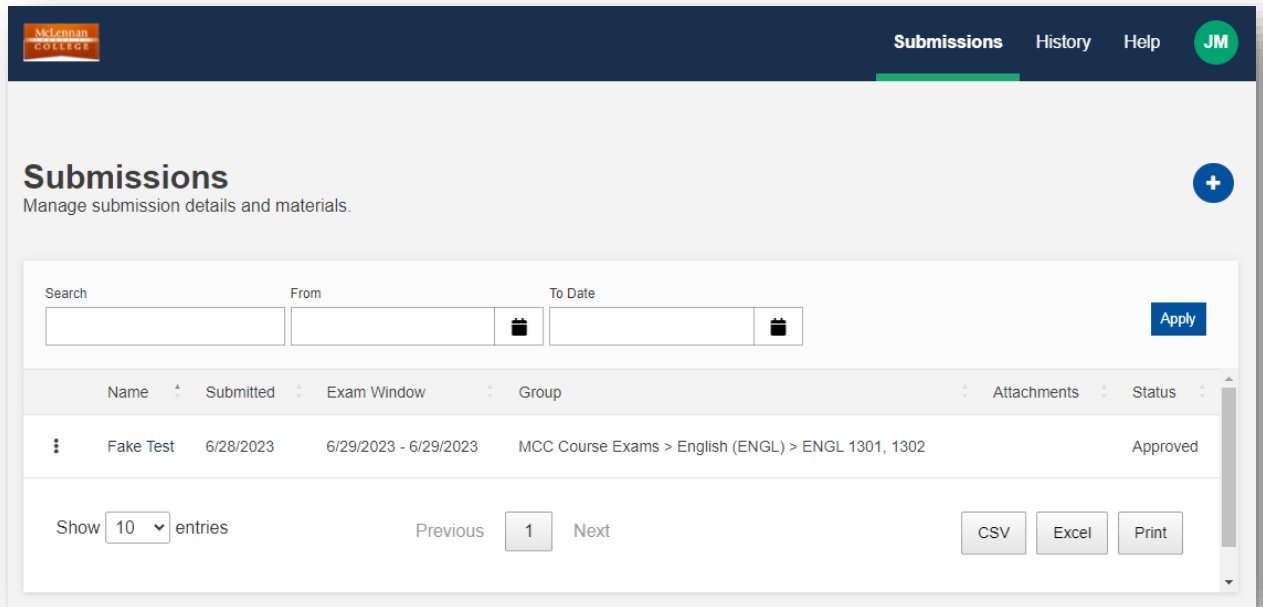


How to Create Exam Submission

1. Log in to RegisterBlast's Professor Portal using your MCC credentials. Once logged in, you will see the following screen:



The screenshot shows the 'Submissions' page in the RegisterBlast Professor Portal. The page has a dark blue header with the McLennan College logo on the left and navigation links for 'Submissions', 'History', 'Help', and a user profile 'JM' on the right. Below the header, the 'Submissions' section is titled 'Manage submission details and materials.' and includes a blue circular '+' icon. A search bar with fields for 'Search', 'From', and 'To Date' (each with a calendar icon) and an 'Apply' button is present. Below the search bar is a table with columns: Name, Submitted, Exam Window, Group, Attachments, and Status. The table contains one entry: 'Fake Test' submitted on '6/28/2023' during the '6/29/2023 - 6/29/2023' exam window, for the group 'MCC Course Exams > English (ENGL) > ENGL 1301, 1302', with a status of 'Approved'. At the bottom, there is a 'Show 10 entries' dropdown, 'Previous' and 'Next' pagination links, and buttons for 'CSV', 'Excel', and 'Print'.

2. To create a new submission, click the  icon.
3. The Submission Builder form will request all of the information Testing Services staff needs in order to efficiently proctor your exam. Please read the instructions carefully and answer all questions.

IMPORTANT INFORMATION REGARDING SUBMISSIONS:

- I. For **Time Restriction/Allotted Minutes**, ALWAYS enter the standard time. DO NOT calculate extended time for students. RegisterBlast will automatically calculate the appropriate time based off the students' approved accommodations. For example, if you enter 60 minutes for Allotted Minutes, when a student with time and a half as an approved accommodation registers, RegisterBlast will allow that particular student 90 minutes for their exam.

- II. Exam Files do not need to be uploaded at the time of submission. However, these files must be uploaded at least 24 hours (one full business day) prior to the exam date/time.
- III. The **Eligibility and Restrictions** section lets you restrict who can register for this particular exam. You will enter the 7-digit MCC ID for each student who will need to register to take this exam in Testing Services. As you type the 7-digit ID, you will see the number appear, highlighted in blue, at the bottom of the box (see picture below). You must click on the blue highlighted number to add this number to the Restrictions box.

Eligibility and Restrictions

Limit Eligible Takers

If this exam is intended for specific people, begin typing the student's MCC Student ID Number . Then, select the proper search result. The maximum number of restrictions for this exam is 10. You must enter at least 1.

Restrictions ?

0123456

0123456

Next

NOTE: This does not register the student. Once your submission has been approved, the student will need to log into RegisterBlast and register themselves.

- 4. Please do not enter student names or additional information about accommodations anywhere within the submission. Testing Services has access to this information with the MCC Student ID.
- 5. Once you enter all of the exam information, click **SUBMIT** at the bottom of the screen. RegisterBlast will let you know if you missed a required section. Please allow up to 24 hours (one full business day) for your submission to be reviewed and processed by Testing Services staff. Once approved, you will receive an email notification. At that time, your student(s) can register for their exam(s). Students can register by going to <https://www.mclennan.edu/testing-center/Schedule.html>.
- 6. Testing Services has a limited number of computers, private rooms, and testing space. We do have days where we reach FULL capacity. For this reason, we ask that you submit exam requests

as early as possible (preferably the beginning of each semester), to ensure we can make space for your student(s) on the particular date and time of your exam.

7. *IMPORTANT: Testing Services requires that all exam requests be submitted at least 48 hours (two full business days) prior to the exam date/time. This allows staff sufficient time to process the request, allows the student time to register for the exam, and allows staff time to prepare materials and equipment for that particular exam.*
8. Submissions can be edited after they are submitted to add or change uploads (exam documents), restrictions (additional students), passwords, resources allowed, and some other fields. Exam dates and allotted minutes cannot be changed. If you need to make changes to these fields, email testingservices@mclennan.edu. IMPORTANT: Paper exams are printed well in advance. If you change a previously uploaded document, please let Testing Services know so the new document can be printed and the old document can be destroyed.