

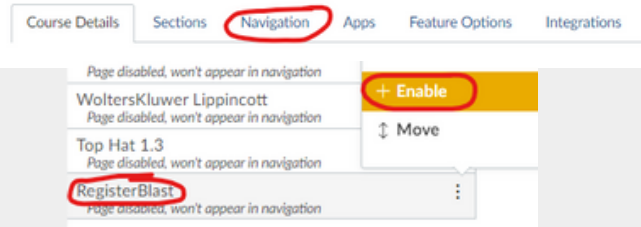



Using RegisterBlast for Professors

How to enable RegisterBlast in Canvas

- 1 From the Canvas course menu, select **Settings**. 
- 2 Select **Navigation**. Scroll down to the list of disabled items.
- 3 Locate **RegisterBlast** on the list of disabled items and drag it to the list of enabled items above.
- 4 Select **Save**. 



How to add and edit submissions

- 1 Select **RegisterBlast** from the Canvas course menu or sign in through the web link (unique username and password required if using the web link method).
- 2 Select the **plus +** sign to add a new submission. 
- 3 Create a **submission (exam) name**. Label according to the testing center's instructions.
- 4 Select the default **exam group**. **If you do not see the group field, contact the testing center. We may need to manually attach the default group to your profile.*
- 5 Select the **Start Date and End Date** for the exam. Add a time restriction only if the exam is available for one day as the window of time is reflected each day of the window.
- 6 Add **allotted minutes** for the exam. **DO NOT** include extended time.

- 7 **File Management - Upload file (optional)**. Click the Browse button or drag and drop files for this submission into the upload field. You can upload more than one document and can come back to upload later.
- 8 **Proctor Instructions**. These are the questions the testing center needs to be answered in order to proctor the exam.
- 9 **Anything else we need to know?** If you would like to let us know which of your students are allowed to take the exam in the testing center or if you have special instructions for proctors, please let us know here.
- 10 Select **Submit!** Submissions are typically approved within 30 minutes during normal testing center hours of operation.

To edit a submission, simply locate the desired submission on the Submissions homepage and select **Edit**. Select **Save** to update the submission.

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Student history

The **History** tab allows professors to view a list of students who have scheduled an exam. You can view the following details:

- Date and time of scheduled testing appointment
- Submission that the appointment is attached to
- Status of the appointment (Registered, Checked In, Testing, Test Completed, Checked Out, or No Show)
- Date and time of test start and finish

History

Review registrations for your submissions.

Search

From Date

To Date

Exam Registration

Apply

Date	Type	Name	Student	Status	Info
9/12/2022 8:00 AM	Exam	Proctored Exam - 1 hour	Student, Test	Registered	

Show entries

Previous Next

CSV Excel Print

Profile & notification settings

The **Profile** feature allows professors to edit their names, university email addresses, and notification preferences. To support the Canvas integration, only use your university-assigned email address.

Profile

Update personal information or reset password.

First Name (required)

Last Name (required)

Email (required)

Notification Type

Notify when a submission changes

Notify when testing is complete

[Reset Password](#)

[Update Profile](#)

Still have questions?

Email: testing@umsl.edu

Phone: (314) 516-6396