

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.

- I. 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.

8		ic Recovery Course Course Dashboard	
×	UNIV1000_001_202410 Academ	ic Recovery Course Dashboard	
盒	UNIV1000_001_202410 🌧 (Academic Recovery Course)	Course Dashboard	
	Home Page	Add Personal Module	
8	Discussions		
۲	Tools		▼ My Announcements
	Help	There are no available grades.	Academic Recovery Course
Ē	Course Materials/Tools	Last Updated Nov 16, 2023 10:56 AM	<ul> <li>No class today- Wed 11/15</li> </ul>
Ê	Announcements	TNeeds Attention	
$\boxtimes$	Course Content	Actions ¥	Tasks
E	My Grades	No Notifications	My Tasks:
Ð	Contact Information	Last Updated: November 16, 2023 10:56 AM	
C	Calendar	Last Opdated: November 10, 2023 10:30 AW	
	Course Dashboard		

- 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.

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▼ To Do		
<u>.</u>		
What's Past Due  All Items (0)		Actions
What's Due Select Date: 11/16/2023	60 Go	Actions
▼ Today (0)	Nothing Due Today	
Tomorrow (0)		
This Week (0)		
ns ¥ Future (0)		

c. Click on the 'plus' sign on the top left hand side of Blackboard and click tool link.

ē	👹 Home - tamusa.edu	X Content X +	
$\leftarrow$	$\rightarrow$ G	O A https://tamusa.blackboard.com/ultra/courses/_265089_1/d/outline	
8	UNIV1000_001_202410 Ad		
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<u>م</u>	Home Page Tool Link Informatior Web Link Course Linl		
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<b>**</b>	Tools Help	more announcements	What's Past Due  All Items (0)
$\boxtimes$		My Tasks	What's Due
E,	Course Materials/Tools	No tasks due.	Select Date: 11/16/2023
C	Getting Started 🛿 Announcements	more tasks	<b>Tomorrow</b> (0)

d. Name the link and click submit, this will put the link on your menu.

ē	W Home - tamusa.edu ×	Content × +			
$\leftarrow$	→ C 0 8	https://tamusa.blackboard.com/ultra/courses/_	265089_1/d/outline		
8	UNIV1000_001_202410 Academic R	covery Course Home Page			
×	● <sup>t</sup> • ○ ⊡				
â	UNIV1000_ Add Tool Link (Academic Course) Name:	Exam Registration			
٨	Type: Home Page	Academic Materials 🗸			
۲	Information	Cancel Submit			™ To Do
Ē	Discussions	Academic Recovery Course			<u>0</u>
8111	Groups 🖾 💿 Tools 💿	> No class today- Wed 11/15		more announcements	What's Past Due All items (0)
	Help 🔮	™ My Tasks			What's Due
E	Course Materials/Tools	My Tasks:			Select Date: 11/16/2023 Go
Ľ	Getting Started 🖾 😔		No tasks due.	more tasks	▼ Today (0) Nothing Due Took
	Announcements A				

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

	JagWire O	Canva for Education Hole Link	Access and Manage Pearson's MyLab & Mastering products for this course through Blackboard.
	Campus Bookstore 💿 A&M-5A Library 📀	Canva for education is an online graphic design tool. Use it to create social media posts, presentations, posters, videos, logos and more.	Piazza Hide Link
<b></b>	Library Research Guide 🛛 👄	SS Class Collaborate Ultra Hide Link	
$\boxtimes$	Disability Support Services	Schedule and join Class Collaborate Ultra web conferencing sessions and view recorded archives.	ProctorU Hide Link
Ð	Disability Support Services - Assistive Technology Resources	Contacts HideLink	RegisterBlast Hide Link
Ľ	Disability Support Services - External Resources	Instructors can post contact information about themselves and others.	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Ð	University Police  Department	Content Market Tools Hide Link	View a list of users enrolled in the Course.
	Blackboard (Bb) Help	Course Messages Hide Link	Send Email Hide Link Send email messages to different types of users, system roles, and groups.
	ITS Help Desk 💿 Bb Help -Video Tutorials 💿	Create and send private and secure Messages to course members.	
	Blackboard Help	Digication Hide Link	Tasks Hide Unk
	What is Ultra?	Create and edit Digication ePortfolios	Use tasks to keep track of work that must be completed. Each Task has a status and a due date.
	General Bb Help 🗟 🛛 😨	Con Discussion Board Hote Line	P Tevera - MA Counseling Hide Link
Terro	Faculty Resources 🛛 😁	Create and manage Forums within the Discussion Board.	
Acce	•	Devember Examination Section	WebEx Hide 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**

O SAN ANTO	ÖNIO			Submissions	History Help	
ubmissic anage submission	DNS a details and materials.					0
Search	From	To Date			٩	pply
Name	* Submitted	Exam Window	Group	Attachments	Status	
		No data avi	ailable in table			

- 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.

O SAN AN	TONO			Submissions	History Help	• 💀
Submiss Manage submisse	ions on details and materials.				$\boldsymbol{\langle}$	0
Search	From	To Date				Apply
Name	* Submitted	Exam Window	Group	Attachments	Status	

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.

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

NTORIO	Submissions History	Help	
< Back	Details Create an identity and time for the submission.		
Submission Builder			
Build and configure submissions.	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.		
1 Details Define the submission	to the lesting Center.		
	If you have any questions or concerns, please contact the		
2 File Management Add submission files	Testing Center at (210) 784-1366 or testing center@tamusa.edu.		
	Use the following format to name your exam:		
3 Additional Information Provide the details.			
Provide the details.	SubjectNumber_Section(optional)_Professor last name_Exam Name		
4 Eligibility & Restrictions	Name Example: MGMT5350_901_Smith_Final		
Limit submission recipients	Test Name @		
5 Exam Instructions Create instructions.			
	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 -
  - SubjectNumber\_Section(optional)\_Professor last name\_Exam Name Example: MGMT5350\_901\_Smith\_Final
- ii. Select Exam Group -
  - I. Computer Based Exam
  - 2. Paper Based Exam
- iii. Time Restriction
  - I. 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 -
    - 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
    - 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:
  - Calculator Use If allowed, please note type (Graphing, scientific, fourfunction). The testing center can provide scientific and four-function.
  - $\ \ \, \text{ 2. } \quad \text{Notes Can the student use notes?}$
  - 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
    - I. 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
  - I. 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.
  - I. 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.

	SAN ANTONIO			Subm	issions History	Help JW	)	
A	History Review registrations for your	submissions.	/	, В	C C	$\overline{\}$		
	Search	From Date	To Date	Exam Registration		Apply		
	Date † Type	8/1/2022	■ 8/31/2022 ■	Exam Registration	tinfo	0		
			No data available in ta	ble				
	Show 10 v entries	F	Previous Next			el Print	-	E

- 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.
- II. 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.