



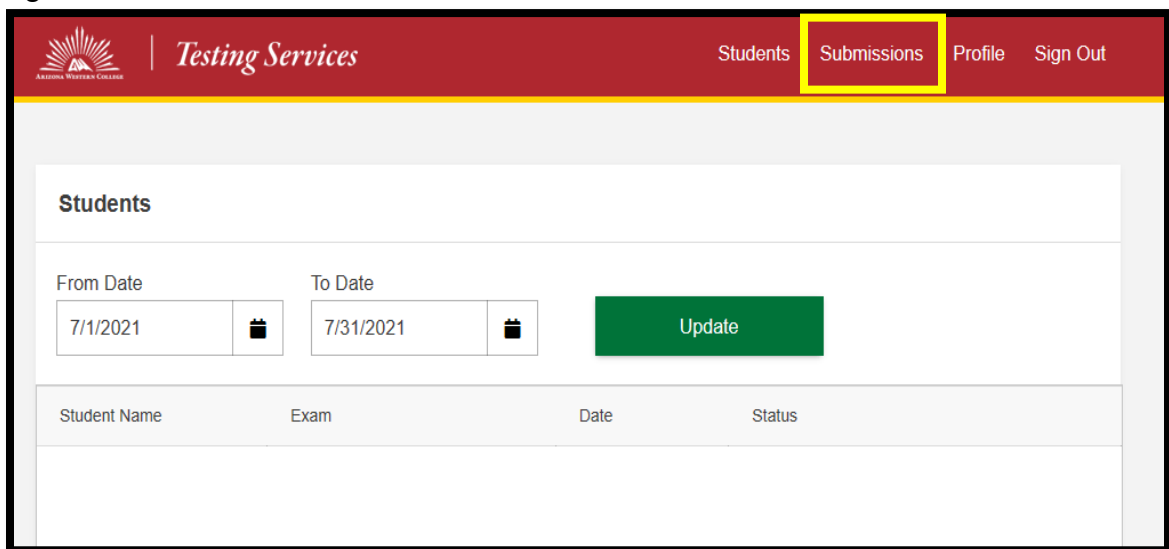
How Professors Submit an Exam Request through RegisterBlast

READ THROUGH THIS ENTIRE DOCUMENT

Exam Submission can take 24 hours for the Testing Center to process and are done during normal hours of operation which are Monday – Thursday, 8:00 am – 6:00 pm.

1. Log into Canvas. See figure A.

Figure A

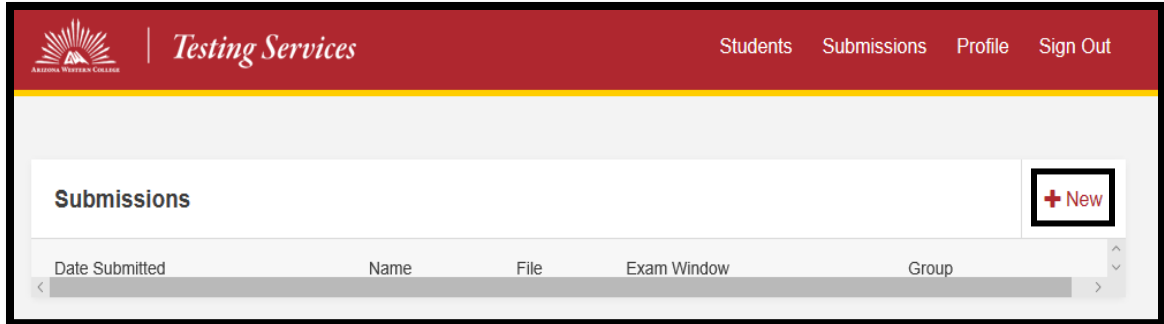


The following four links (Students, Submissions, Profile, Sign Out) are at the top right corner of the page:

- **Students:** This link helps you keep track of all students who have registered for or taken your exam over a period of time (anywhere from a day to a year).
- **Submissions:** This link is where you go to add, edit, or view your exam submissions.
- **Profile:** This link allows you to edit your information (name & email), reset your password, and set your preferred notification type.
- **Sign Out:** It's always a good idea to sign out of your RB Professor Portal when it's not in use.

2. Click on **Submissions** link at the top of the page.
3. To add a new submission, click the **+New** located to the right of the page. See Figure B.

Figure B



4. Answer all questions
 - **Exam Name** (Required) – This is the actual exam name students will see when they register for their exam.
Name the exam using the following format: Subject, Course#, Section#, First Name Initial, Full Last Name, Exam Name.
Examples:
BIO-181-701, J. Doe, Exam #1
MAT-151-702, J. Doe, Mid-Term
MUS-120-703, J. Doe, Final Exam
You must create one exam submission for each exam within your course.
Do not create one exam submission for all exams in your course.
 - **Exam Files** (Optional) – Click **Choose File** to find the file(s) on your system you want to upload. If you have a paper exam, you can attach it here for the Testing Center to download.
You can also attach supplemental files concerning the specific exam (e.g., class roster, exam instructions, formula sheet, etc.) by using the **Add and Additional File** link.
 - **Exam Group, Test Dates, & Allotted Minutes** (All Required)
 - Assign to Exam Group:** Choose the exam group to which exam should belong. The Testing Center has preloaded your choices as part of your account activation process. ***If you do not see the correct exam group, contact the Testing Center immediately.***
 - Test Open Date:** Choose when the exam starts.
 - Test Close Date:** Choose when the exam ends.
 - Allotted Minutes for Exam:** How long the exam is in minutes.
NOT HOURS
Do not include time calculations for time & a half or double time.
****The Testing Center is not able to accommodate exams with unlimited time limits: we do not have the space. You must accommodate those needs through your department. ****

Note: Professors cannot edit fields under this section (exam group, test dates, allotted minutes) **after being submitted**. Only the Testing Center can edit the exam group, start & close date, and allotted minutes. Email the Testing Center at testing@azwestern.edu with your **change request(s)** for your exam group, test dates, or allotted minutes.

- **Required Proctoring Information** – These questions the Testing Center needs to know to proctor your exam. Read and answer **ALL** questions. The more information you provide, the better.
 - **Student Restrictions** – Each entered restriction only allows for one registration. The system will not allow a student who has already registered for the exam to register for a second time on a different date or time. Instead, the student must reschedule their originally scheduled appointment. The student must follow the 24 hours prior to exam day rule in order to reschedule.
 - **Additional Instruction** – Input any other details or instructions needed to the proctor for your exam in the additional instruction's textbox.
5. Click **Submit** or **Submit & Print**. The Testing Center will review your request and activate the exam to make it available for online registrations. To view the video to see how to "Create a Submission" click on [Professor Log in and Create a Submission](#) link.

Additional Information

1. Click on **Submissions** to see what you have already submitted to the Testing Center. See Figure C.

From this page:

- You can **Edit** your exam submission (except for exam groups, dates, and allotted minutes.) Changes will be automatically emailed to the Testing Center.
- **Delete** an exam submission. **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 with your cancelation request.**
- **Print** an exam submission.

Figure C

2. **Students** – This link helps you keep track of all students who have registered for or taken your exam over a period of time. Choose a **beginning date, ending date**, and click **Update**.
- You will be able to view which students have registered for your exams, their scheduled appointment time, and their exam start and stop times or if they were a no show.
 - **Export** and **Print** options are available at the bottom of the student box. See Figure D.

Figure D