RegisterBlast

Professor Portal Reference Guide

Table of Contents

Preface

The mission of the Testing Center at Texas A&M University-Texarkana is to provide a professional testing environment for the campus and community. This enables test takers to perform at their maximum ability and provide services to assist students and faculty in maintaining the University's goal of academic excellence. In order to provide professional standards in testing services that reflect positively on the University, the Testing Center maintains membership with and adheres to guidelines set forth by the National College Testing Association (NCTA).

The RegisterBlast Professor Portal allows Texas A&M University-Texarkana professors to submit their exams directly to the student registration portal, which is designed to simplify the process of submitting materials to the A&M-Texarkana Testing Center.

Currently, the testing center has 27 computer workstations and 5 table workstations available and offer the following hours of operations:
- Tuesday, Wednesday, Friday from 8:30 am - 5:30 pm
- Monday and Thursday from 8:30 am - 7:00 pm (Fall/Spring Semesters ONLY)

to accommodate for a variety of schedules. The testing center is available for proctoring make-up exams and standardized exams. Thank you for using the testing center.

If faculty or students have any questions or concerns, please contact the Testing Center at testingcenter@tamut.edu or (903) 223-3072. If students have specific exam questions, please contact the professor.

Section 1: How to Enroll for RegisterBlast

1. Use the following link to enroll as professor on the RegisterBlast website.
   a. https://www.registerblast.com/tamut/Professor/enroll. **You ONLY need to ENROLL once. If ENROLLED proceed to Exam Submission *(Section 2)*.**

2. Complete the Professor Enrollment form
   a. Establish Password – Passwords must contain at least eight characters, including an upper and lowercase letter, number, and a special character.
   b. First Name
   c. Last Name
   d. Email Address – MUST use your primary A&M-Texarkana email address. All test communications will be sent to your A&M-Texarkana email address.
   e. Click the ENROLL button

   Enrollment
   Complete the enrollment form to begin adding submissions.

   Set a Password

   Password

   Then answer these questions

   First Name (required)

   Last Name (required)

   Email (required)

   Notification Type
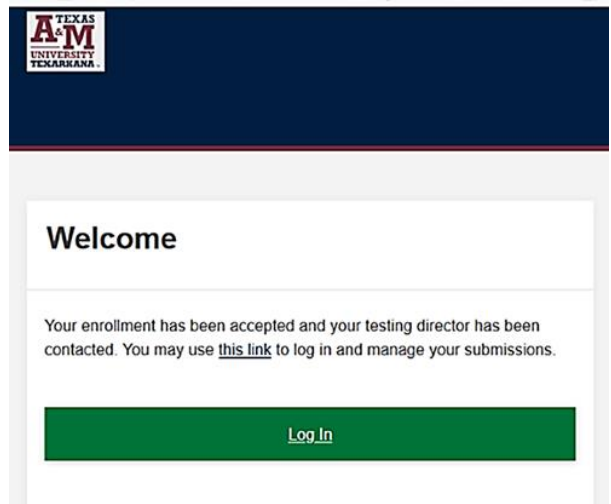
   Only on Exam Days

   Enroll

3. The professor will receive a confirmation of enrollment and email. Click on "this link" on the confirmation page emailed to access the Submission Page or click https://www.registerblast.com/tamut/Professor/Login.

   IMPORTANT: If this is your FIRST TIME enrolling in the Professor's Portal, please enroll in advance of notifying students (at least 1 to 2 weeks) so the Testing Center can assign "Exam Groups" accordingly to allow you to start exam submissions, then, open exam for students to schedule appointments. Thank you in advance for your attention.

   Welcome

   Your enrollment has been accepted and your testing director has been contacted. You may use this link to log in and manage your submissions.

   Log In

Section 2: How to Create a Test Submission for the Testing Center

The Submissions Tab contains exam requests that have been submitted and is sorted by Date Submitted, most recent first. Files can be downloaded and viewed. If there are any issues with a submitted exam or any required edits, contact the Testing Center for assistance @ testingcenter@tamut.edu or (903) 223-3072. To schedule a new exam, click on the **+** button in the upper right-hand corner of the screen and follow the prompts accordingly. Make certain to "Clear Form" in the upper right-hand corner after clicking on **+** to submit a new/another Exam Submission.
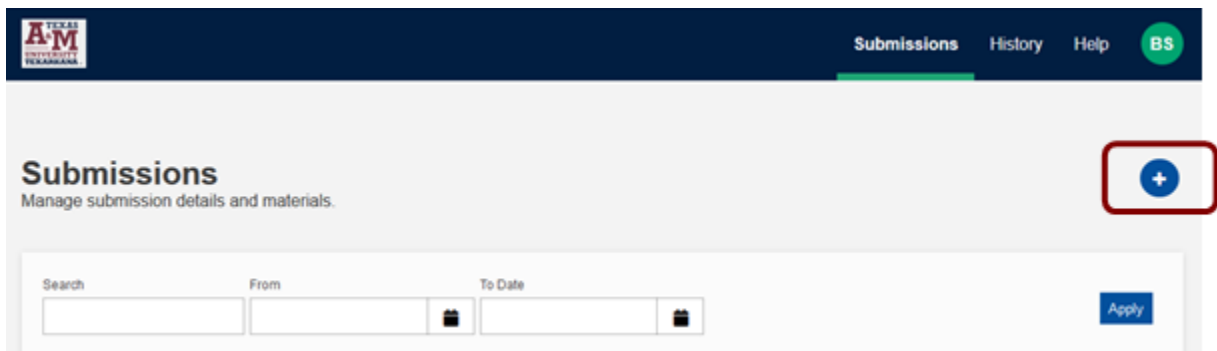
Test Submission Screen

"Submission Builder" displays what is required to submit exam to Testing Center. The test submission screen allows a professor to set-up an exam with the Testing Center. The Testing Center can proctor computer and paper-based exams. By completing the form, a request will be sent to the Testing Center for APPROVAL. If you're unable to see/select a "Group", the Testing Center has yet to APPROVE/ASSIGN. Please follow the instructions in the Faculty Portal for submitting exams and/or using RegisterBlast "Help", and ensure all parts are completed, as incomplete requests can cause delays in the approval process and may require resubmission. Please allow at least one to two business days for exam registration approval during hours of operation because the Testing Center MUST approve exam submission.

1. Submission Name – This is the how the exam name will appear to the student. Please use the following format:
   a) For Example: ECON 576 #1
2. Select the exam group/s for this test Choose if the exam is paper-based or computer-based (==i.e., if not visible, Testing Center has yet to assign group==).
3. Exam Dates
   A. Start Date – Choose when the exam starts. *Conforms to Testing Center Hours of Operation.*
   B. End Date – Choose when the exam ends. *Conforms to Testing Center Hours of Operation*.

Submission Name ❷	Indicate Exam Name
	ECON 576 #1

Select the exam group/s for this test ❷

Start Date ❷	End Date ❷

✔ Time Restriction

Sets the daily time range that an exam can start/end for the dates above.

Start Time ❷	End Time ❷

Allotted Minutes ❷

60

Next

4. Time Restriction – ONLY select if you have a specific timeframe for the student to complete exam. Otherwise, proceed to #5 (Allotted Minutes). *Conforms to Testing Center Hours of Operation*.
5. Allotted Minutes – Designate the length of the exam in ==minutes Only==.
6. Click "Next" button
7. File Management (Attach files to submission) – Upload relevant exam file(s) and other documents for exam accordingly.

   File Management
   Attach digital files to the submission. ❷

   Drag & Drop your files or Browse

   Next

8. Click "Next" button

9. Additional Information – This contains a series of questions related to the exam and must be completed, if applicable.

A. Institution Name (required)
   i. A&M-Texarkana unless Proctoring for another institution.

B. Your Name (required)
   i. Professor's Name

C. Your Email (required)
   i. Professor's Email

D. Contact Number (required)
   i. Professor's Contact # (Work or Cell, etc.)

E. Course Section # (required)
   i. Course Acronym/# (i.e., MGT 495)

F. Test Form # (required)
   i. Exam # (i.e., Test 1, 2... Midterm, Final, etc.)

Additional Information
Answer any additional questions.

Institution Name (required)

Your Name (required)

Your Email (required)

Contact Number (required)

Course/Section # (i.e., MGT 495) (required)

Test/Form # (i.e., Test #1...Midterm, Final) (required)

If there is a problem during the exam, how do you want to be contacted? (required)
- Choose an option -

Answers to be Recorded: (required)
- Choose an option -

G. If there is a problem during the exam, how do you want to be contacted (required)
   i. Select (Phone or Email)

H. Answers to be Recorded (required) Select All that Apply
   i. On NCS answer Sheet (Scantron)
   ii. On answer sheet provided
   iii. On test copy
   iv. In blue book or student's own paper
   v. Computer (online)
   vi. Other (If Other, Please Describe)
   vii. Lockdown browser

I. Materials Available for Exam (**required**):

    i. Textbook

    ii. Scratch paper – The Testing Center provides scratch paper for students.

    iii. No scratch paper

    i. Calculator – If allowed, please note type (Graphing, scientific, four-function, etc.). The testing center can provide scientific and four-function.

    ii. Clear Calculator

    i. Notes - Specifications for notes – unlimited, one page, note card, etc.

    ii. Collect Notes

    iii. None

    i. Other – List under "If Other, Please Describe"

    ii. No breaks (If not selected presuming Breaks are allowed).

Material Available for Exams:
- ☐ textbook
- ☐ scratch paper
- ☐ no scratch paper
- ☐ calculator
- ☐ clear calculator
- ☐ notes
- ☐ collect notes
- ☐ none
- ☐ other
- ☐ no breaks

"Material Available for Exams:" is required

J. If Other, Please Describe

K. Exam Password

    i. Enter if password required to access and/or administer Exam.

L. # of Test Copies

    i. Enter if attaching more than one version of the Exam.

M. Exam Return (Indicate Pick-up or Email)

    i. Computer-based exams are automatically submitted via Blackboard.

    ii. Email (Scan) – A scanned copy is submitted to Professor's Portal if Enrolled in RegisterBlast; otherwise, scanned and emailed.

If Other, Please Describe:

Exam Password

# of Test Copies

Exam Return (i.e., Paper Exam, etc.) If you select Email, completed Exam uploaded via Portal

- Choose an option -

N. Student Names Completing Exam

    i. Please enter no more than 5 names and number each name entered – <mark>i.e., 1) John Doe 2) Jane Doe...5).</mark> Thanks.

    ii. If more than 5 names, please upload Roster under "**File Management**" #8. <mark>Indicate Professor's Name, Course Acronym/Number and Exam # on Roster</mark> (i.e., George Boger MGT 540 #1)

O. Instructions for Testing Center Scoring Reporting… (Scanner/Scantron Exams) (<mark>Check All That Apply</mark>)

    i. Test Statistics Report - 310 (Displays stats related to the overall test and each defined learning objective.)

    ii. Condensed Test Report - 206 (Displays a condensed statistical analysis of each question on test.)

    iii. Student Stats & Student Response Reports - 101 & 105 (Displays statistical data & response selections.)

    iv. Student Grade Report - 150 (Displays individual grade results for each student.)

    v. All Reports Possible

    vi. Answer Key Provided

    vii. None

    viii. Dropping off Answer Key (Scantron)

    ix. Picking Up Scored Reports

    x. Email Scored Reports

<mark>The professor is required to bring a Scantron Key (Form #16504) for the Testing Center to score exam(s).</mark>

Student Names (i.e., 1-5 names list) Please # Names or Upload Roster under

Instructions for Test Scoring and Reporting (A&M-Texarkana Professors only)

☐   Test Statistics Report - 310 (Displays stats related to the overall test and each defined learning objective.)

☐   Condensed Test Report - 206 (Displays a condensed statistical analysis of each question on test.)

☐   Student Stats & Student Response Reports - 101 & 105 (Displays statistical data & response selections.)

☐   Student Grade Report - 150 (Displays individual grade results for each student.)

☐   All Reports Possible

☐   Answer Key Provided

☐   None

☐   Dropping off Answer Key (Scantron)

☐   Picking Up Scored Reports

☐   Email Scored Reports

"Instructions for Test Scoring and Reporting (A&M-Texarkana Professors only)" is required

P. ADMIN ONLY (Date Scored, Emailed and/or Picked Up)

  i. Testing Center Staff will indicate date(s) accordingly.

Q. Click "Next" button

R. Exam Instructions

  i. Use box to include any additional information for the Testing Center.

S. Click "Submit" or "Submit and Print"

10. The Testing Center will receive exam notification. After verifying the provided information, the exam MUST be APPROVED by the Testing Center to make the Exam visible for students to select and schedule. Please allow one to two days to APPROVE during hours of operation. If exam isn't visible, please contact the Testing Center via testingcenter@tamut.edu or (903) 223-3072.
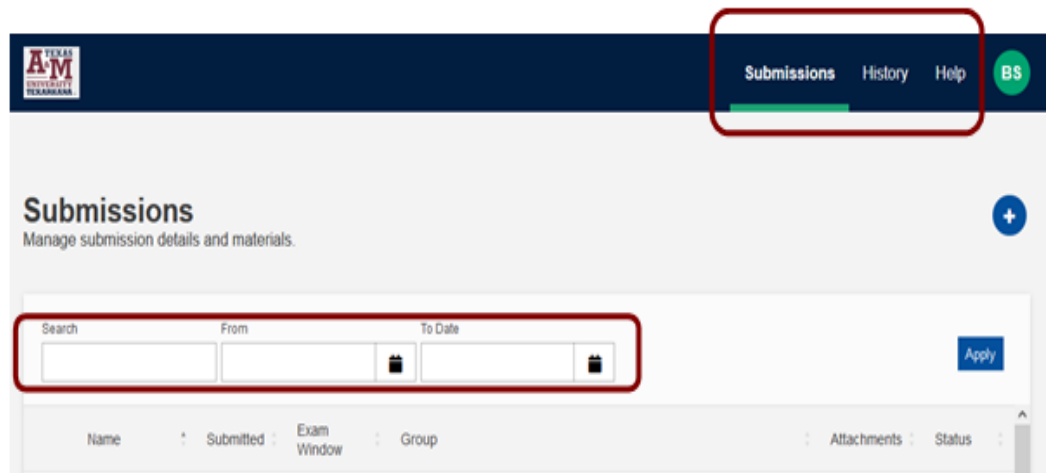
11. Click on "Submissions" to view exams already submitted to the Testing Center. Please peruse the exam submission to ensure all items have been completed and/or selected. If you inadvertently omitted required information and/or didn't select items, you will be unable to "Submit" and/or update. CHECK THE TOP OF THE SCREEN FOR ERROR MESSAGE.

12. The Testing Center MUST Approve Exam Submissions in order for the Exam to be visible to Students to Schedule An Appointment; otherwise the student will/can submit appointment by selecting CASE/CBET and following the prompts accordingly.

13. **Please Note:** Once exams are submitted, the professor will have to contact the Testing Center to add to exam submission. Only the Testing Center can edit the start and close dates as well as allotted minutes after submission. Contact the Testing Center at testingcenter@tamut.edu or (903) 223-3072 for any changes after submission.

Section 3: RegisterBlast Submissions, History & Help Features

1. The following links (Submission, History, Help) are on the top right corner of the page. See below for more detailed descriptions:

    a. **Submissions** – view exams submitted.

        i. Enter date range and then click the "Apply" blue button.

    b. **History** – allows a professor to view students who have completed and/or scheduled exam(s).

    c. **Help** – offer guides and information to assist with RB.

    d. **Sign out** – Click Green Circle w/initials

a. **Submissions Tab**

    i. See below example accessed via date range.

b. **History Tab**

    i. Student Information. Be sure to select "Exam Registration" for specific exam information and click the "Apply" blue button.

    ii. The information can be sorted by Date, Type, Name, Student, Status, and Info (with start and stop times).

    iii. You can "Export" as .CSV, Excel and/or Print (located bottom left-hand corner).

c. **Help Tab**

    i. See below helpful options available to assist professors with RB features.
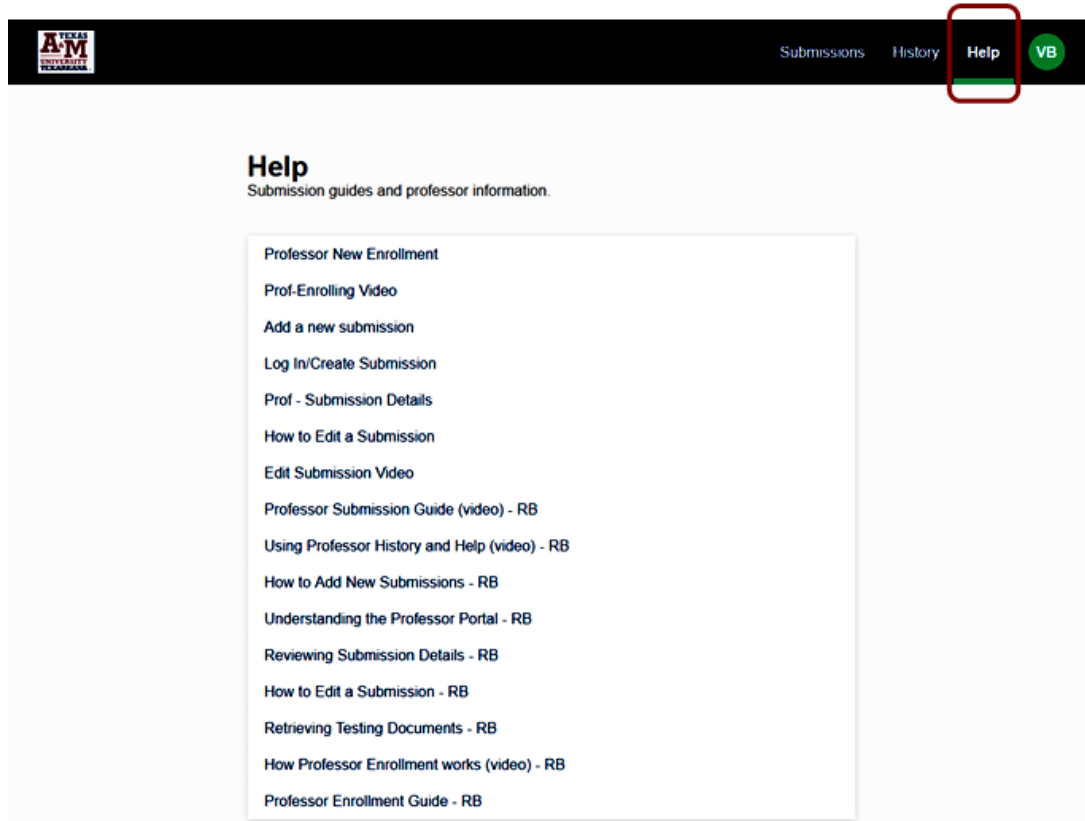
Section 4: Frequently Asked Questions

How do I extend the deadline for a previously submitted exam? Send an email to testingcenter@tamut.edu with the exam name and new deadline dates, and we will update your exam submission accordingly.

I chose the wrong Allotted Minutes for the Exam. How do I fix it? Send an email to testingcenter@tamut.edu with the exam name and new exam duration. ***Note:*** *Since scheduling issues may occur if the exam duration changes after appointments have been made, faculty cannot edit the allotted minutes after submissions. This may require Testing Center staff to change information under "Exam" and/or to run a report of students who have registered for your exam prior to the change and to make manual adjustments.*

How do I know that you received the exam and that everything worked properly? RegisterBlast immediately processes exam submissions to the Admin Portal for approval. From your Professor Portal, click on **Submissions** at the top of the page – this contains a list of all your submitted tests. Find the desired exam and select **Edit**; this will open the submission form. The second item will be the uploaded file name, which you can download by clicking **View**. If you can download and view your uploaded file, then we have received your exam submission.

How will I know if a student has taken the exam or scheduled an appointment? From your Professor Portal, select **History**, near the top of the page. Choose your Test Date range using the calendar feature and then click **Apply** and make sure to check **Exam Registration**. The names of all students registered to take your exam(s) within the chosen dates will be displayed. The **Date** field will show you when the student is scheduled to take your exam(s). The **Status** field will indicate if the student was a no show or the date the student took the exam with their exam start and stop times.

Can I be notified when students register for my exam? Yes, you can set up to receive Notifications via Profile in your Professor Portal. From your Professor Portal, select **Profile**, near the top of the page. Choose how often you will receive email notifications by selecting *Never, Only on Exam Days, Every Weekday, Every Day, Weekly, or Monthly* under **Notification Type** and select **Update Profile**.

If I have problems with the system, who do I call to help me fix/troubleshoot the issue? If you are having trouble with the instructions or steps, please contact the Testing Center (testingcenter@tamut.edu or 903-223-3072). If you are experiencing technical issues with the website, RegisterBlast also offers technical support. Please contact them by emailing support@registerblast.com. Response time is usually 1-2 hours during business hours.

How do I get to the website? The RegisterBlast Professor Portal website is http://www.registerblast.com/tamut/Professor/Login. If you have not enrolled for a Professor account, please do so first at https://www.registerblast.com/tamut/Professor/Login/enroll.

How do I know that the exam submission is secure? Is there a way I can ensure students will not access it prior to taking the exam? RegisterBlast takes exam security and privacy very seriously. All submissions are stored on a private server, and only the A&M-Texarkana Testing Center staff will have access to that information. Other professors or students cannot view your exams, exam materials, or submission information. RegisterBlast is also a member of the National College Testing Association and is used by many other prominent educational institutions.

Who takes care of old exams? Do I need to delete them, or will staff do it for me? Professors can delete their submissions and delete/update old exams at their leisure. **Reminder**: Deleting an exam in the Professor Portal does not delete the exam or any student registrations on the Admin Portal. If you need to remove or cancel an already approved exam submission, please email the Testing Center (testingcenter@tamut.edu) with your cancelation request.

Is there a maximum limit on the number of exams I can submit or files I can attach to my exam submissions? To our knowledge, there is no limit to the number of exams faculty can submit or the number of files that can be attached to each exam submission. If one exists, RegisterBlast has not yet encountered this issue with previous or current users.

I have large files to upload for my exam. Is there an upload size limit? To our knowledge, there is no limit to the upload size. If one exists, RegisterBlast has not yet encountered this issue with previous or current users.

Why can't I just email the Testing Center my exam? Due to the large number of emails the Testing Center   receives, we want to ensure students receive timely and accurate service. By submitting the exam via RegisterBlast, we ensure that students can schedule sooner and faster. Moreover, any changes you make to the submission, including the proctoring instructions, eligible students, or even the exam document itself take   immediate effect. Students and faculty benefit from this automated platform.