



TEXAS A&M UNIVERSITY- SAN ANTONIO

Testing Center

Texas A&M University-San Antonio
RegisterBlast Professor Portal Reference
Guide

Table of Contents

TABLE OF CONTENTS	2
PREFACE	2
SECTION 1: HOW TO ENROLL FOR REGISTERBLAST SUBMISSIONS.....	2
SECTION 2: FEATURES OF THE REGISTERBLAST HOME SCREEN.....	3
SECTION 3: HOW TO VIEW STUDENT REGISTRATIONS AND COMPLETIONS	4
SECTION 4: HOW TO CREATE A TEST SUBMISSION FOR THE TESTING CENTER.....	5
<i>Test Submission Screen</i>	5
SECTION 5: HOW STUDENTS REGISTER FOR AN EXAM	8
SECTION 6: GETTING ASSISTANCE WITH REGISTERBLAST	8

PREFACE

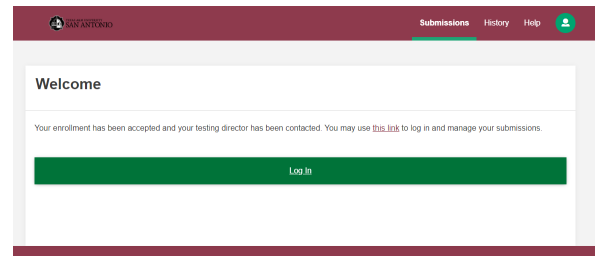
The RegisterBlast Professor Portal allows Texas A&M University-San Antonio professors to submit their exams directly to the student registration portal. This is designed to simplify the process of submitting materials to the Texas A&M University-San Antonio Testing Center. It is the goal of the testing 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

1. 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. Set a Password.
 - i. Password – 8 characters, at least 1 lower case letter, 1 upper case letter, and one special character.
 - b. First name.
 - c. Last name.
 - d. Email address –Use the primary Texas A&M – San Antonio email address if possible; where all test communications will be received.
 - e. Notification type – How often you will get notification about your exam submissions.
 - f. Click the ENROLL button.

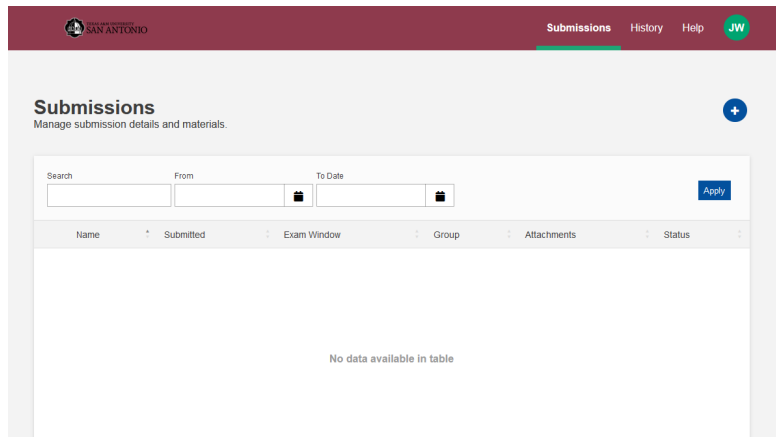
The screenshot shows the 'Enrollment' page on the RegisterBlast website. The page title is 'Enrollment' with the subtitle 'Complete the enrollment form to begin adding submissions.' The form is titled 'Set a Password' and contains the following fields: 'Password' (text input), 'First Name (required)' (text input), 'Last Name (required)' (text input), 'Email (required)' (text input), and 'Notification Type' (dropdown menu with 'never' selected). A blue 'Enroll' button is located at the bottom of the form. The page header includes the Texas A&M University-San Antonio logo and navigation links for 'Submissions', 'History', and 'Help'.

3. The professor will receive a confirmation page with a login link.
4. Click on **“this link”** or “Log in” to log in with your credentials.



Section 2: Features of the RegisterBlast Home Screen

1. Navigate to <https://www2.registerblast.com/tamusa/Professor/Login>
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.

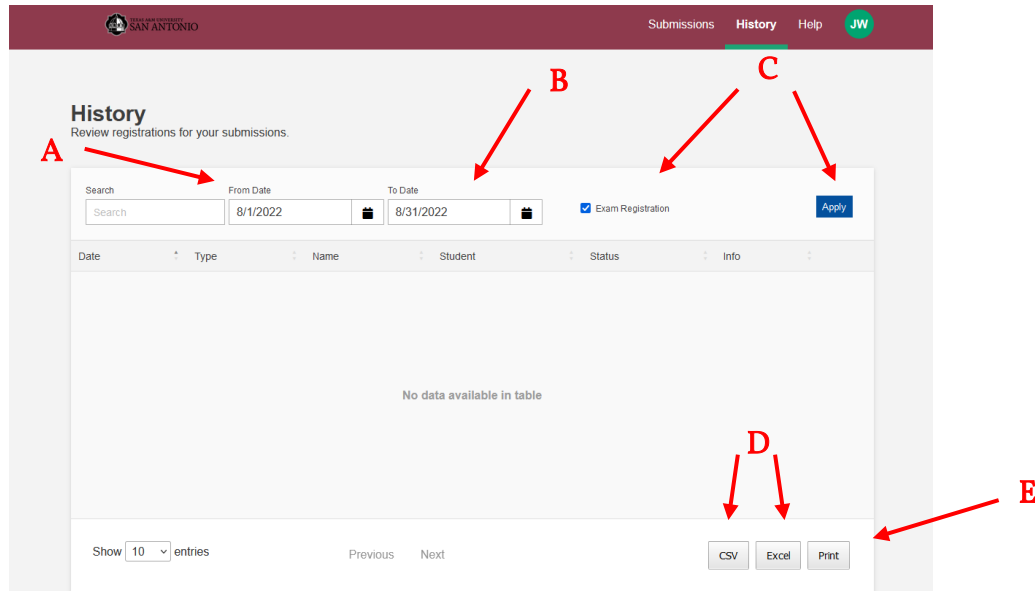


3. This screen allows you to track all your submissions and scheduled students.
 - a. **Submissions** – Click this link to see all tests that are upcoming that have been submitted to the Testing Center. Click on **+** to create a new exam.
 - b. **History** – Click this link to see all students that 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 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.



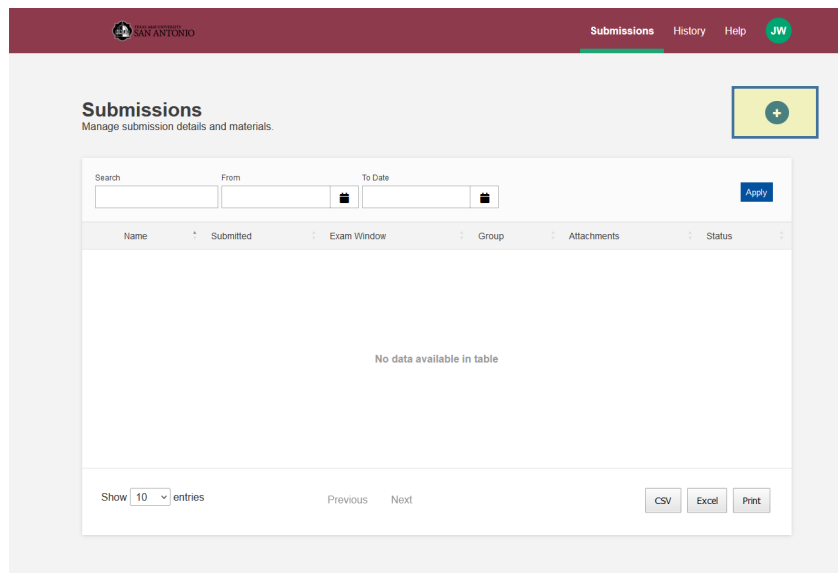
- C. Check mark “Exam Registration” and click “Apply” and students who are registered should appear in the box below.
 - a. The information can be sorted by Date, Type (exam), Name (exam name), Student (student name), Status (registered, checked out (means taken), cancelled, no show), or Info (start 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 4: 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 how the exam name will be viewed by the student. Please use the following format:

The screenshot shows the 'Submission Builder' interface. The main content area is titled 'Details' and contains the following text:

Details
Create an identity and time for the submission.

The Texas A&M-San Antonio Testing Center is open. For the health and safety of the staff and examinees, we ask that if you are ill or have been exposed to COVID-19 that you do not come to the Testing Center.

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

Use the following format to name your exam:

SubjectNumber_Section(optional)_Professor last name_Exam Name
Example: MGMT5350_901_Smith_Final

Test Name

YOU MUST SELECT ONE OPTION FOR THE GROUP BELOW, EITHER PAPER BASED OR COMPUTER BASED. If your exam has both a computer and paper component, please select the computer based option.

Select the exam group/s for this test

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 files 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 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 An Appointment.
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.