

Collin College | Testing Department | July 2022

The Benefits of this System

- Allows professors to submit exam information directly to the Testing Center.
- Students can register online and make an appointment to take the exam
- Professors can be notified when the student has completed the exam

Before you Begin!

When submitting exams to the Testing Center, you will need to know each student's CWID #. If you have your Canvas course open, you will see a link on the side menu that says "People". Click on that to see a list of students enrolled in the course.

											_
COLLIN	Home	_		Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity	
	Announcements	ø	2	John Q Student		100999999	Testing Center	Teacher	Mar 21 at 10:20am		÷
Account	Modules Grades			Jane R Student		110111111	Testing Center	Student	Feb 2 at 4:54pm	50:13	:
උට Dashboard	Studio		1	Joe L Student		1109999999	Testing Center	Student	Jan 25 at 4:48pm	06:13	:
E Courses	Office 365 Ally Course			James K Student		110123456	Testing Center	Student	Apr 25 at 12:40pm	03:24:50	
	Accessibility Rep	ort lina	1	Joanne R Student		100999998	Testing Center	Student	Jan 27 at 11:42am	09:07:34	:
E	Outcomes	ø		Jeremiah P Student		110999997	Testing Center	Student	Jan 31 at 8:23am	01:17:26	
Inbox	BigBlueButton	ø		Jennifer W Student		100999996	Testing Center	Designer	Dec 23 at 12:55pm	38:55:28	:
History	Collaborations	ø	•	Jacob H Student		100999995	Testing Center	Student	Feb 16 at 2:56pm	03:59:42	:
Commons	Quizzes	ø	•	Jason G Student		110999994	Testing Center	Teacher	Jun 20 at 11:50am	33:47:49	:
្វ្រាះ Studio	Discussions	ø		Janet B Student		100999993	Testing Center	Student	Jan 26 at 6:13pm	02:21	:
? Help	People	ø	•	Jimmy K Student		110999992	Testing Center	Teacher	Feb 15 at 1:51pm	02:35:55	:
	Assignments	ø.		J.G. Student		100999991	Testing Center	Student	Jan 24 at 4:23pm	03:18:37	:
	Files	ø	1	Jeannie Z Student		The stu	lente' CMUD "	1.	o formal in th		
	Settings					(9-digit	unique ID num	s can b iber)	e iound in ti	nis columi	1.

Also...

If you do not see a RegisterBlast link with your home campus listed in the left-hand menu, go to the bottom and click on "Settings". Then click the "Navigation" tab, scroll down and find the campus you would like to add. Click the three dots, choose "Enable", and then "Save".



Logging in to the System

In your Cougarweb account (Canvas portal), once you have your RegisterBlast campus listed, click the plus sign "+" to start the test submission process.

			> RegisterBlast -	Celina			
SH	Home		NE Celina Campus			Submission	ns History Help SH
ری Dashboard	Announcements 🖉 Modules						
Courses	Grades Studio		Submission Manage submission d	NS etails and materials.			• •
	Office 365		Quest	5 m	7.04		_
	Accessibility Report					#	Apply
Llistop	Celina		Name	Submitted 🔶 Exa	am Window 🗍 Group	Attachments	
G	BigBlueButton Ø	5					
Commons J	Rubrics Ø	5					
Studio	Quizzes Ø	5					
Help	Syllabus Ø	5					
	People Ø	5					
12	Assignments 🧟	5					

SUBMISSION BUILDER

You will now be in the test submission menu. Examples for each of these fields are shown in red text:

Step 1					
< Back	Details Create an identity and time for the submission.				
Submission Builder Build and configure submissions.	Welcome to the Professor Portal for submitting exams to the testing center. Please follow the options below and complete the form in its entirety. The allotted minutes field is required for approval. use this format: MAT 1011-222, Exam 2 Course and Exam name MATH 0405-CL1, Exam 3				
Details Define the submission.					
2 Manage Campuses Add campus assignments.					
3 File Management Add submission files.					
4 Additional Information Provide the details.	Select the exam group/s for this test Classroom Test				
5 Eligibility & Restrictions					
6 Exam Instructions	Start Date End Date 05/09/2022 Image: Comparison of the start data and t				
Create instructions.	> Time Restriction				
	Allotted Minutes 120				
	➤ Time Restriction				
Time restriction is different than allotted minutes. An example of	Sets the daily time range that an exam can start/end for the dates above. Start Time @ End Time @				
using it: suppose that you want the student to complete the test before	8:00 AM S 11:00 AM S				
class meets on Friday at noon. You could put 8:00 AM as the start time and 11:00 AM as the end time, ensuring that you could pick it up					

that the test is open. So, in the above example, on May 9th, 10th, and 11th the test would be open from **8AM-11AM** <u>ONLY</u>. The Time Restriction dropdown menu is *not mandatory*, so to avoid limiting the student's ability to register, it might be more useful to leave it **blank**.

P ²	Manage Campuses Apply submission to other campuses.	
< Back Submission Builder Build and configure submissions.	Farmersville Campus Testing Center Celina Campus Testing Center Next	
1 Details Define the submission.	Choose the campus wh	nere you ailable
Add campus assignments. 3 File Management Add submission files.	File Management Attach digital files to the submission.	
4 Additional Information Provide the details.	Drag & Drop your files or <u>Browse</u>	
5 Eligibility & Restrictions Limit submission recipients.	Next	
P 3 < Back Submission Builder Build and configure submissions.	File Management Attach digital files to the submission. Drag & Drop your files or <u>Browse</u>	Î
Eack Submission Builder Build and configure submissions. Details Details Define the submission.	File Management Attach digital files to the submission. Drag & Drop your files or Browse Image: Imag	g-and-drop st
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Step 4. < Back Submission Builder Build and configure submissions.	Additional Information Answer any additional questions. Are you full time or part time? O Part Time Choose PT or FT
1 Details Define the submission. 2 Manage Campuses Add campus assignments.	What is your office extension? X9999 What is your emergency contact number? (required) 214-555-1212
 File Management Add submission files. Additional Information Provide the details. Eligibility & Restrictions Limit submission recipients. Exam Instructions Create instructions. 	Who is authorized to pick up exams? (required) Your Name / "Self" / Fellow professor Materials Permitted Notes No Materials are allowed Calculator Bi-Lingual (provided by student)
Drop-down menu: - Choose an option - + - Choose an option - Computer Based Paper Test Scantron Blue Book Microsoft Word Mini-Essay Book	 Thesaurus (provided by student) Dictionary (provided by student) Scratch Paper (provided by testing center) "Materials Permitted" is required Students complete exam on: (required) Choose an option - * Please note what program will be used for your computer-based test. Canvas, Aleks, ATI, etc.
All items in this box must be selected	 I agree to each of the items below (check each one) I will pick up paper exams from Testing Center. Students must make appointments at least one day in advance, therefore no same-day appointments are available. Textbooks and Notebooks are NOT allowed. "I agree to each of the items below (check each one)" is required



Submit

and print".

Submit and Print



If any of the above instructions are not clear, you still have the option of filling in an Admin Form (below), but be sure and include your instructor CWID as well as each student who is taking the exam.

Directions for Te	t Administratio	า	Date Submitted:		Instructor CV
Instructor's Name	1	CWID #	Full T	ïme Time	
Contact Phone #			Office Extension #		
Who is authorized to pick up ex	am?				
	(name	of other au	thorized person, if applicable)		
Course and Section	, ,		Exam Name/Title		
Start Date for Test	End Date and Time		Allotted Minutes		
	Student Comple	atos Evam	on:		
Paper Test	Student Compile		ni-Essay Book		
Scantron Blue Book		□ Mi	crosoft Word		
Computer Based Test	I				
Name of Program	used		Password (if applicable)		
*	Materials P	ermitted:			
No materials are allowed	d	🗆 Bili	ngual (provided by student)		
Calculator Clea	r In Clear out	🗆 The	esaurus (provide by student)		
Scratch Paper Atta	ch Discard	Dic	tionary (provided by student)		
Notes Allowed:		🗆 Nu	mber of Pages		
Handwritten		🗆 Fro	nt only Front/Back		
Typed		Att	ach Notes		
Page Size:8.5x11	3x54x6	Dis	card Notes		
	I agree to each of t	he items	below:		
 Students must make ap Textbooks and noteboo I will pick up the completion 	pointments at least one da ks are NOT allowed eted paper exam/s in perso	ay in advar	ce, no same-day appointments are e testing center	available	Student CW
Only Administe	r Test to Students Listed	Below (4	students max. per section)		
Student's Name	1	ACCESS C	WID # Initia	l/Pick-up	
Additional Instruction:					
For Test Center Use Only:					
Date:	# Copies:		Who processed exam?		