

## Professor's Guide

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### How to Enable RegisterBlast in Canvas:

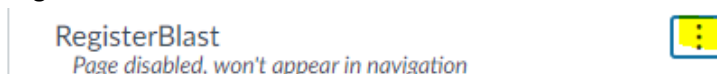
- 1) Click on **Settings** on left side course menu placement.

[Settings](#)

- 2) Click on course **Navigation**.



- 3) Scroll to the bottom to view all of the disabled apps that are available in Canvas. Find RegisterBlast. Click on the three dots and then click **Enable**.



- 4) **Save** the settings.

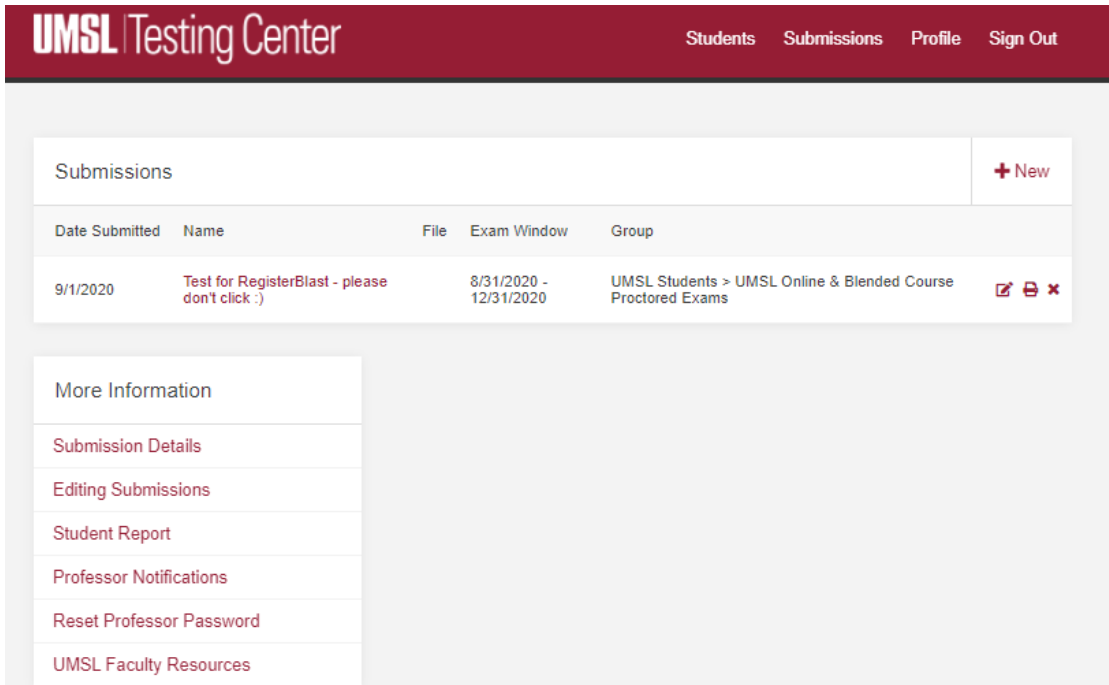


RegisterBlast Professors has three tools: **Students**, **Submissions**, and **Profile**. This guide will walk you through each feature.



## How to Create a Submission:

- 1) Click **Submissions**.



- 2) Click **+New** to create a new exam submission.



- 3) Follow the prompts to enter your **Exam Title**. Please label according to the Testing Center directions.

New Submission

Clear Form

Hello! Submit proctored exam requests to the Testing Center here. The Testing Center Coordinator will review and process your submission in the order in which it was received as quickly as possible.

1 **Exam Title**

Hello! Please label exams with the course acronym & number as well as the exam number or name.

Example: Math 1100 Exam 1 or Math 1100-003 Exam 1

Test Name

- 4) Next, you will have the option to upload the exam file or any supplemental files you would like the proctor to include when administering your exam. Click **Choose File** to upload the exam or supplemental file (if the exam is online or if the paper exam is not quite ready yet, you can skip this step or come back to upload later).

2 **Exam File**

Choose File No file chosen

[Add an additional file](#)

- 5) Next, you will set the exam **Dates and Time Allotted**.
- The Exam Group determines which schedule the exam will attach to. This is mainly for Testing Center administrative use; please select the exam group that is listed. If you do not see an Exam Group, contact the Testing Center. We may need to manually attach the default Group to you.
  - These details will not be available for editing once submitted.** Please contact the Testing Center for changes to your Exam Open Date, Close Date, and Time Allotted. **Do not delete the submission and create a new one.**
  - Please enter the regular time allotted and do not include extra time.

- d. Do not include time restrictions for an Open or Close Date unless they are the same day (i.e., an accommodative exam that needs to be taken at the same time as the rest of the class).

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### Dates & Time Allotted

These details won't be available for editing once submitted. Please contact [testing@umsl.edu](mailto:testing@umsl.edu) for changes.

Please enter the regular time allotted and do not include extra time.

Do not include time restrictions for an Open or Close Date unless they are the same day.

Select the exam group/s for this test

- UMSL Students > UMSL Online & Blended Course Proctored Exams


Test open date (leave time @ 12:00AM for all-day)

Test open date 

Test close date (leave time @ 12:00AM for all-day)

Test close date 

Allotted Minutes for Exam

30 

- 6) Choose your **Exam Parameters**. This is where the proctor will find the directions for the exam.

- a. These details can be edited at any time. Any changes you make to Exam Parameters will attach to all current and future appointments.

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#### Exam Parameters

You can edit these details at any time.

Exam format (required)

Permitted Exam Aids (required)

- None
- 1 8.5" x 11" page of notes
- Notes (any)
- 3x5 notecard
- Textbook or ebook - students may NOT use personal device to access
- Four-function calculator
- Scientific calculator
- Graphing calculator
- Other - be sure to specify in Additional Instructions

What should proctors do with permitted exam aids?  
(required)

Scratch Paper (required)

Return Instructions (required)

Password for online exam

Emergency Contact #

- 7) If you would like to limit eligible test takers, set **Restrictions**. You can enter Restrictions for up to ten students. You must use the student's [sso@umystem.edu](mailto:sso@umystem.edu) email address, which the student will also use to register.
- a. If the exam is open for the entire class, do not set any Restrictions.

- b. You may wish to set Restrictions if the exam is only to be scheduled for students with DAS accommodations.

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#### Limit Eligible Takers

If this exam is intended for specific people, please enter the Email (sso@umsystem.edu) for up to 10 people.

- 8) Anything else the proctor needs to know about the exam? Let us know in the **Additional Instructions** field. Once you are finished, click **Submit**.

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#### Additional Instructions




Additional Instructions

Submit

Submit and Print

## How to Edit a Submission:

- 1) Click on **Submissions**.

Date Submitted	Name	File	Exam Window	Group	
9/1/2020	Test for RegisterBlast - please don't click :)		8/31/2020 - 12/31/2020	UMSL Students > UMSL Online & Blended Course Proctored Exams	  

- 2) Find the exam you would like to edit. Click the pencil icon on the far right to **Edit**. **DO NOT DELETE AN EXISTING SUBMISSION!** This will detach all appointments that students have already scheduled!



- 3) You can no longer edit Dates and Time Allotted. Contact [testing@umsl.edu](mailto:testing@umsl.edu) to change these fields. However, you can change or update any parameters for the exam as well as uploaded files.
- 4) Click **Submit**.

## Student Report:

The Students tab shows all students registered for your exams in the Testing Center within the date range provided.

Students

From Date: 9/1/2020 To Date: 9/30/2020 Update

Student Name	Exam	Date	Status
	Test for RegisterBlast - please don't click :)	09/10/2020 08:00 AM	Test taken between 9/8/20 2:35 AND 9/8/20 2:35
	Test for RegisterBlast - please don't click :)	09/10/2020 08:00 AM	Test taken between 9/9/20 10:32 AND 9/9/20 10:48
	Test for RegisterBlast - please don't click :)	09/10/2020 01:00 PM	Test taken between 9/11/20 11:41 AND 9/11/20 11:42
	Test for RegisterBlast - please don't click :)	09/10/2020 01:00 PM	No Show

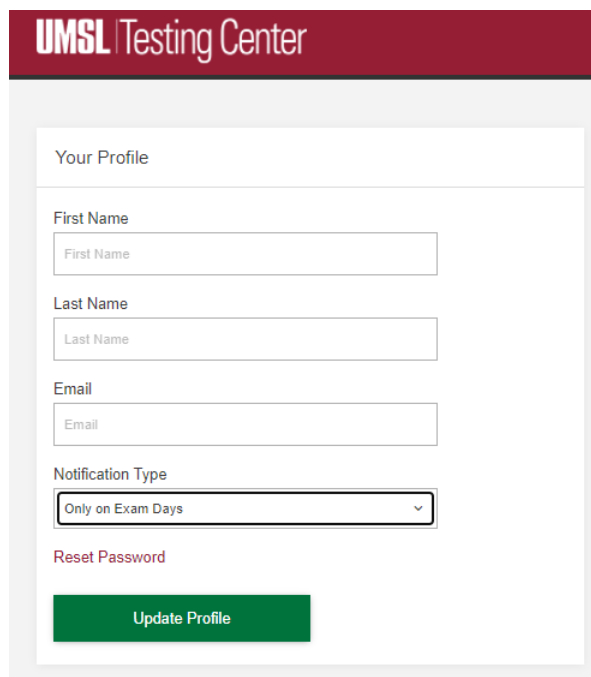
Export Print Page 1 of 1 200 View 1 - 4 of 4

- 1) Choose a date range. Select a **From** and **To** date.
- 2) Click **Update**.
- 3) You can Print the list of students in a pdf format or Export the list to Excel if you want to manipulate the data. Click **Export** or **Print** in the lower-left corner to do this.
- 4) Please note: If a student schedules an appointment before we have received your submission, their exam may be labeled **“1 hour (60 min) exam, 2 hour (120 min) exam,”** etc. These are pre-made templates we have created so that students may still make a reservation. If you see one of these labels on your Student Report, it just means that the student scheduled the appointment before you submitted the exam.



## Profile & Notifications

Professors can set how often they receive an email notification. Options include never, only on exam days, every weekday, every day, weekly, and monthly. Click on the **Profile** tab in the upper right corner to edit this setting.



The screenshot shows the 'Your Profile' section of the UMSL Testing Center website. It features a dark red header with the text 'UMSL Testing Center'. Below the header, the form is titled 'Your Profile' and contains several input fields: 'First Name' (with a placeholder 'First Name'), 'Last Name' (with a placeholder 'Last Name'), and 'Email' (with a placeholder 'Email'). There is also a 'Notification Type' dropdown menu currently set to 'Only on Exam Days'. A red link for 'Reset Password' is located below the dropdown. At the bottom of the form is a green button labeled 'Update Profile'.

## How Students will Schedule an Appointment

Students will schedule in Canvas, provided you have enabled the RegisterBlast app for them. They can also register using the direct link to RegisterBlast that is located on the Testing Center website:

<https://www.registerblast.com/umsl/Exam/List>

## Students with Accommodations

Students with approved Disability Access Services testing accommodations need to access RegisterBlast in Canvas or while logged in with their [sso@umsystem.edu](mailto:sso@umsystem.edu) email address. Please make sure it is enabled for them in Canvas. **They need to be logged in so the system can recognize their accommodation and adjust the time if necessary.** If a student registers without logging in, their accommodation will not be attached to the appointment. The Testing Center must then manually reschedule the appointment.

## Getting Help

For assistance with RegisterBlast or if you have any questions, please contact the Campus Testing Center at [testing@umsl.edu](mailto:testing@umsl.edu).

<https://www.umsl.edu/testing>