

# How to Submit a Test in RegisterBlast

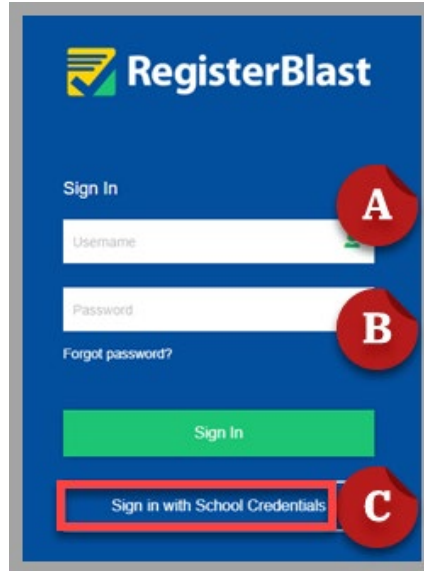
## Testing Center

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**Purpose:** The purpose for this user guide is to assist Faculty with the process of uploading a test into RegisterBlast.

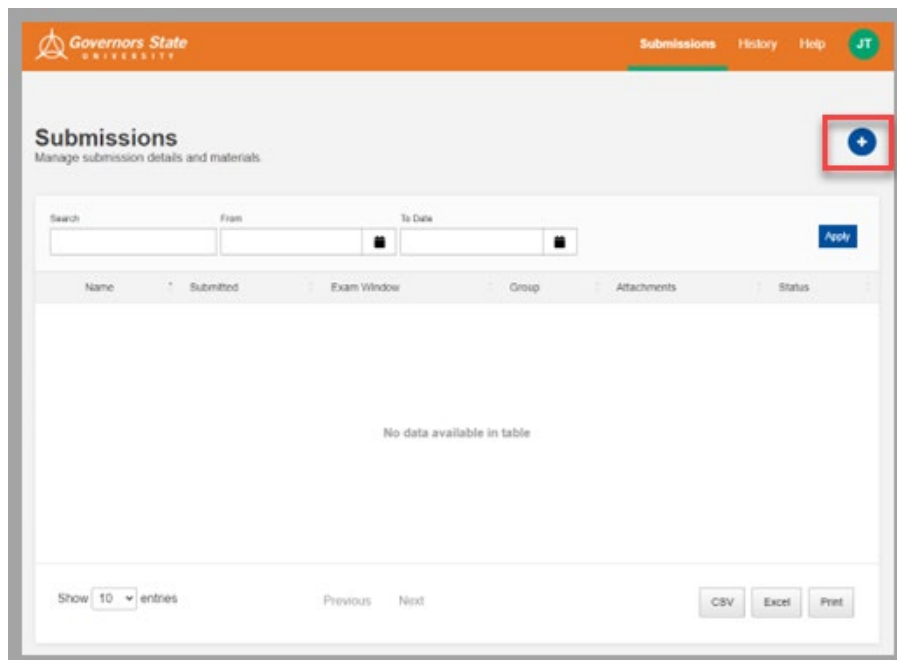
### Step 1

Log into [RegisterBlast](#) by using this link or visit the Testing Center webpage found at <https://www.govst.edu/testing-center/>. Sign in with your GSU credentials (**A & B**) and click **Sign in with School Credentials (C)**.



### Step 2

In the *Submissions* window, click the plus sign (found in the upper right corner) to submit a test.



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### Step 3

In the *Details* window, you have several fields to complete.

- Enter **Course & Number, Section, Exam** as the Submission Name **(A)**.
  - Please follow this format: Course (space) Number Dash Section (space) Exam Name.
  - **Example:** Interpersonal Communications 101-01 Communication Theories
- Select the exam groups for this test **(B)** by clicking in the designated field.
- Select **calendar icon** to enter the Start Date and End Date **(C)**.
- Enter the Allotted Minutes **(D)** in the designated field.
- Click the **Next** button **(E)** after this section is completed.

The screenshot shows the 'Details' window in RegisterBlast. At the top, it says 'Details' and 'Create an identity and time for the submission.' Below this, it instructs the user to use the format 'COURSE & Number, Section, Exam'. There are five callouts labeled A through E: A points to the 'Submission Name' text box; B points to the 'Select the exam group/s for this test' dropdown menu; C points to the 'Start Date' and 'End Date' fields, which have calendar icons; D points to the 'Allotted Minutes' text box; and E points to the 'Next' button at the bottom left.

### Step 3A

Click inside the box and select **Academic Exams: At Testing Center for Exam Group**.

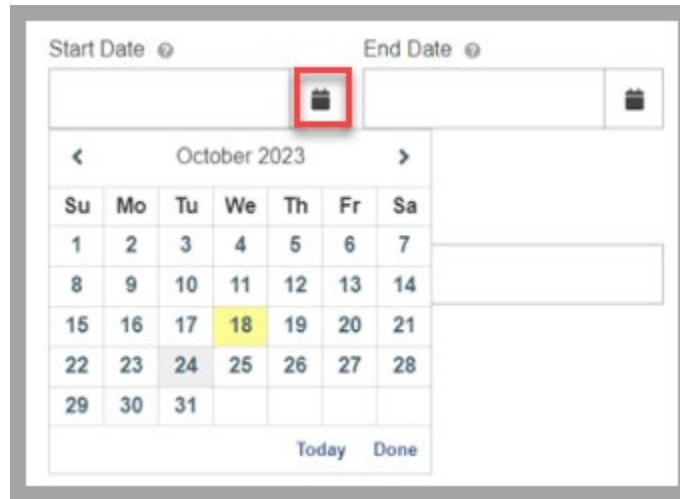
This screenshot shows a dropdown menu for selecting exam groups. The title is 'Select the exam group/s for this test'. One option is selected and displayed in a grey box: 'Academic Exams: At Testing Center'. At the bottom of the dropdown, the same option is highlighted in blue, indicating it is the selected item.

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### Step 3B

Select the **calendar icon** to the right of the Start Date field to choose the desired date range that you would like for the exam to be available.

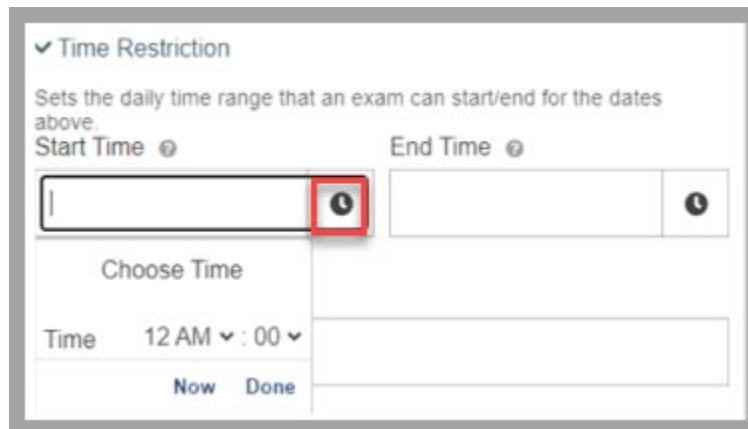


### Step 3C Optional:

In the *Time Restriction* window, click the **clock icon** to select the desired time range that you would like for the exam to start and end.

**Note:** *The time restriction option only allows students to take the exam during a specific time for the exam date range.*

**Note:** *The time restriction option may not be feasible based on the Testing Center's available seats/schedule and the student's schedule.*



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## Step 3D

In the *Allotted Minutes* box, enter the **number of minutes** allowed for the student(s) to take exam. Allotted minutes sets a limit on the time students should be given to complete the exam.

**Note:** Do not include additional time for students with extended time accommodation.



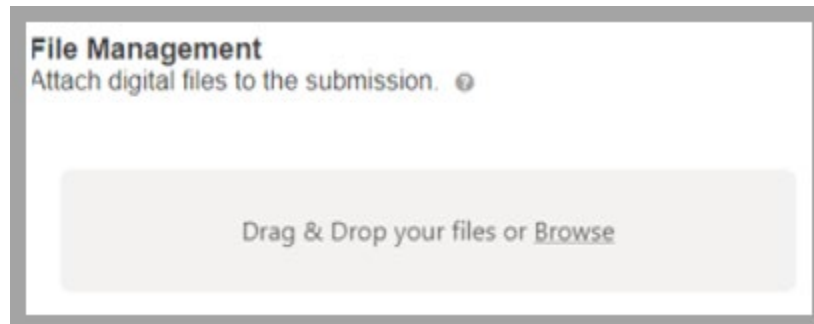
A screenshot of a web form element. At the top, it says "Allotted Minutes" followed by a help icon. Below this is a text input field containing the number "60". The entire element is enclosed in a grey border.

## Step 4

If the exam must be printed and manually completed by students, **Drag & Drop** the exam from another window or **Browse** your computer's files to upload the exam.

Option 1: Drag and Drop file into space

Option 2: Browse and upload file into space.

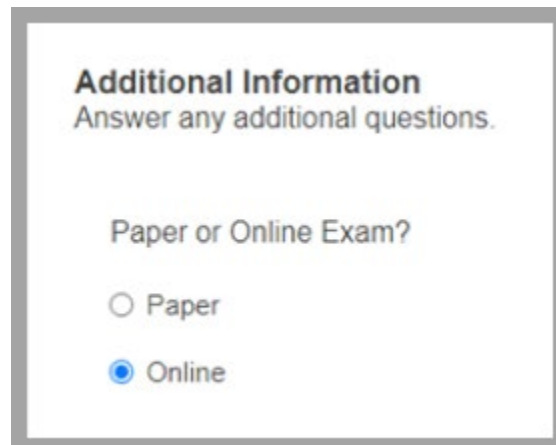


A screenshot of a "File Management" section. It has the title "File Management" and the instruction "Attach digital files to the submission." followed by a help icon. Below this is a large grey button with the text "Drag & Drop your files or Browse". The entire section is enclosed in a grey border.

## Step 5

The *Additional Information* window will appear:

- Select **Paper** if the exam should be printed and manually completed by students.
- Select **Online** if the exam is to be completed online through BlackBoard.



A screenshot of an "Additional Information" window. It has the title "Additional Information" and the instruction "Answer any additional questions." Below this is the question "Paper or Online Exam?". There are two radio button options: "Paper" (which is unselected) and "Online" (which is selected with a blue dot). The entire window is enclosed in a grey border.

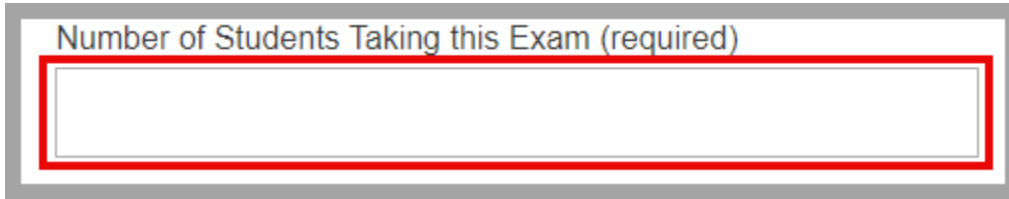
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## Step 6

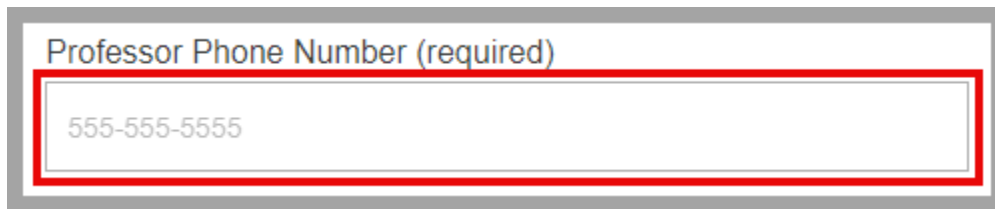
**Enter** the number of students that will be scheduling to take the exam inside of the box.



Number of Students Taking this Exam (required)

## Step 7

**Enter** a contact number that the Testing Center can call if there are follow up questions regarding the exam inside the box.



Professor Phone Number (required)

## Step 8 (Optional)

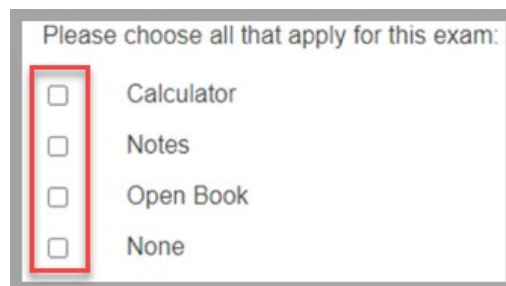
If the exam is to be administered through Blackboard and the exam will be locked by a password, enter the password inside the box.



Password

## Step 9

In the *Please choose all that apply for this exam* window, check the corresponding box to the left of each item (Calculator, Notes, and/or Open Book) that students are allowed to use. If students are not allowed to use any of the listed items, check the corresponding box for None.



Please choose all that apply for this exam:

- Calculator
- Notes
- Open Book
- None

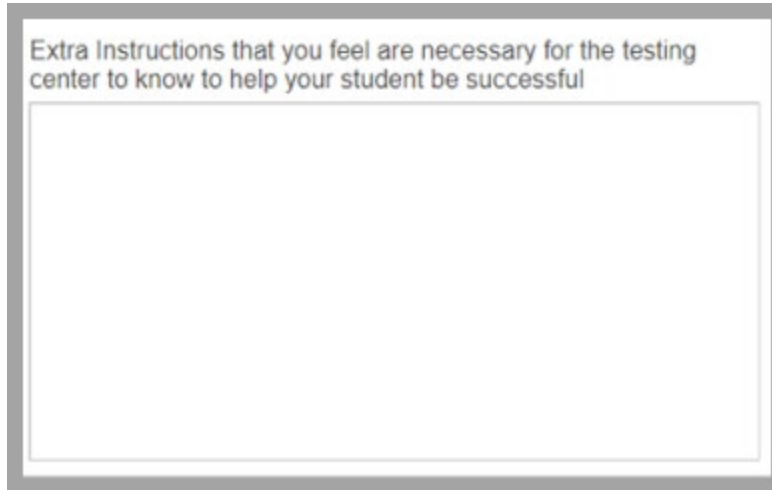
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### Step 10

Inside of the *Extra Instructions that you feel are necessary for the testing center to know to help your student be successful* field, enter instructions that are necessary for the Testing Center to proctor the exam.



The screenshot shows a rectangular text input field with a light gray border. Above the field, the text reads: "Extra Instructions that you feel are necessary for the testing center to know to help your student be successful". The field itself is currently empty.

### Step 11

In the *Exam Instructions* window, enter instructions that are necessary for the Testing Center to share with students.



The screenshot shows a window titled "exam instructions" in a dark font. Below the title, there is a label "Instructions" followed by a small circular icon with a plus sign. Underneath this is a large, empty rectangular text input field with a thin border.

### Step 12

Review your entire submission.

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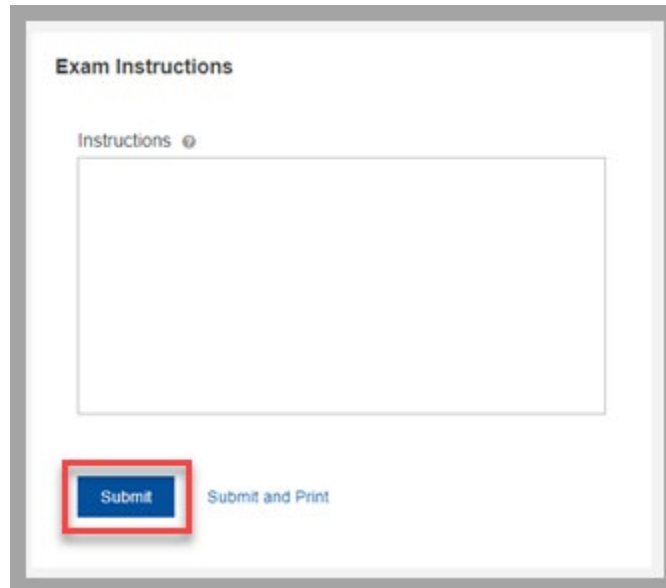
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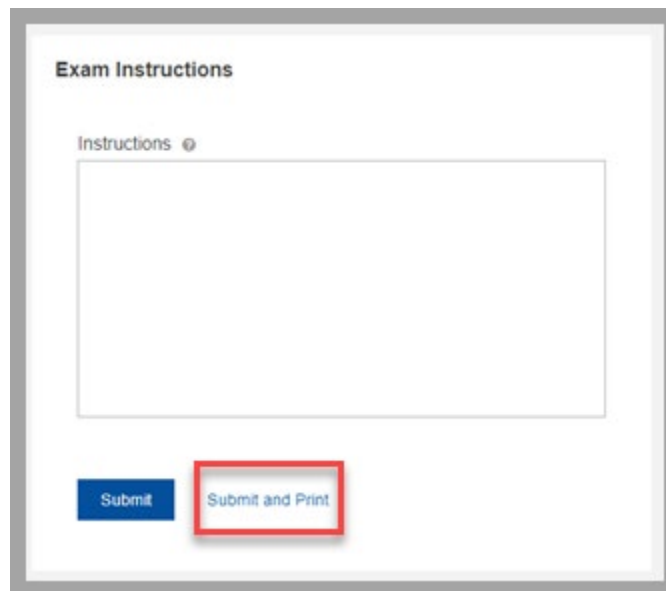
### Step 13

After reviewing your information, you have two options to submit:

Option 1: To submit the exam request to the Testing Center, scroll down to the bottom of the page and click **Submit**.



Option 2: To submit the exam request to the Testing Center and print a copy for yourself, scroll down to the bottom of the page and click **Submit and Print**.

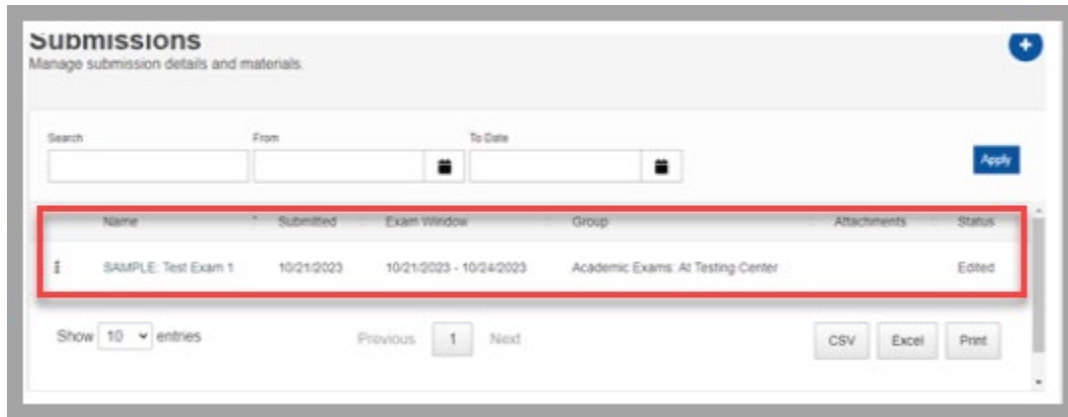


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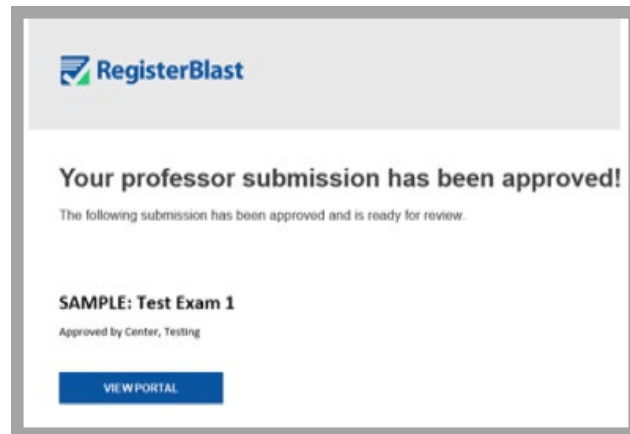
### Step 14

You will be directed to the Submissions homepage where you'll be able to view all your exam requests submitted to the Testing Center.



### Step 15

After your submittal has been approved, a confirmation email from [GSU via RegisterBlast.com <support@registerblast.com>](mailto:support@registerblast.com) will be sent to your govst.edu email address associated with your RegisterBlast account.



### Step 16

Notify your students that the exam is available to register for on the following website <https://www.registerblast.com/govst/Exam/List..>

**Note:** Please provide students with the exam name as well as start and end date as it is listed in RegisterBlast.

### Contact

- If you have any questions or need assistance, please contact the Testing Center at 708-534-7555 or [testingcenter@govst.edu](mailto:testingcenter@govst.edu).
- In the email subject line, please start with the first word Faculty and then a brief topic description.
- If you would like to review more information, please visit the Testing Center webpage at <https://www.govst.edu/testing-center/>.