

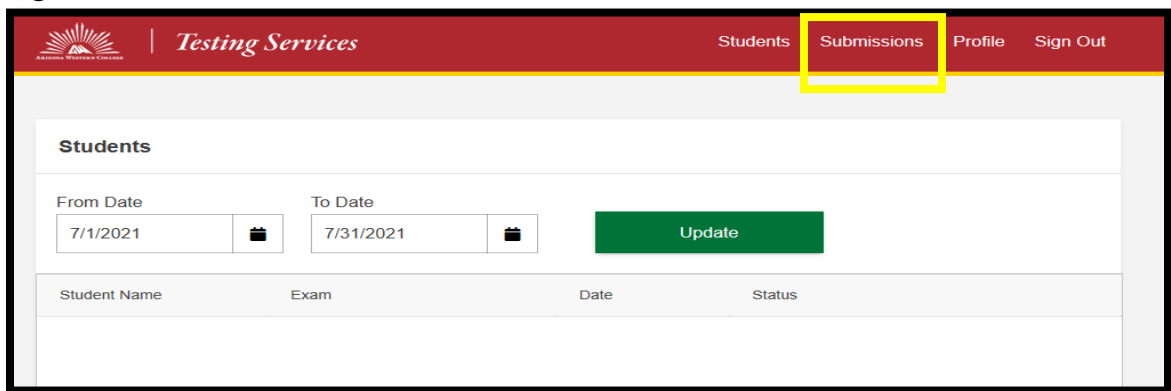


How to Change or Modify a Submission and Frequently Asked Questions

READ THROUGH THIS ENTIRE DOCUMENT

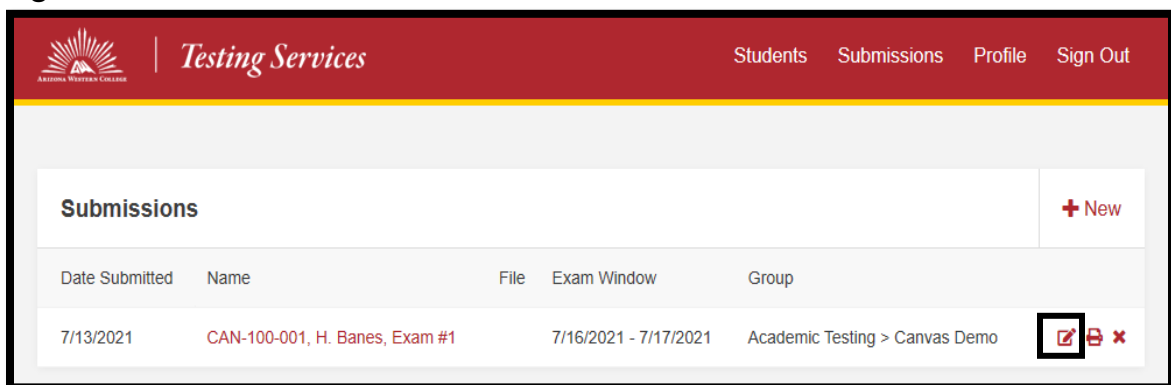
1. Log into Canvas to do an Exam Submission. Once logged in, you will see the following, as shown in Figure A. Click on **Submissions** at the top of the page.

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**).
 - 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.
 - **Add Additional Files** to the submission needed to proctor your exam.
 - Modify any of the other fields that indicated how the exam should be administered, what resources may be used by students, what material students will need for the exam, etc.

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, and allotted minutes.

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, email the Testing Center at testing@azwestern.edu with your cancelation request.

Click on the following link to see a video on how to [Edit a Submission](#).

How do I extend the deadline for a previously submitted exam?

Send an email to testing@azwestern.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?

Click on **Submissions** at the top of the page, you will then see a list of all of your submitted exams. You will also find the desired exam and select **Edit**. Once edit is selected it 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 you have received your exam submission.

How will I know if a student has taken the exam or scheduled an appointment?

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**. To do this, 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 a problem with the system, who do I call to help me fix/troubleshoot the issue?

If you are having trouble with the instructions or steps, contact the Testing Center at testing@azwestern.edu or call 928-344-7641. If you are experiencing technical issues with the website, RegisterBlast (located in Tennessee) also offers technical support. RegisterBlast can be reached by emailing support@registerblast.com. Response time is usually 1-2 hours during business hours.

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 selected 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 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, email the Testing Center at testing@azwestern.edu 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?

As of now, 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?

As of now, 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 Test 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 the 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 mid-terms and finals.