resources**

[Carmen System Check](#) and [Recommended Browsers](#)

[Carmen Information Website](#)

[Carmen Help](#)

[Technology Enhanced Learning and Research \(TELR\)](#)

Click Login on the Carmen homepage. From there, there is a login on the center of the page. Enter your assigned Username and password and then press the Login button. This will allow you to access the course(s) you registered for.



After successfully login into the OSU Carmen page, your PED course(s) should appear in the center of the page under “My Courses”. To access a course, simply click on the desired link. Your personal Carmen page should resemble the image on following page, with your name and courses.



[My Home](#) | [Workshops](#) | [Help](#)

**Enrollment Status**

Enrollments reflect Registrar data as of 4/13/2008 at 1:00 AM.

**Search** **News**

**Welcome to Spring 2008!**

**Student Carmen Questions**

- [Can't find your courses and other questions](#)
- [Getting started in Carmen](#)
- [Troubleshooting Tips](#)

**STUDENT NEWS**

**TIMES TO AVOID STARTING QUIZ:** It is best NOT to be taking a quiz on Carmen between 2 a.m. and 4 a.m. any day of the

**My Courses**

- Spring 2008
- Winter 2008
- 2007 Winter
- 2007 Autumn
- Ongoing
  - CITY AND REGIONAL PLANNING
    - [AICP Exam](#)
    - [Ethics for Planners](#)
    - [Managing Public Meetings](#)
    - [Site Planning](#)
  - Special
    - TEL\_R\_CARMEN
      - [Design Review](#)
      - [Egovernance](#)
      - [Introduction to Zoning](#)
      - [The Role of the BZA and Variances](#)

PED courses that you are registered for

Learning En



After accessing your desired PED course, you will be taken to that course's PED homepage on Carmen. The homepage should appear similar to the homepage for the Design Review course shown on the following slide.



# AICP Exam

## Updates

- 0 [New Dropbox Submissions](#)
- 17 [Unread Discussion Messages](#)
- 0 [Ungraded Quiz Attempts](#)
- 0 [Broken Links](#)

## Events

No Events

Open my [Events](#)

## Bookmark

No bookmarks have been added.

## Role Switch

To simulate the view of another Role, select a Role from the



▶ **Welcome!** - Feb 17, 2008

Welcome to your AICP Review Course. Please explore this course. You will find lectures, reading materials, quizzes and a discussion board.

If you have questions, feel free to post them to the discussion board or send them to me by e-mail at [cowley.11@osu.edu](mailto:cowley.11@osu.edu).



Email My Home | Help | Logo

**OHIO STATE UNIVERSITY** AICP Exam Edit Course | Classli

Course Home | Content | Discussions | Dropbox | Grades

**Updates** Search News Change Order Add

- 0 [New Dropbox Submissions](#)
- 17 [Unread Discussion Messages](#)
- 0 [Ungraded Quiz Attempts](#)
- 0 [Broken Links](#)

**Events** Edit

No Events

Open my **Events**

**Bookmark**

No bookmarks have been added.

**Role Switch**

To simulate the view of another Role, select a Role from the

► **Welcome!** - Feb 17, 2008

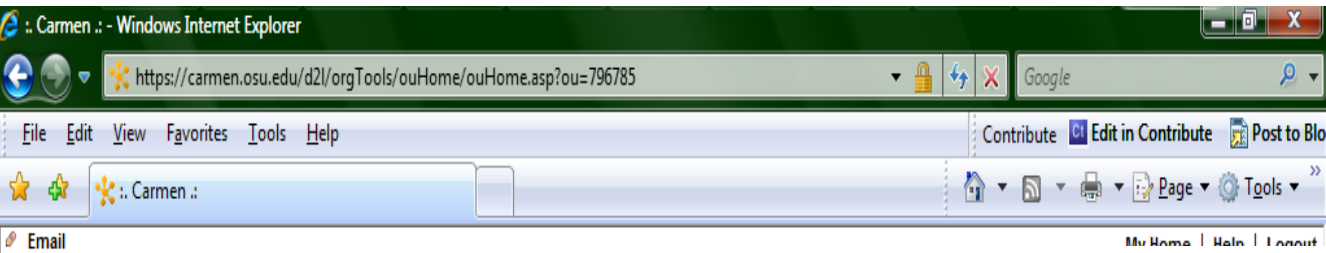
Welcome to your AICP Review Course. Please explore this course. You will find lectures, reading materials, quizzes and a discussion board.

If you have questions, feel free to post them to the discussion board or send them to me by e-mail at [cowley\\_11@osu.edu](mailto:cowley_11@osu.edu).

To initially access course materials, you can either use the text navigation bar along the top side of the screen or the icon navigation bar in the center of the page



In the AICP Exam example from the previous slide, clicking the *Content* on the text navigation bar on the top Table of Contents for the actual PED course. A image of that Table of Contents appears in the following slide.



**OHIO STATE UNIVERSITY** AICP Exam

Course Home | Content | Discussions | Dropbox | Grades

**Content Areas**

- View Content
- Manage Content
- Reports
- Settings

**Modules**

[Collapse All](#) [Expand All](#)

- I. [Course Introduction](#)
  - A. [Introduction to the AICP Exam Review Course](#)
- II. [Test Taking Tips](#)
  - A. [Structure of the AICP Exam](#)
  - B. [Before the Exam](#)
  - C. [Day of the Exam](#)
  - D. [During the Exam](#)
  - E. [Comments on the Computerized Exam](#)
  - F. [Exam Participant Comments](#)
  - G. [References](#)
- III. [Subdivision Regulations](#)
  - A. [Overview of Subdivision Regulations Lecture](#)
  - B. [Methods of Describing Land](#)
  - C. [Subdivision Regulations](#)

**Table of Contents**

[Table of Contents](#) [Print/Download](#)

Bookmarks | Last Topic Visited

Course Content

Search For:  [Search](#) [Show Search Options](#)

- I. [Course Introduction](#)
  - A. [Introduction to the AICP Exam Review Course](#)
- II. [Test Taking Tips](#)
  - A. [Structure of the AICP Exam](#)
  - B. [Before the Exam](#)
  - C. [Day of the Exam](#)
  - D. [During the Exam](#)
  - E. [Comments on the Computerized Exam](#)
  - F. [Exam Participant Comments](#)
  - G. [References](#)
- III. [Subdivision Regulations](#)
  - A. [Overview of Subdivision Regulations Lecture](#)
  - B. [Methods of Describing Land](#)
  - C. [Subdivision Regulations](#)

To navigate through the instructional course material, simply click on the desired section in the Table of Contents. While you do not have to navigate through the course in chronological order, the material is set up in such a manner that subsequent sections build on and often utilize the knowledge and skills gained in previous sections.



To navigate from section to section within the course, simply use the Action Menu (Previous, Next, Contents) along the top of the screen.

AICP Exam AICP Exam

[Collapse All](#) [Expand All](#)

- I. [Course Introduction](#)
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  - [During the Exam](#)

Structure of the AICP Exam

[Back to Table of Contents](#)

*Structure of the AICP Exam*

The AICP Exam will have 170 questions. You will have a total of three and a half hours to complete it. This means you need to be answering approximately 50 questions per hour. The exam questions come in several formats, which are discussed in more detail below.

More than two-thirds of the exam will be made up of a simple multiple-choice questions. This is identical in format to the questions you answered on the pre-test. An example of this type of question is:








## Discussion

Discussions are an electronic area for posting, displaying and receiving information available to all course participants. Discussions can serve as general notice boards, or they can be used to encourage students to exchange comments and ideas about different topics. Discussion boards can also be used to share graphic files or other text-based attachments.



## Using Discussion

If a discussion is available for the topic being discussed, the word the “Discussions” will appear in the course navigation bar at the top of the page.

Title	Actions
<a href="#">Main</a>	  
<a href="#">Main</a>	 

17 messages - 7 unread

Course Home | Content | **Discussions** | Dropbox | Grades

**Instructions**

▶ The Discussions tool provides a



## Using Discussions (Cont.)

- To access the discussion board, simply click on “Discussions” (circled in yellow in the previous slide).
- This will display all the discussion items, grouped by subject.
- To open each subject grouping and reveal the postings within that subject, click on the corresponding blue triangle to the left of the status column. This is illustrated in the next three slides.

## AICP Ethics Citations

[Back to Forums & Topics List](#)

Compose | Refresh | Mark All Read | Show Search | Settings

View:  ▼



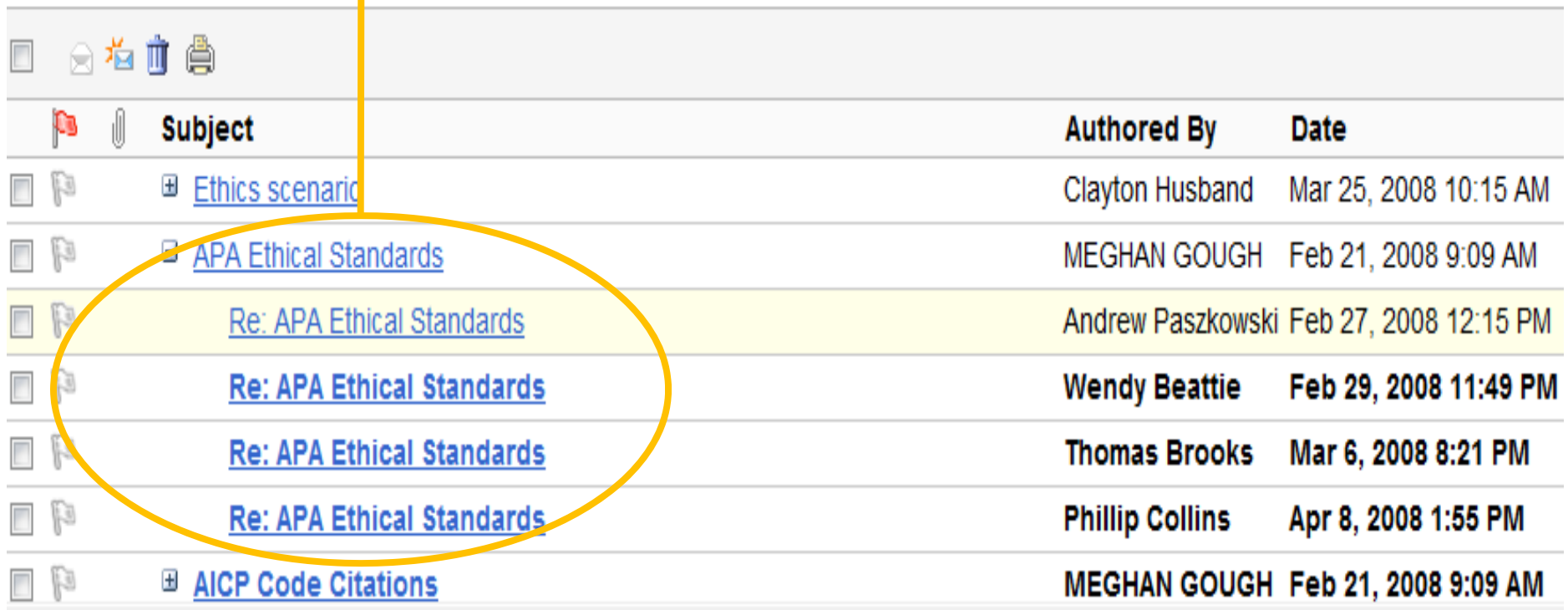
per page

<b>Subject</b>	<b>Authored By</b>	<b>Date</b>	<b>Average Rating</b>
<a href="#">Ethics scenario</a>	Clayton Husband	Mar 25, 2008 10:15 AM	
<a href="#">AMA Ethical Standards</a>	MEGHAN GOUGH	Feb 21, 2008 9:09 AM	
<a href="#">AICP Code Citations</a>	MEGHAN GOUGH	Feb 21, 2008 9:09 AM	



per page

Discussion questions, comments, and responses for the given subject. To read or respond to a particular discussion item, simply click on the item in question.



The screenshot shows a discussion board interface. At the top, there are icons for home, email, new messages, trash, and print. Below these is a table with columns for 'Subject', 'Authored By', and 'Date'. The table contains several rows of discussion items. A yellow circle highlights the row with the subject 'Re: APA Ethical Standards' by Andrew Paszkowski. A yellow line extends from the top of this circle to the text 'Discussion questions, comments, and responses for the given subject.' in the paragraph above.

	<b>Subject</b>	<b>Authored By</b>	<b>Date</b>
	<a href="#">Ethics scenario</a>	Clayton Husband	Mar 25, 2008 10:15 AM
	<a href="#">APA Ethical Standards</a>	MEGHAN GOUGH	Feb 21, 2008 9:09 AM
	<a href="#">Re: APA Ethical Standards</a>	Andrew Paszkowski	Feb 27, 2008 12:15 PM
	<a href="#">Re: APA Ethical Standards</a>	Wendy Beattie	Feb 29, 2008 11:49 PM
	<a href="#">Re: APA Ethical Standards</a>	Thomas Brooks	Mar 6, 2008 8:21 PM
	<a href="#">Re: APA Ethical Standards</a>	Phillip Collins	Apr 8, 2008 1:55 PM
	<a href="#">AICP Code Citations</a>	MEGHAN GOUGH	Feb 21, 2008 9:09 AM

This will open a new window similar to the one below

## Re: APA Ethical Standards

[Andrew Paszkowski](#) Feb 27, 2008 12:15 PM

Rating: 

Average Rating:   
(0 ratings)

I the Planning Commissioner must exercise independent professional judgment on behalf of the city and must avoid any conflict of interest. I must strive to provide full clear and accurate information on the criteria for such a zoning change, and share with my fellow commissioners, staff and consultant my discussion and opinion. I do not want to compromise my hearing and vote on this appeal. I just gave my understanding and opinion, so it may not be relevant at the formal consideration. <<< Replied to message below >>> Authored by: MEGHAN GOUGH Authored on: Feb 21, 2008 9:09 AM Subject: APA Ethical Standards You are a planning commissioner with a large city. You are approached by a developer who is considering acquiring a large parcel for development into a mid-rise office tower. In order to build the office tower the property will have to be rezoned from agricultural to office. He asks if he can "bend your ear" to gain an understanding of how you might view a zone change on this property to permit the facility. Since he has not yet purchased the property, he requests that you keep his inquiry confidential so as not to inflate the asking price for the property. In the interest of wanting to be helpful, you agree to keep the information confidential. Based on your memory of the comprehensive plan, you indicate your belief that the zone change is a good idea. Later, the developer files an application for rezoning. In reviewing the application, you realize your wife's law firm represents the applicant. She has indicated to her law firm that she will have no involvement with this matter given your position on the planning commission. She is a partner in the firm. As a commissioner, what should you do? What you think you should do based on the APA Statement of Ethical Standards?



## Using Discussions (Cont.)

- To respond to a message, open it, as discussed in the previous slides, and click on one of these buttons: **Reply** (to entire class); **Reply Privately** (to sender only); or **Quote** (include the original message with your response). Type your response and then click on the **Post** button.



## Using Discussions (Cont.)

- To post a new message, click on the **Compose** button wherever it appears. Enter a subject, the message body, and then click on the **Post** button.

Subject	Authored By	Date	Average Rating
<a href="#">Ethics scenario</a>	Clayton Husband	Mar 25, 2008 10:15 AM	



## Using Discussions (Cont.)

- To include an attachment with your posting, click on the **Add File** where a screen will pop up. Click on the **Browse button**, locate the file you want, and then click on the **Upload**.



## Using Discussions (Cont.)

You should now be able to access your PED online course(s), and use discussion boards.

Further assistance on how to access and use Carmen Help tab on the very top of the page