



COE COLLEGE

LEARNING COMMONS

Testing Center Software: RegisterBlast

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Overview

Our Testing Center software **RegisterBlast** enables us to schedule exams with ease. This program offers features that greatly improve the efficiency and accuracy of our Testing Center operations, including:

- Online exam registration and scheduling
- Email notifications for students and faculty
- Secure test uploading and delivery in a faculty portal
- Detailed reporting and analytics

NOTE: In this system, students cannot sign up for an exam unless the professor has created a shell for the exam. This means that when the professor knows the date of the exam, they log into RegisterBlast and set this up (think of it as putting it on a calendar). Ideally, the exam is uploaded at this time, but if not, the exam can be uploaded after this appointment/shell is made.

Professor Portal

1. Access the RegisterBlast Professor Portal using your Coe credentials at <https://www.registerblast.com/coe/professor>.
2. Find the link and Testing Center information on [myCoe](#) > Faculty > Testing Center.

The screenshot shows the myCOE website interface. At the top is the myCOE logo. Below it is a navigation bar with links: Home, COVID-19, Brand Assets, Student, Parent, Faculty (circled in red), Employee, Managers, Finances, SPAN, and My Pages. Below the navigation bar, a breadcrumb trail reads "You are here: Faculty > Testing Center". On the left is a sidebar menu with "Faculty" expanded, showing "Main Page", "Course Schedules", "FYS Resources", "Transcripts - LC", "Testing Center" (circled in red), and "Case Management Team". Below the sidebar is a "Quick Links" section with links to "My Pages", "Academic Calendars", "Coe Bookstore", "Coe College", "Coe College Catalog", and "Coe Mail". The main content area is titled "Testing Center" and contains a "Testing Center Information" section. This section includes a link "Access the RegisterBlast Professor Portal here" (circled in red) and text stating that the Testing Center will use RegisterBlast for scheduling exams starting March 20.

3. The link is also available on <https://myapps.microsoft.com/>

The screenshot shows the Microsoft My Apps portal. The address bar displays "https://myapps.microsoft.com" (circled in red). Below the address bar is a "My Apps" header. The main content area is divided into "Employee Applications" and "On Campus Resources". Under "On Campus Resources", there is a grid of app tiles. The "RegisterBlast" tile (circled in red) is highlighted, showing the RegisterBlast logo and name. Other tiles include "Project" and "Apps" (circled in red).

Details

Rather than exam appointments being student-initiated, **faculty set up exams in the Professor Portal in advance**. Only after an exam has been set up can students register for the exam. This means that if you have multiple students using the Testing Center, **you just set up your exam once**.

1. Click the round blue circle with a white “+” sign in the middle to start adding your exams.



2. Write a title for it such as “ESL 310.01 Exam 1.” Putting the **course code first** will help Testing Center staff find your exams easier, but you can also add a **descriptive title** that will help your students know which exam they are registering for (e.g. “Exam 1”).
3. Then select the course section(s) the exam is for. You can choose multiple sections, and all courses you’re teaching this semester should be visible.

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Submission Builder

Build and configure submissions.

- Details**
Define the submission.
- File Management**
Add submission files.
- Additional Information**
Provide the details.
- Eligibility & Restrictions**
Limit submission recipients.
- Exam Instructions**
Create instructions.



Welcome to the Professor Submission Portal.
Please put your exam in the following format:

MAT 1011.233 Exam 2

Exam Name [?]

Select the exam group/s for this test [?]

Academic Exams Spring 2023 > English as a Second Language > ESL 310 01 > Kathryn Welsh

Start Date [?]  End Date [?] 

> Time Restriction

Allotted Minutes [?]

Next

- Set the **Start Date** and **End Date** you will allow testers to take this exam. The more flexible you are, the easier it will be for students to find a time that fits their schedule.

It may be that you only want students to take the exam when the rest of your class does, so you can **specify a time** as well. Keep in mind that the less flexible your testing times are, the more likely it is that students' schedules will conflict. A common accommodation is time-and-a-half, which means a 60-minute exam gets scheduled for 90 minutes. If a student has another class directly after yours, they may not be able to finish in time.

- Let us know how long your class has to take the exam in "Allotted Minutes." Do not calculate time-and-a-half; RegisterBlast will do that automatically.

File Management

6. The secure Professor Portal is also where you **upload your exam file** for us to provide to testers. Files must be under 15MB, and we can open PDFs and Word Documents.

Not done writing your exam? That's fine. When you know when your exam is, set up the exam details and **upload the file later when it's ready**.

Wrote a new version of the exam after uploading it? You can change this file as many times as you need up until the morning of testing, when Testing Center staff will print the exams for the day.

The Professor Portal is also **where scanned completed exams will be uploaded**.

The screenshot shows the 'Submission Builder' interface. On the left is a sidebar with a progress indicator showing five steps: 1. Details, 2. File Management (highlighted with a green circle), 3. Additional Information, 4. Eligibility & Restrictions, and 5. Exam Instructions. The main content area is divided into two sections. The top section, 'File Management', has the heading 'Attach digital files to the submission.' and a yellow callout box stating 'Add files to this submission. Each file must be 15MB or less'. Below this is a large grey box with the text 'Drag & Drop your files or [Browse](#)'. A blue 'Next' button is positioned below the grey box. The bottom section, 'Additional Information', has the heading 'Answer any additional questions.' and a list of items that can be used while testing, each with an unchecked checkbox: Personal Notes, Open Book, Calculator, Dictionary, Scratch Paper, Laptop, and Other. Below the list is a note: 'NOTE: Blue books will NOT be scanned. They must be dropped off and picked up. Completed exams that must be scanned may take up to 24 business hours to be returned.' At the bottom, there is a question 'How would you like completed exams returned?' with two radio button options: 'Pick up at the Testing Center (M-F 9 a.m. - 4 p.m.)' (which is selected) and 'Scan and upload to RegisterBlast'.

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Submission Builder

Build and configure submissions.

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

File Management

Attach digital files to the submission.

Add files to this submission. Each file must be 15MB or less

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

Next

Additional Information

Answer any additional questions.

Items that can be used while testing (check all that apply)

- ☐ Personal Notes
- ☐ Open Book
- ☐ Calculator
- ☐ Dictionary
- ☐ Scratch Paper
- ☐ Laptop
- ☐ Other

NOTE: Blue books will NOT be scanned. They must be dropped off and picked up. Completed exams that must be scanned may take up to 24 business hours to be returned.

How would you like completed exams returned?

☒ Pick up at the Testing Center (M-F 9 a.m. - 4 p.m.)

☐ Scan and upload to RegisterBlast

Additional Information

7. Specify **additional items students can use** while testing. Please be specific if you have restrictions, such as only allowing basic calculators. Proctors will check this list before students enter the Testing Center and start their exams.
8. Let us know how you would like to receive completed exams. You can pick them up at the Testing Center Monday through Friday between 9 a.m. and 4 p.m. or have them scanned and uploaded to the Professor Portal.

Eligibility and Restrictions

9. You can select specific students who are able to register for the exam, such as in the case of a makeup exam or if you have written an exam specifically for one student.

The screenshot displays the 'Submission Builder' interface, which is used to build and configure submissions. The interface is divided into two main sections: a left sidebar and a main content area.

Submission Builder
Build and configure submissions.

The left sidebar contains a vertical list of steps:

- 1 **Details**
Define the submission.
- 2 **File Management**
Add submission files.
- 3 **Additional Information**
Provide the details.
- 4 **Eligibility & Restrictions**
Limit submission recipients. (This step is currently selected and highlighted with a green circle.)
- 5 **Exam Instructions**
Create instructions.

The main content area is titled **Eligibility and Restrictions** and includes the following text:

Limit Eligible Takers

If this exam is intended for specific people, begin typing the student's Email. Then, select the proper search result. The maximum number of restrictions for this exam is 6.

Below this text is a section labeled **Restrictions** with a search bar and a list of student email addresses. The search bar is labeled 'Search for student'. The list of email addresses is as follows:

- A [redacted] (@ [redacted] @coe.edu)
- A [redacted] (@ [redacted] @coe.edu)
- V [redacted] (@ [redacted] @coe.edu)
- ([redacted] @COE.EDU)
- K [redacted] (@ [redacted] @coe.edu)
- [redacted] (@ [redacted] @coe.edu)
- S [redacted] (@ [redacted] @coe.edu)

At the bottom of the main content area, there is a section labeled **Exam Instructions**.

Give any additional information in "Exam Instructions."

Once you submit your exam parameters and it gets approved by Testing Center staff, it is "live" for students to see and register for.

Since students can't make appointments for exams that don't exist in the system, the sooner you're able to set them up, the better. Please communicate with students who require use of the Testing Center so that they can register when the exams are set up in RegisterBlast.

Who can use the Testing Center?

Students with Accommodations

How do you know if you have students who use the Testing Center? At the start of the semester, the Office of Accessibility Services sends letters about **students with accommodations** in your classes, including those who are able to use the Testing Center.

Absent due to Coe-sponsored events

In addition to students with registered accommodations, the Testing Center is for students who miss an exam during class time due to a **Coe-sponsored event** (e.g. athletics, theater). You should receive lists of student names for Coe-sponsored events and be able to plan ahead.

Makeup Exams with Professors' Discretion

The Testing Center allows students to sit for makeup exams, at the professors' discretion. As exams in our scheduling system are professor-initiated, you have control over when makeup exams are available to your students and can even specify which students are able to register for the exam (see "[Eligibility and Restrictions](#)"). It will be up to you to set up the exam and tell your students to register for it, should you want to use the Testing Center for makeup testing.

We are glad to be able to provide this service to support Coe students' progress and retention, but we would also like to remind the Coe community that the Testing Center was created to meet the needs of students with documented disabilities. We hope allowing makeup exams doesn't interfere with that purpose. **Faculty are encouraged to continue hosting makeup exams during office hours when possible and use discretion when determining who is eligible for makeup exams.**

A Note on Final Exams

For final exam week, which is the busiest time of the semester for the Testing Center, we **will not host “makeup” exams for students leaving early**. Since many testers receive additional time as an accommodation, they often test for 3-4 hours for each final exam. With **only 11 seats available** in the Testing Center, we simply cannot handle more testers then. We appreciate your understanding in this matter.

Any questions about use of the Testing Center can be directed to staff at testingcenter@coe.edu.

Questions about RegisterBlast can be directed to Angie Parenteau, Testing Center Coordinator at aparenteau@coe.edu.