



TEXAS A&M UNIVERSITY - SAN ANTONIO

Testing Center

Texas A&M University-San Antonio

RegisterBlast Professor Portal Reference

Guide

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PREFACE

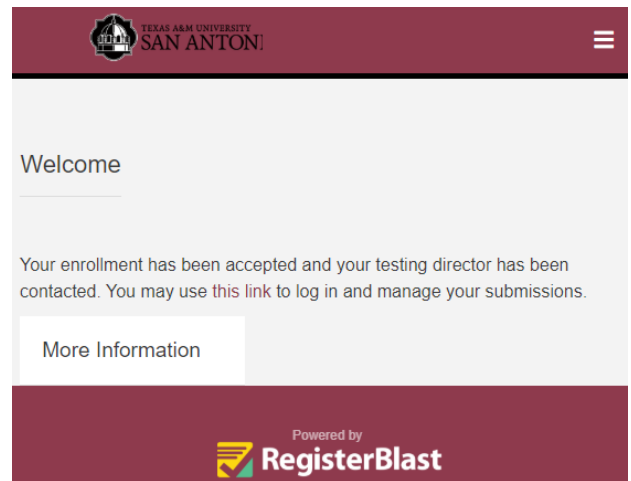
The RegisterBlast Professor Portal allows Texas A&M University-San Antonio professors to submit their exams directly to the student registration portal. This is designed to simplify the process of submitting materials to the Texas A&M University-San Antonio Testing Center. It is the goal of the testing center to provide excellent customer service and a safe and secure testing environment. Currently, the testing center has 25 stations available and offers day and evening hours to accommodate for a variety of schedules. The testing center is also Monday- Saturday. The testing center provides an opportunity for additional class-time by providing a dedicated space for proctoring exams. Thank you for using the testing center.

Section 1: How to Enroll for RegisterBlast Submissions

- I. Use the following link to enroll as professor on the RegisterBlast website.
 - a. <https://www2.registerblast.com/tamusa/Professor/enroll>
2. Complete the Professor Enrollment form
 - a. First name.
 - b. Last name.
 - c. Email address –Use the primary Texas A&M – San Antonio email address if possible; where all test communications will be received.
 - d. Password – Passwords must contain at least eight character, including an upper and lowercase letter and a special character.
 - e. Confirm Password – Enter the same password entered above.
 - f. Click the ENROLL button.

The screenshot shows the 'Professor Enrollment' form on the RegisterBlast website. At the top, there is a header with the Texas A&M University San Antonio logo. Below the header, the form title 'Professor Enrollment' is displayed. A message states: 'In order to be able to electronically submit your tests to the testing center, please enroll below. The testing director will be notified and can follow up if necessary with additional instructions.' The form contains five input fields: 'First Name', 'Last Name', 'Email', 'Password', and 'Confirm Password'. Each field has a small label above it and a placeholder text inside the input box. At the bottom of the form, there is a green 'Enroll' button.

3. The professor will receive a confirmation of enrollment and email.
4. Click on “[this link](#)” on the confirmation page to go to the Submission Page.



Section 2: Features of the RegisterBlast Home Screen

1. Navigate to <https://www2.registerblast.com/tamusa/Professor/>
2. Log into the RegisterBlast Professor Submission portal using the same password and email used to create the account. Once logged in, the following will display.

3. Bookmark this screen for easy access in the future.
4. The following four links (students, submission, profile, sign out) are on the top right corner of the page. These are described in greater detail in the sections below:
 - a. **Students** – tracks all students registering for or taking the exam over a period of time up to a full year.
 - b. **Submissions** – Click this link to complete the form to create a test to be submitted to the Testing Center. Click on +New to create a new exam, and answer all questions.
 - c. **Profile** – Edit professor name and email here as well as RESET the password if forgotten.
 - d. **Logout** – It is always a good idea to logout of the site when not in use.

Section 3: How to view Student Registrations and Completions

The Student tab allows a professor to view students who have taken or scheduled for their exam. By setting a timeframe, a professor can see who has taken and who has registered for specific exams.

- A. Choose a starting month and day.
- B. Choose an ending month and day.

The screenshot shows a web interface for viewing student registrations and completions. At the top, there are two date input fields: 'From Date' (set to 9/1/2019) and 'To Date' (set to 9/30/2019). An 'Update' button is to the right. Below these is a table with columns: Student Name, Exam, Date, and Status. The table contains two rows of data. At the bottom, there are 'Export' and 'Print' buttons, and a pagination bar showing 'Page 1 of 1' and 'View 1 - 2 of 2'.

Student Name	Exam	Date	Status
▣ ARTS1234_101_Anderson_Final (1 exam)			
Kingsbery, William	ARTS1234_101_Anderson_Final	09/27/2019 01:00 PM	Test taken between 9/27/19 2:13 AND 9/27/19 2:13
▣ ARTS1234_101_Anderson_MakeupFinal (1 exam)			
Mctest, Testy	ARTS1234_101_Anderson_MakeupF	09/27/2019 02:00 PM	Test taken between 9/27/19 2:41 AND 9/27/19 2:43

- C. Click "update" and students should appear in the "My Students" box.
 - a. The information can be sorted by Student Name, Exam name, Date or the current student's testing status (with start and stop times).
- D. This can be exported to excel with the export function located in the bottom left hand corner.
- E. This can be printed by clicking on "print" in the lower left corner.

Section 4: 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, newest first. Files can be downloaded and viewed.

If there is any issues with a submitted exam or any needed edits, contact the Testing Center for assistance (210) 784-1366.

To schedule a new exam, click on the +NEW button in the upper right area of the screen.

Submissions					+ New
Date Submitted	Name	File	Exam Window	Group	
9/27/2019	ARTS1234_101_Anderson_MakeupFinal	Professor Enrollment and Submission Instructions 7-14-17.pdf	9/27/2019 - 9/28/2019	A&M-San Antonio Student Exams > Computer Based Exam	
9/27/2019	ARTS1234_101_Anderson_Final	Professor Enrollment and Submission Instructions 7-14-17.pdf	9/27/2019 - 9/28/2019	A&M-San Antonio Student Exams > Paper Based Exam	
9/27/2019	ARTS1234_101_Anderson_Final	Professor Enrollment and Submission Instructions DRAFT.docx	9/27/2019 - 9/28/2019	A&M-San Antonio Student Exams > Paper Based Exam	

[More Information](#)

Test Submission Screen

The test submission screen allows a professor to set-up an exam with the Testing Center. The Testing Center can handle computer and paper based exams. The Testing Center cannot administer any exams that use a third party proctoring service, such as Examity. By completing the form, a request will be sent to the Testing Center for approval. Please ensure all parts are completed, as incomplete requests can cause delays in the approval process, and may require resubmission. Please allow at least one business day for exam registration approval.

- I. **Test Name** – This is the how the exam name will be viewed by the student. Please use the following format:
 - a) SubjectNumber_Section(optional)_Professor last name_Exam Name
Example: MGMT5350_901_Smith_Final
2. **Upload Paper Based Exam Files** – Click “Choose File” to locate and upload relevant files.
 - A. Digital Copy of Test for Paper-Based exams
 - i. Can be .pdf or word document.
 - B. Use the “Add an additional file” link to upload multiple files.
3. **Exam Information** – All questions in this section must be answered.
 - A. Select Exam Group – Choose if the exam is a paper-based or computer-based.
 - B. Test Open Date – Choose when the exam starts.
 - C. Test Close Date – Choose when the exam ends.
 - D. Allotted Minutes – Designate the length of the exam in minutes only.
 - i. Note: exam times must be entered in minute, not hours.
 - E. Please Note: These answers cannot be edited by the Professor after being submitted. Only the Testing Center can edit the start and close dates as well as allotted minutes after submission. Contact the testing center at 210-784-1366 for any changes after submission.
4. **Needed Information** – This contains a series of questions related to the exam and must be completed, if applicable.
 - A. Type of Exam
 - i. Make-up Exams: For up to five students. Requires students’ name to be provided later in the form.
 - ii. Classroom Exams: Requires a roster. You have the opportunity to upload a roster by selecting “Choose File”. Multiple rosters may be uploaded.
If a Classroom exam was chosen, a class roster MUST be submitted.
 - B. Select College – Choose the college that your course falls under.
 - C. Computer Based Questions
 - i. Website/Program – What platform will the exam be available through, Blackboard, ETS, etc.? Examity and similar proctoring programs cannot be used in the testing center.
 - ii. Access Code/Password – For proctors to enter. This is only seen by authorized personnel
 - D. Paper Based Exams – How should students record their answers? NOTE: The Testing Center does not provide Scantrons.
 - E. Authorized Aids:
 - i. Calculator Use – If allowed, please note type (Graphing, scientific, four-function). The testing center can provide scientific and four-function.
 - ii. Notes – Can the student use notes?
 - iii. Specifications for notes – unlimited, one page, note card, etc.
 - iv. Pen/Pencil – Will the student need writing utensils? The Testing Center provides pens and pencils for students.

- v. Scratch Paper –The Testing Center provides scratch paper for students.
 - vi. Textbook – Can a student utilize a textbook?
 - vii. Other Resources – List any items not mentioned above.
- F. Breaks – Can a student take a break, and how many can they take during the exam.
- G. Exam Returned
- i. N/A – Computer based exams are automatically submitted.
 - ii. Scan and Email – An email with a scanned copy of the exam will be sent to the professor’s provided email address.
 - iii. Hold for pick-up by professor –A photo ID is required to pick-up the exam
 - iv. Authorized Individual – List the name the individual(s). They must have a photo ID to be able to pick-up the exam.
- H. Time Waiver Authorization
- i. If a student does not arrive at their scheduled time, can students still take exam.
5. **Limit Eligible Takers (MAKE UP EXAMS ONLY)** – Professors may limit who can access an exam by typing the first and last name of students into this section. Verify the correct spelling of a student’s name, as this section cannot be edited after submission. Up to five students can be assigned to a make-up exam.
- A. If additional students need to be added, please contact the testing center.
 - B. If more than 5 students need a make-up exam, treat it as a classroom exam, and include a roster of the students who need the exam.
6. **Comments or additional instructions** – Use the box to include any addition information of which the Testing Center should be aware.
7. **Click “Submit”**. The Testing Center will receive a notification for the exam. After verifying the provided information, the exam will be approved by the Testing Center Coordinator within one business day.
8. **Click on Submissions** to see what has already been submitted to the Testing Center.

Section 5: How Students Register for an Exam

***This information can be copied/uploaded to Blackboard or sent via email to students**

1. Students should visit www.tamusa.edu/testing-center and click schedule test
2. Select a group from the drop down menu below Choose a Group > A&M-San Antonio Student Exams.
3. Select a group from the drop down menu below Choose a Group > Computer Based or Paper Based.
4. Select a group from the drop down menu below Choose an Exam > Select appropriate exam (ex: MGMT5350_901_Smith_Final)
5. Click the Select a Date for Your Exam field to choose an available testing date from the calendar.
6. Click the Choose a Time field to select an available testing time.
7. Complete the personal information for the person who will be taking the test.
8. Read the Exam Guideline Acknowledgement in the scroll box.
9. Check the box under the scroll box to acknowledge the guidelines.
10. Complete the Needed Information.
11. Click Add to Cart.
12. If you need to add another exam, click Add Another Exam and repeat the previous process.
13. If you have completed all necessary registrations, click Complete Registration.
14. Once you have clicked Complete Registration, your confirmation email will appear on the screen, you may print a copy for your records (not required).
15. Upon a successful transaction, you will receive an immediate email confirmation receipt. You can have this receipt with you at the time of testing showing you scheduled.

Section 6: Getting Assistance with RegisterBlast

If you or your students have any questions or concerns please contact the Testing Center at: (210)-784-1366 or through email at testing.center@tamusa.edu.