

## 1. How a Professor Creates a Submission for the Testing Center

1. Log in to the RegisterBlast (RB) Professor Submission portal using the password and email you set up in enrollment. See Figure A.

Example Login link:

<https://www.registerblast.com/toledo/Professor/Login>

– This is the link each professor will use manage their submissions.

2. Once you log in, you will see the following.

Figure B

The screenshot shows the RegisterBlast web application interface. At the top is a dark blue navigation bar with the RegisterBlast logo on the left and four links on the right: Submissions, Student Report, Profile, and Logout. Below the navigation bar is a light gray header area with 'My Students' on the left and 'More Information' on the right. The main content area contains two date selection boxes: 'From Date' with the value 'Saturday, July 01, 2017' and 'To Date' with the value 'Monday, July 31, 2017'. Below these boxes is a prominent green button labeled 'UPDATE'. At the bottom of the screenshot, a table titled 'My Students' is visible, with columns for 'Student Name', 'Exam', 'Date', and 'Status'. The table is currently empty.

3. The following four links (submission, student report, profile, logout) are on the top right corner of the page:
  - a. **Submissions** – Click this link to complete the form to upload testing information, instructions, files and notes to be submitted to the Testing Center.
    - i. To add a new submission click **New Submissions**: Please answer all questions.

## 1. Test Information

- a. **Test Name** – This is the actual exam name that the student will view.
- b. **File** – Optional - Click the “**Browse**” button to **find** the file on your system that you want to upload. Double click on it to upload. If you have a paper exam you can attach it here for the Testing Center to download. You can also attach supplemental files concerning this specific exam.
- c. **Add additional file to this test** – You can upload several files for the submission.

## 2. Apply to Testing Center – Please answer all questions. Not all of these questions are available for all Professors.

- a. **Assign to Testing Center Exam** – Choose the Exam Group to which your exam should belong. The Testing Center has loaded your choices.
- b. **Test Open Date** – choose when exam starts
- c. **Test Close Date** – choose when exam ends
- d. **Allotted Minutes** – How long is exam.
  - i. Note: Please do not add extra time, this should be the real amount of time expected to actually finish this exam.  
Ex. 60 minutes, 120 minutes
- e. Note these answers cannot be edited by the Professor *after being submitted*. Only the

Testing Center can edit the start & close dates as well as allotted minutes after submission.

3. **Needed Information.** These are the questions the Testing Center needs to know to proctor your exam. Please answer ALL questions.
  4. Click "**Submit.**" The Testing Center will activate the exam on their end to make it available for online registration. Congratulations, your exam is now ready for students to register to take.
- ii. Click on **Submissions** to see what you have already submitted to the Testing Center.
    1. You can **Edit** your upcoming exams (except for dates and allotted minutes).
    2. You can **Delete** an exam.
    3. You can **Print** an exam.
    4. Changes will be automatically emailed to the Testing Center.
- b. Student Report** - This link helps you keep track of all students registering for or taking your exams over a period of time (anywhere from a day to a year).
- i. Choose a beginning Month and Day.
  - ii. Choose an ending Month and Day.
  - iii. Click "**Update.**"
    1. The names of the students will appear in the "My Students" box. – See Figure D

2. You can go to bottom left hand corner and click “Export” to export the information to Excel.
3. You can go to bottom left hand corner and click “Print” to print your list of students.

Figure D

RegisterBlast

Submissions Student Report Profile Logout

My Students More Information

From Date: Saturday, July 01, 2017

To Date: Monday, July 31, 2017

UPDATE

Student Name	Exam	Date	Status
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Export Print

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No records to view

- c. **Profile** –Edit your name and email here as well as RESET your Password if you have forgotten it.
- d. **Logout** – It’s always a good idea to logout of the site when not in use.