



PROFESSOR USER GUIDE

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!

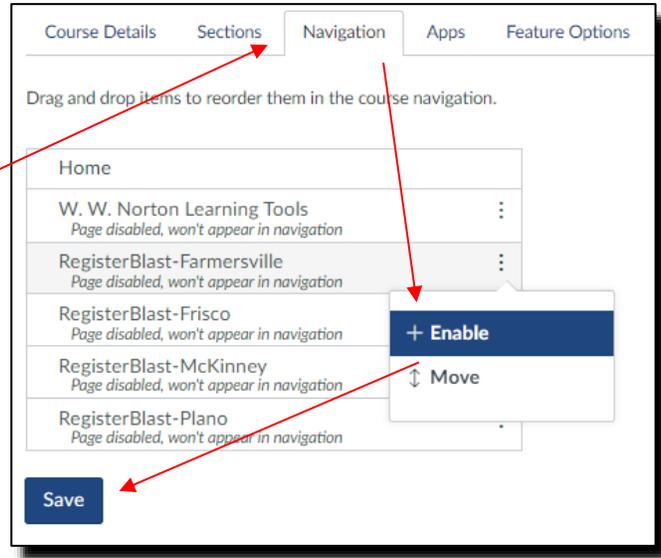
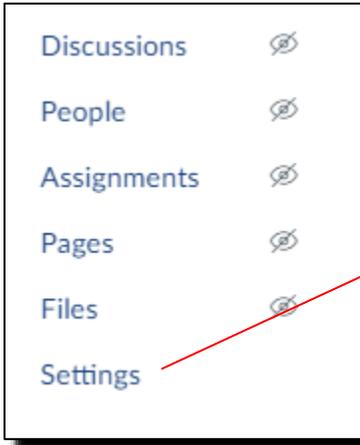
When submitting exams to the Testing Center, you will need to know each student's CWID #. If you have your Canvas course open, you will see a link on the side menu that says "People". Click on that to see a list of students enrolled in the course.

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
John Q Student		100999999	Testing Center	Teacher	Mar 21 at 10:20am	
Jane R Student		110111111	Testing Center	Student	Feb 2 at 4:54pm	50:13
Joe L Student		110999999	Testing Center	Student	Jan 25 at 4:48pm	06:13
James K Student		110123456	Testing Center	Student	Apr 25 at 12:40pm	03:24:50
Joanne R Student		100999998	Testing Center	Student	Jan 27 at 11:42am	09:07:34
Jeremiah P Student		110999997	Testing Center	Student	Jan 31 at 8:23am	01:17:26
Jennifer W Student		100999996	Testing Center	Designer	Dec 23 at 12:55pm	38:55:28
Jacob H Student		100999995	Testing Center	Student	Feb 16 at 2:56pm	03:59:42
Jason G Student		110999994	Testing Center	Teacher	Jun 20 at 11:50am	33:47:49
Janet B Student		100999993	Testing Center	Student	Jan 26 at 6:13pm	02:21
Jimmy K Student		110999992	Testing Center	Teacher	Feb 15 at 1:51pm	02:35:55
J.G. Student		100999991	Testing Center	Student	Jan 24 at 4:23pm	03:18:37
Jeannie Z Student						

The students' CWID #'s can be found in this column. (9-digit unique ID number)

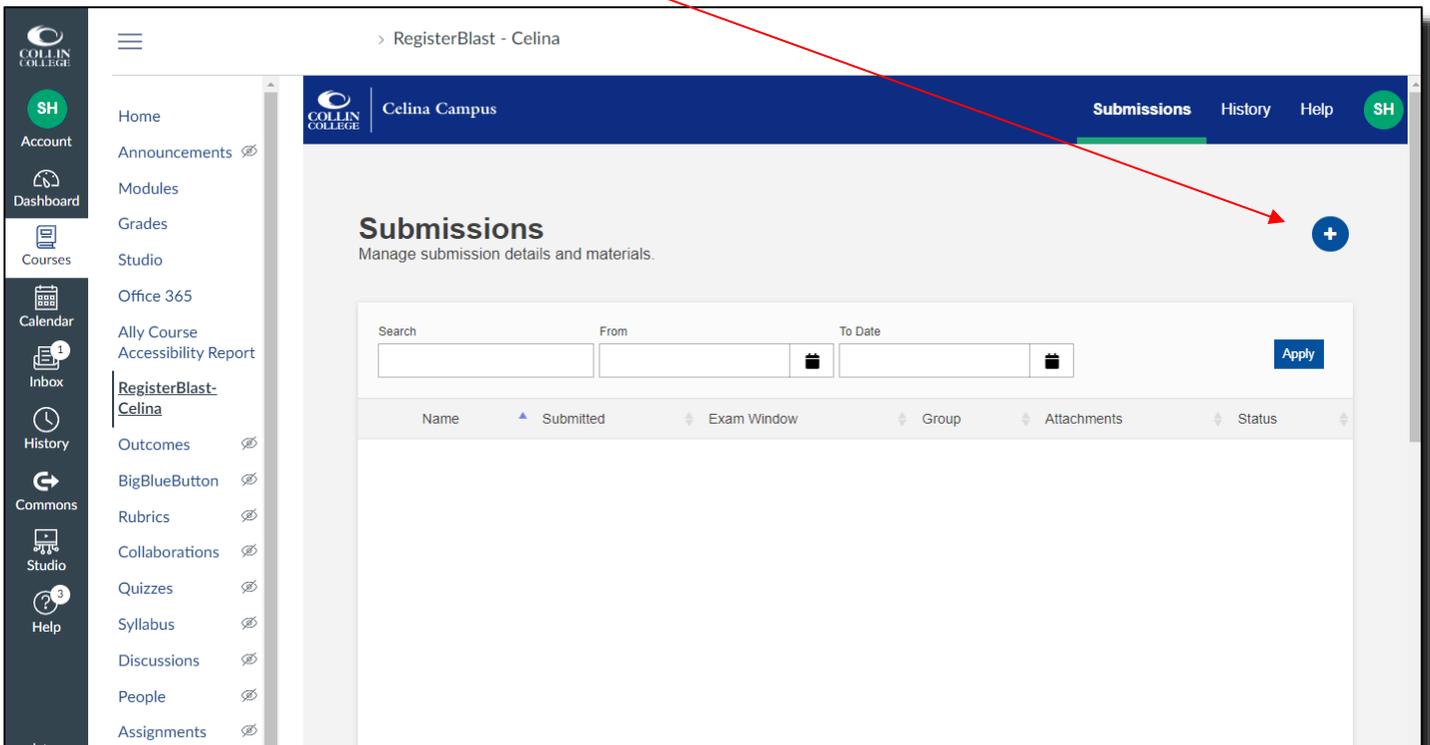
Also...

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.



SUBMISSION BUILDER

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

Step 1

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Submission Builder

Build and configure submissions.

- 1 Details**
Define the submission.
- 2 Manage Campuses**
Add campus assignments.
- 3 File Management**
Add submission files.
- 4 Additional Information**
Provide the details.
- 5 Eligibility & Restrictions**
Limit submission recipients.
- 6 Exam Instructions**
Create instructions.

Details

Create an identity and time for the submission.

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

Select the exam group/s for this test ⓘ
Classroom Test

Start Date ⓘ End Date ⓘ
05/09/2022 ⓘ **05/11/2022** ⓘ

> Time Restriction

Allotted Minutes ⓘ
120

Time restriction is different than allotted minutes. An example of using it: suppose that you want the student to complete the test before 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 before class begins.

Time Restriction

Sets the daily time range that an exam can start/end for the dates above.

Start Time ⓘ

End Time ⓘ

8:00 AM ⓘ

11:00 AM ⓘ

The caveat to using the time restriction feature is that it applies to **EVERY DAY that the test is open**. So, in the above example, on May 9th, 10th, and 11th the test would be open from **8AM-11AM ONLY**. 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**.

Step 2

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Submission Builder

Build and configure submissions.

- 1 **Details**
Define the submission.
- 2 **Manage Campuses**
Add campus assignments.
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Provide the details.
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Limit submission recipients.
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Create instructions.

Manage Campuses

Apply submission to other campuses. ⓘ

- Farmersville Campus Testing Center
- Celina Campus Testing Center

Next

File Management

Attach digital files to the submission.

Drag & Drop your files or [Browse](#)

Next

Choose the campus where you are making the test available.

Step 3

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Submission Builder

Build and configure submissions.

- 1 **Details**
Define the submission.
- 2 **Manage Campuses**
Add campus assignments.
- 3 **File Management**
Add submission files.
- 4 **Additional Information**
Provide the details.
- 5 **Eligibility & Restrictions**
Limit submission recipients.
- 6 **Exam Instructions**
Create instructions.

File Management

Attach digital files to the submission.

Drag & Drop your files or [Browse](#)

Next

Additional Information

Answer any additional questions.

Are you full time or part time?

- Part Time
- Full Time

What is your office extension? (required)

What is your emergency contact number? (required)

Who is authorized to pick up exams? (required)

Select the test document and drag-and-drop (if it is a paper test), or include test instructions such as password if it is computer-based.

Reminder: The testing centers can print out copies for students, however, we **DO NOT** scan them back. Professors will need to retrieve them when the test is complete.

Examples for each of these fields are shown in red text:

Step 4

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Submission Builder

Build and configure submissions.

- 1 **Details**
Define the submission.
- 2 **Manage Campuses**
Add campus assignments.
- 3 **File Management**
Add submission files.
- 4 Additional Information**
Provide the details.
- 5 **Eligibility & Restrictions**
Limit submission recipients.
- 6 **Exam Instructions**
Create instructions.

Drop-down menu:

- Choose an option -

- Choose an option -
- Computer Based
- Paper Test
- Scantron
- Blue Book
- Microsoft Word
- Mini-Essay Book

All items in this box must be selected

Additional Information

Answer any additional questions.

Are you full time or part time?

- Part Time
 Full Time

Choose PT or FT

What is your office extension?

X9999

What is your emergency contact number? (required)

214-555-1212

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)
 Thesaurus (provided by student)
 Dictionary (provided by student)
 Scratch Paper (provided by testing center)

Either "No Materials"

-OR-

Select from list

"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.

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

Next

Step 5

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Submission Builder

Build and configure submissions.

- 1 **Details**
Define the submission.
- 2 **Manage Campuses**
Add campus assignments.
- 3 **File Management**
Add submission files.
- 4 **Additional Information**
Provide the details.
- 5 **Eligibility & Restrictions**
Limit submission recipients.
- 6 **Exam Instructions**
Create instructions.

Eligibility and Restrictions

Limit Eligible Takers

If this exam is intended for specific people, begin typing the student's CWID#. Then, select the proper search result. The maximum number of restrictions for this exam is 4. You must enter at least 1.

Restrictions ?

Search for student

Next

This is where you will input the student(s) Campus Wide ID # for the exam. You may add up to 5 students per exam.

IMPORTANT!

Only enter Student ID Numbers (i.e. 100999999), **NEVER the Student's Name**. The system only allows for the CWID to be entered.

Step 6

- 5 **Eligibility & Restrictions**
Limit submission recipients.
- 6 **Exam Instructions**
Create instructions.

Additional notes

Instructions ?

If you have any additional instructions for your students or for Testing Center staff, please enter them here.

When the form is complete, either "submit" -or- "submit and print".

Submit

Submit and Print

