

How a Professor Enrolls in RegisterBlast Submissions

1. The Testing Center will email the Professor Submission enrollment link to each professor.

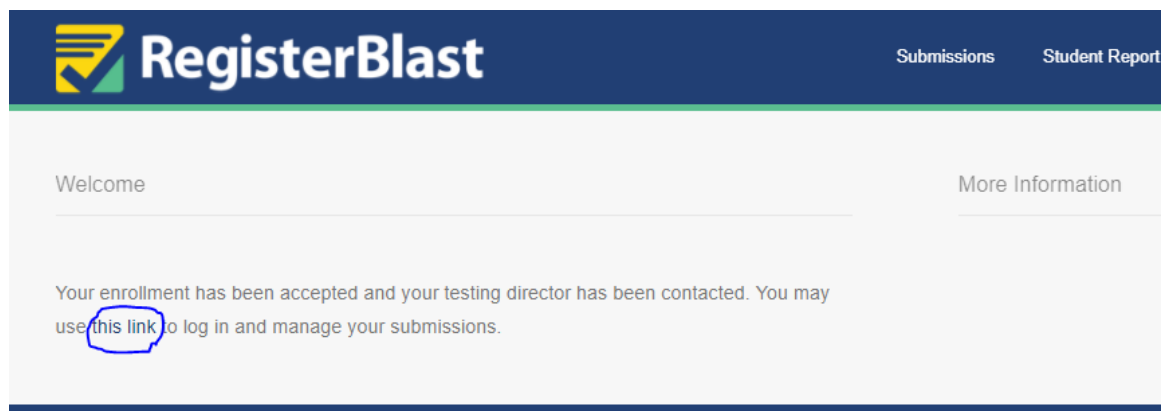
Example Enrollment link:

<http://www.registerblast.com/toledo/professor/enroll>

– This is the link each professor will use to create a RB admin account.

2. Complete the quick and easy Professor Enrollment Form.
 - a. First name
 - b. Last name
 - c. Email address – this email is the one that will be used for logging into the Professor Submission link.
 - d. **Password – Passwords must contain at least eight characters, including one number, one uppercase letter, and one lower case letter.**
 - e. Confirm Password – Enter the same password entered above
 - f. Click the ENROLL button
3. You will receive a confirmation enrollment. See Figure A.

Figure A



4. Click on “This link” in the confirmation page and it will take you to the Submission Page. Bookmark the page so you can log on in the future. Give the Testing Center 24 hours to update your account before submitting any exams.

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/xxx/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 Professor Submission portal. At the top is a dark blue header with the RegisterBlast logo on the left and navigation links (Submissions, Student Report, Profile, Logout) on the right. Below the header, the page is divided into two main sections. The left section, titled 'My Students', contains date selection fields for 'From Date' (Saturday, July 01, 2017) and 'To Date' (Monday, July 31, 2017), each with a calendar icon. Below these fields is a green 'UPDATE' button. The right section, titled 'More Information', is currently empty. At the bottom, there is a table with the heading 'My Students' and columns for 'Student Name', 'Exam', 'Date', and 'Status'. The table body 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 To Date

Saturday, July 01, 2017 Monday, July 31, 2017

UPDATE

My Students

Student Name	Exam	Date	Status
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Export Print

Page 1 of 0 | 200 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.