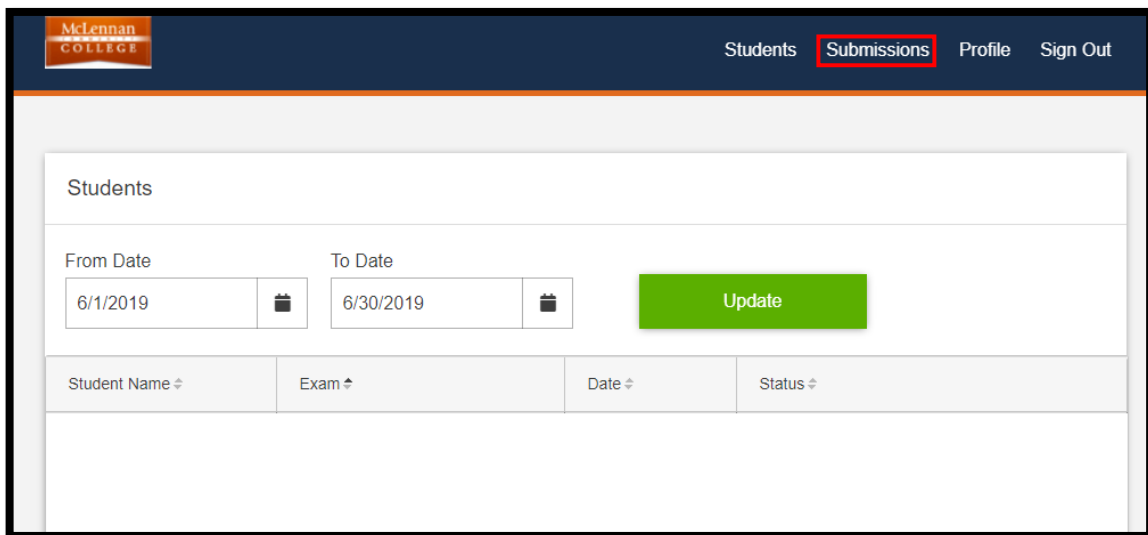


READ THROUGH THIS ENTIRE DOCUMENT

1. Log in to the RegisterBlast Professor Portal using the password and email you set up during enrollment, <https://www2.registerblast.com/mclennan/Professor>.

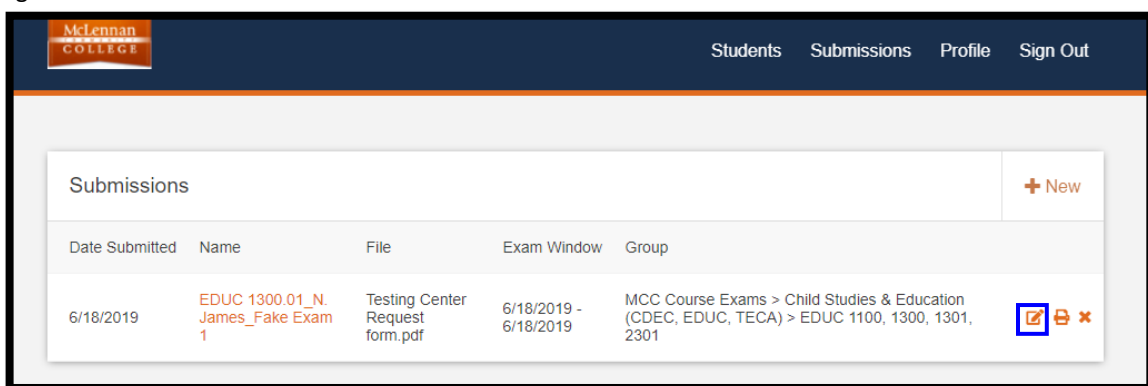
Once logged in, you will see the following, as shown in Figure A. Click **Submission** at the top of the page.

Figure A



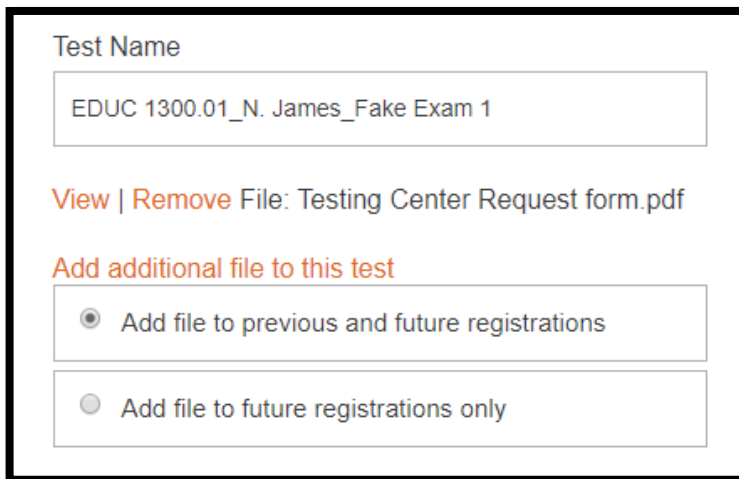
2. Find the desired exam in the list and select **Edit**, as shown in Figure B; this will re-open the submission form for editing.

Figure B



3. From the edit page, you will be able to
 - Download and view previous files attached to the submission (click **View**). – See Figure C
 - Replace the old exam (or any uploaded files) with new/modified copies. Click **Remove**, this deletes the documents and returns you to the faculty page. You can then **Edit** the submission once more and **Add additional files** to the submission. – See Figure C
 - **Add additional files** to the submission needed to proctor your exam. – See Figure C
 - Modify any of the other fields that indicate how the exam should be administered, what resources may be used by students, what materials students will need for the exam, etc.

Figure C



The screenshot shows a form for editing an exam. At the top, there is a text input field labeled "Test Name" containing the text "EDUC 1300.01_N. James_Fake Exam 1". Below this, there is a link "View | Remove" followed by the text "File: Testing Center Request form.pdf". Underneath, there is a heading "Add additional file to this test" and two radio button options: "Add file to previous and future registrations" (which is selected) and "Add file to future registrations only".

4. After making your desired changes, you must hit the **Submit** button at the bottom of the page to save your changes. *You will **NOT** be able to change the exam group, dates of the exam, allotted minutes, or add additional students to a restricted exam.*

NOTE: Deleting an exam in the Professor Portal does not delete the exam or any student registrations on the Admin Portal. If you need to remove or cancel an already approved exam submission, please email the Testing Center with your cancelation request.

Please click on the following link to see a video on how to edit a submission: [Edit a Submission](#).

How do I extend the deadline for a previously submitted exam? Send an email to testingcenter@mclennan.edu with the exam name and new deadline dates, and we will update your exam submission.

I chose the wrong Allotted Minutes for the Exam. How do I fix it? Send an email to testingcenter@mclennan.edu with the exam name and new exam duration. **Note:** *Since scheduling issues may occur if the exam duration changes after appointments have been made, faculty cannot edit the allotted minutes after submissions. This requires Testing Center staff to run a report of students who have registered for your exam prior to the change and to make manual adjustments.*

How do I know that you received the exam and that everything worked properly? RegisterBlast immediately processes exam submissions to the Admin Portal for approval. From your Professor Portal, click on **Submissions** at the top of the page – this contains a list of all your submitted tests. Find the desired exam and select **Edit**; this will open the submission form. The second item will be the uploaded file name, which you can

download by clicking **View**. If you can download and view your uploaded file, then we have received your exam submission.

How will I know if a student has taken the exam or scheduled an appointment? From your Professor Portal, select **Students**, near the top of the page. Choose your Test Date range using the calendar feature and then click **Update**. The names of all students registered to take your exam(s) within the chosen dates will be displayed. The **Date** field will show you when the student is scheduled to take your exam(s). The **Status** field will indicate if the student was a no show or the date the student took the exam with their exam start and stop times.

Can I be notified of when students register for my exam? Yes, you can set up to receive Notifications in Profile of your Professor Portal. From your Professor Portal, select **Profile**, near the top of the page. Choose how often you will receive email notifications by selecting Never, Only on Exam Days, Every Weekday, Every Day, Weekly, or Monthly under **Notification Type** and select **Update Profile**.

If I have problems with the system, who do I call to help me fix/troubleshoot the issue? If you are having trouble with the instructions or steps, please contact the Testing Center (testingcenter@mclennan.edu or 254-299-8453). If you are experiencing technical issues with the website, RegisterBlast also offers technical support. Please contact them by emailing support@registerblast.com. Response time is usually 1-2 hours during business hours.

How do I get to the website? The RegisterBlast Professor Portal website is www.registerblast.com/mclennan/Professor. If you have not enrolled for a Professor account, please do so first at www.registerblast.com/mclennan/Professor/enroll.

How do I know that the exam submission is secure? Is there a way I can ensure students will not access it prior to taking the exam? RegisterBlast takes exam security and privacy very seriously. All submissions are stored on a private server, and only McLennan Community College Testing Center staff will have access to that information. Other professors or students cannot view your exams, exam materials, or submission information. RegisterBlast is also a member of the National College Testing Association and is used by many other prominent junior colleges and universities.

Who takes care of old exams? Do I need to delete them, or will staff do it for me? Professors can delete their submissions and delete/update old exams at their leisure. **Reminder:** Deleting an exam in the Professor Portal does not delete the exam or any student registrations on the Admin Portal. If you need to remove or cancel an already approved exam submission, please email the Testing Center with your cancelation request.

Is there a maximum limit on the number of exams I can submit or files I can attach to my exam submissions? To our knowledge, there is no limit to the number of exams faculty can submit or the number of files that can be attached to each exam submission. If one exists, RegisterBlast has not yet encountered this issue with previous or current users.

I have large files to upload for my exam. Is there an upload size limit? To our knowledge, there is no limit to the upload size. If one exists, RegisterBlast has not yet encountered this issue with previous or current users.

Why can't I just email the Testing Center my exam? Due to the large number of emails the Testing Center receives, we want to ensure students receive timely and accurate service. By submitting the exam to RegisterBlast, we ensure that students can schedule sooner and faster. Moreover, any changes you make to the submission, including the proctoring instructions, eligible students, or even the exam document itself take immediate effect. Students and faculty benefit from this automated platform, especially during midterms and finals.