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 offers proctoring services Monday-Saturday. The Testing Center provides an opportunity for online and hybrid/flex courses a dedicated space for in-person proctored exams with flexible days and times for student's convenience. Thank you for using the Testing Center.

Section 1: How to Enroll for RegisterBlast Submissions

The RegisterBlast Professor Portal has been integrated into Blackboard to allow for easy login and submissions.

1. Login to Blackboard www.tamusa.blackboard.com and click courses.
2. Select your specific course you want to submit the exam for.
    a. **Please note if you are teaching multiple courses you must submit each request under the correct course. If you submit multiple exams under the wrong course students will be unable to register.**
3. Click tools on the left hand side menu.
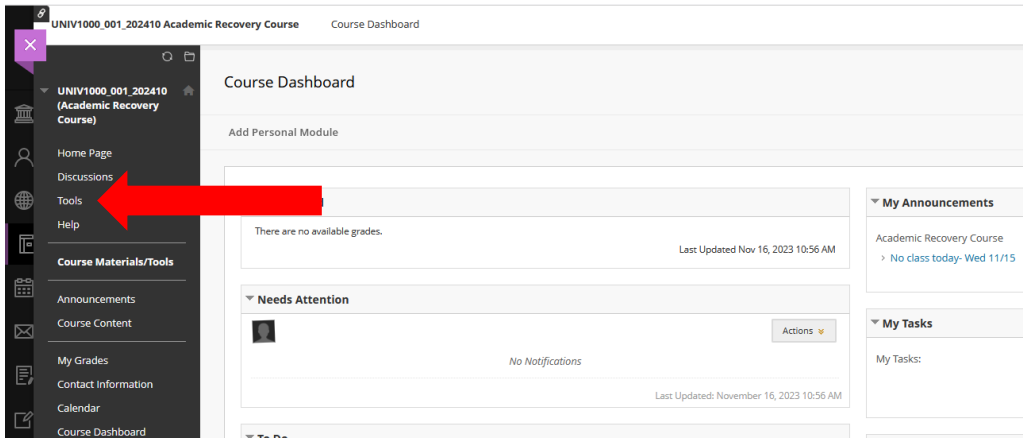
a. If your tools option has been disabled, you will want to add the tools option back to the menu.

b. You can do this by toggling the 'Edit Mode is' to ON, this is located on the top right hand side of Blackboard.
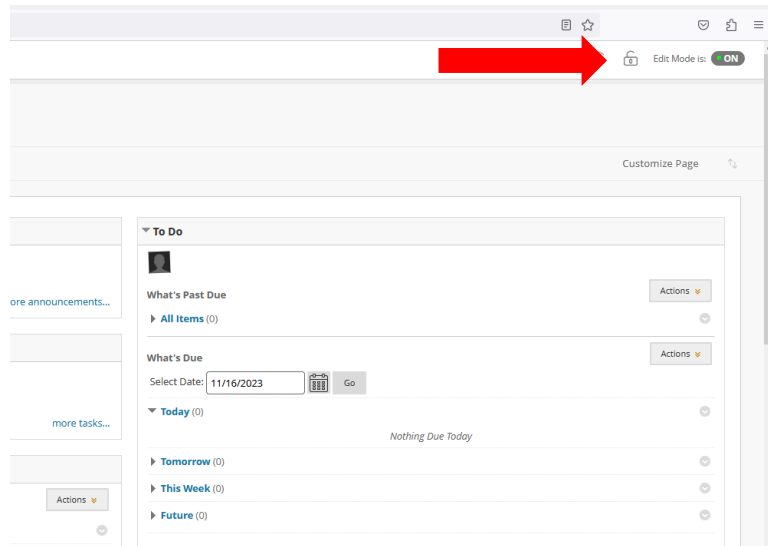
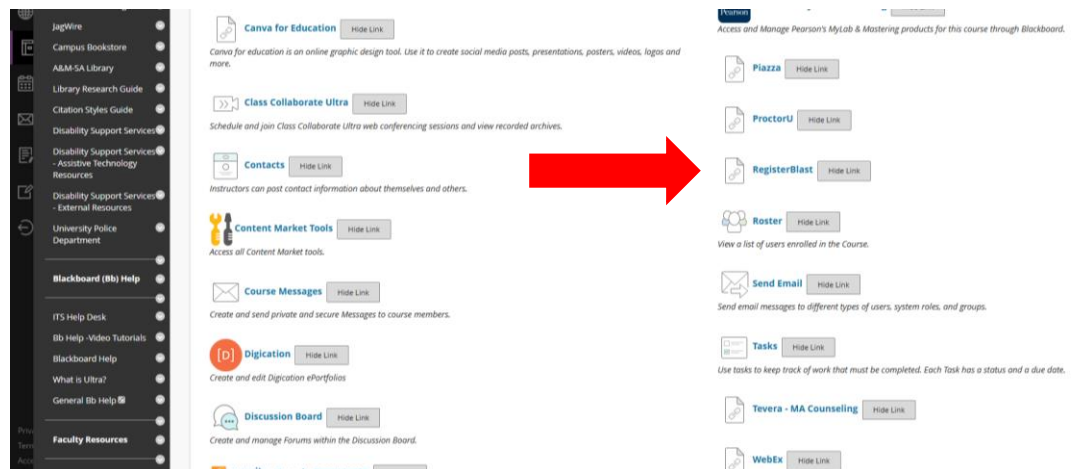c. Click on the 'plus' sign on the top left hand side of Blackboard and click tool link.
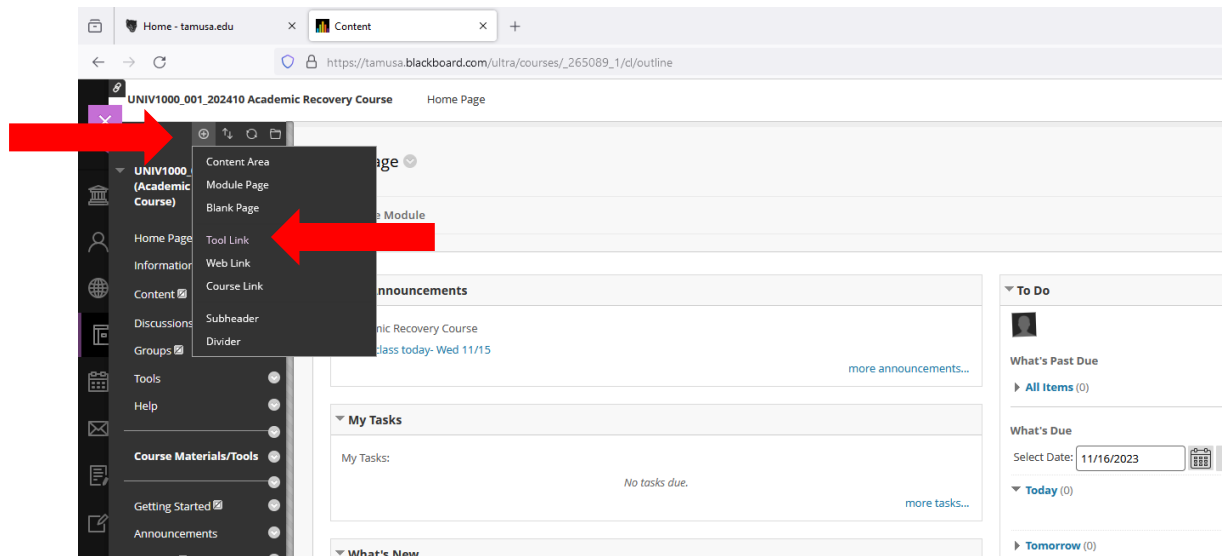
d. Name the link and click submit, this will put the link on your menu.
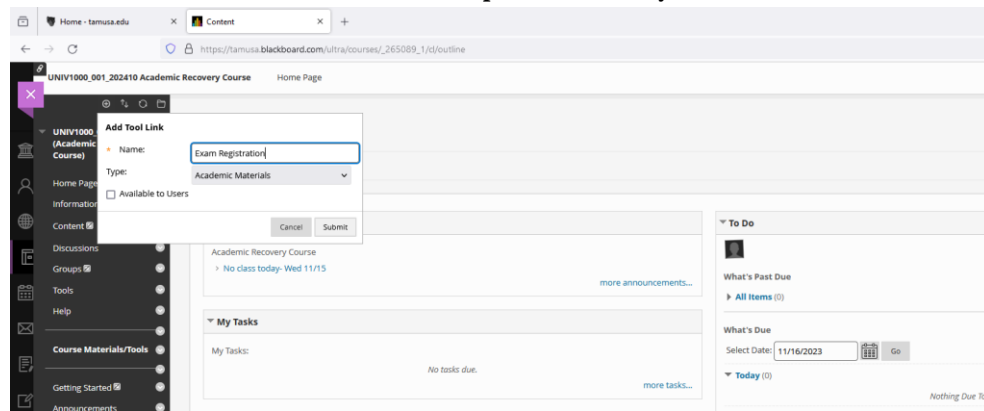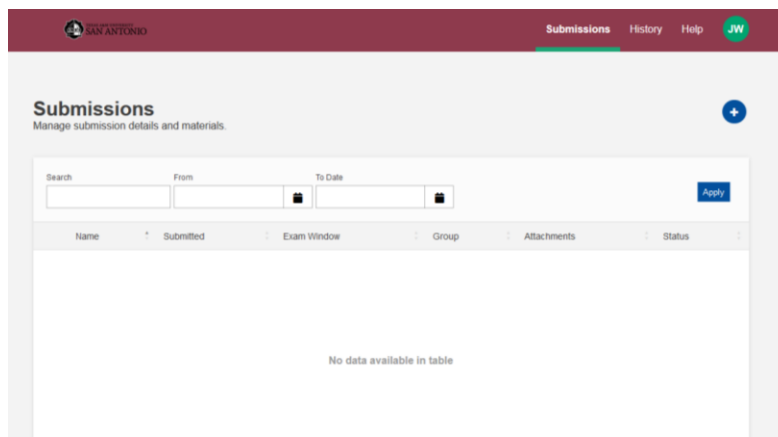

4. On the tools screen, scroll down to RegisterBlast. Ensure that the link is available, if the link is hidden click 'show link.'

5. The first time you login the Testing Center will get a notification and will need to set your Exam Group.

Section 2: Features of the RegisterBlast Home Screen

1. This screen allows you to track all your submissions and scheduled students.
   a. **Submissions** – Click this link to see all tests that are upcoming that have been submitted to the Testing Center. Click on ✚ to create a new exam.
   b. **History** – Click this link to see all students that have scheduled between dates selected and their exam status. You can also search for a specific student.
   c. **Help** – You can click this link for video tutorials and helpful FAQs.
   d. **"Initials"** – You can click this link to edit your profile and to sign out.

Section 3: How to Create a Test Submission for the Testing Center

The submissions link contains exam requests that have been submitted and is sorted by name, date submitted, exam window (soonest will be listed first), Group (computer based or paper based), attachments (if provided), and status. This information can be exported into Excel or as a CSV file or Printed (in the lower, right hand corner).

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

To submit a new exam, click on the ✚ button in the upper right area of the screen.
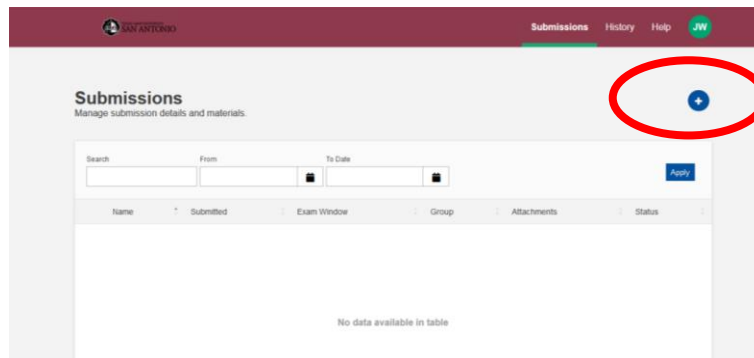
Test Submission Screen

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. **Submission Builder** – This is the how the exam name will be viewed by the student. Please use the following format:

A. **Details**
  i. **Test Name -**
    1. SubjectNumber_Section(optional)_Professor last name_Exam Name
       Example: MGMT5350_901_Smith_Final
  ii. **Select Exam Group –**
    1. Computer Based Exam
    2. Paper Based Exam
  iii. **Time Restriction**
    1. List time in minutes only

B. **File Manager** – If you are submitted a Paper Based exam, upload exam here. Click "Browse" or Drag & Drop your files.
  i. Digital Copy of Test for Paper-Based exams
  ii. Can be .pdf or word document.
  iii. Upload additional flies using the instructions above.

C. **Additional Information** – All questions in this section must be answered.
  i. Modality of Class – Online, Hybrid, Face-to-Face
  ii. Type of Exam –
    1. Make-up – one to five students that missed the exam and need to use the Testing Center to make-up the exam.
    2. Classroom – The Testing Center will proctor the whole classes exam.
  iii. Professor email address.
  iv. Select College your class is under.
  v. If this is a Classroom exam, upload a copy of your class roster.
  vi. Computer Based Questions
    1. 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.
    2. Access Code/Password – For proctors to enter. This is only seen by authorized personnel
  vii. Paper Based Exams – How should students record their answers? NOTE: The Testing Center does not provide Scantrons.

      viii.   Authorized Aids:

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

          2.   Notes – Can the student use notes?

          3.   Specifications for notes – unlimited, one page, note card, etc.

          4.   Pen/Pencil – Will the student need writing utensils? The Testing Center provides pens and pencils for students.

          5.   Scratch Paper –The Testing Center provides scratch paper for students.

          6.   Textbook – Can a student utilize a textbook?

          7.   Other Resources – List any items not mentioned above.

       ix.   Breaks – Can a student take a break, and how many can they take during the exam.

        x.   Exam Returned

          1.   N/A – Computer based exams are automatically submitted.

          2.   Scan and Email – An email with a scanned copy of the exam will be sent to the professor's provided email address.

          3.   Hold for pick-up by professor –A photo ID is required to pick-up the exam

          4.   Authorized Individual – List the name the individual(s). They must have a photo ID to be able to pick-up the exam.

       xi.   Time Waiver Authorization

          1.   If a student does not arrive at their scheduled time, can students still take exam.

       xii.   **Click Next**

D. **Eligibility & Restrictions**

       i.   If this is a make-up exam, enter the name(s) of student(s) that will be completing the make-up exam.

          1.   Type first and last name and hit enter after each student's name.

          2.   Max number of students for a make-up is 5. If you have more than 5 students, please select Classroom exam.

E. **Exam Instructions**

       i.   Provide any additional instructions that were not listed above.

F. **Submit**

       i.   A confirmation message will show above the submissions page.

*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.

Section 4: How to view Student Registrations and Completions

The History link 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.
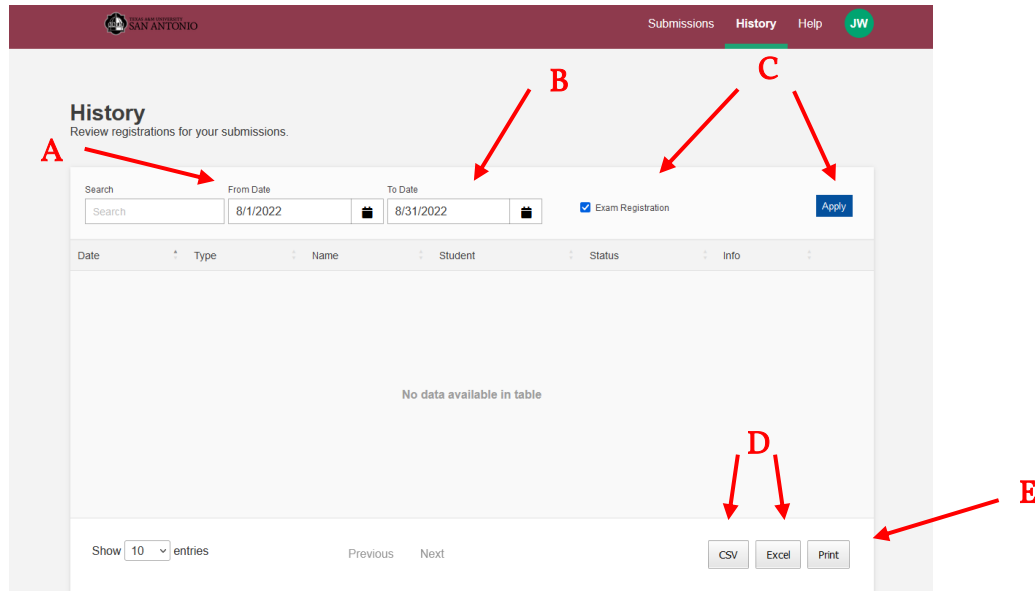
      C. Check mark "Exam Registration" and click "Apply" and students who are registered should appear in the box below.
            a. The information can be sorted by Date, Type (exam), Name (exam name), Student (student name), Status (registered, checked out (means taken), cancelled, no show), or Info (start and stop times).
      D. Information can be exported to excel or CSV with the export function located in the bottom right hand corner.
      E. Information can be printed by clicking on "print" in the lower right corner.

Section 5: How Students Register for an Exam

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

1. Login to Blackboard at www.tamusa.blackboard.com and **go to this specific course**
2. Click on Tools on the left menu bar
3. Scroll down and click on RegisterBlast
4. Click on link for the **specific class and exam**
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. Name and email will auto populate and cannot be edited
8. Enter additional information needed – phone number and student ID
9. Read the Exam Guideline Acknowledgement in the scroll box.
10. Check the box under the scroll box, to acknowledge the guidelines.
11. Click Add to Cart.
12. If another exam needs to be added, click Add Another Exam and repeat the previous process
13. If you have completed all necessary registrations, click Complete Registration.
14. Once the exam registration is complete click Complete Registration, the confirmation will appear on the screen, a copy can be printed (not required).
15. Upon a successful transaction an immediate email confirmation receipt will be sent. It in encouraged to have a copy of this at the time of testing.

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.