

Faculty Guide for RegisterBlast --How to Enroll & Test Submissions

Use **ENROLL** section to enroll for the first time in RegisterBlast.

Use **TEST SUBMISSIONS** section after you have enrolled to submit your test information online.

TO ENROLL

Start here: <https://www.registerblast.com/nscc/Professor/enroll>

You will see these fields:

In order to be able to electronically submit your tests to the testing center, please enroll below. The testing director will be notified and can follow up if necessary with additional instructions.

First Name

Last Name

Email

Password

Confirm Password

ENROLL

* Password must contain at least 8 characters, including at least 1 number, 1 upper case letter and 1 lower case letter

Fill in First Name, Last Name, your NSCC email and a password you create (you may be able to use your existing NSCC password if it meets the character requirements listed under “ENROLL” on the screen).

Click “ENROLL” and you will be taken to the login page. If you are ready to enter your test information follow the directions in the following EXAM SUBMISSION section.

Note: This is not an NSCC system. Your password does not change like your NSCC login password.

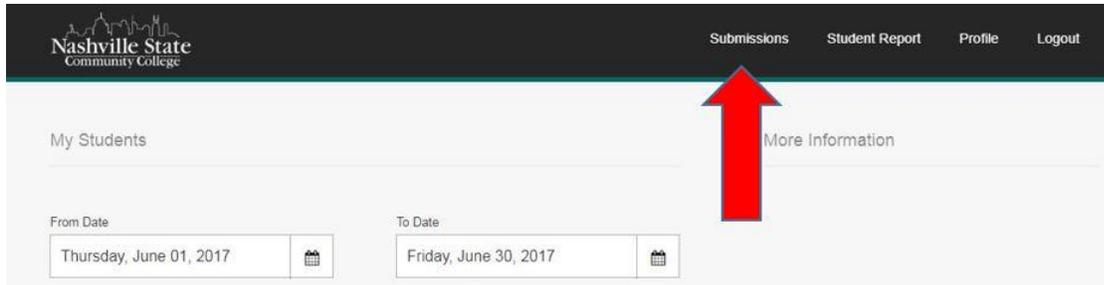
TEST SUBMISSIONS

Start here: <https://www.registerblast.com/nscc/Professor>

Note: It may be worth it to bookmark this page or create a shortcut for your desktop!

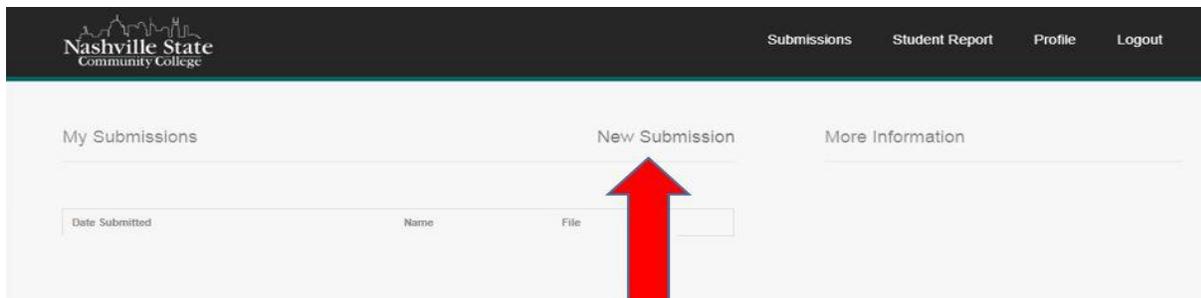
Enter your email and password.

Click "SIGN IN" and this page will load:



Click "Submissions" in the black bar at the top of the page.

Another new page will load:



Click "New Submission" (under the black bar at the top); this will take you to a new page where you will enter your test information.

The directions below will take you through the fields you will need to complete to submit for an online course:

1. Test Information

****Test Name**

Please include your course name here—i. e. “BUSN 2300 Test 1 - 3,” “ENGL 1020 Midterm,” “BIOL 1215 Unit 4 Exam,” etc. This makes it easier to sort incoming information, and will make it easier for you to sort your submissions.

NOTE: If some of the tests for your online course have the same guidelines and protocols, you don’t need to create a separate submission for each one—just enter a name that includes the tests covered by the guidelines you are submitting—e.g. “Tests 1-3,” or “midterm and final.” If some of your tests have different rules, just create a new submission for those tests and call it “Midterm,” “Final,” etc. See the complete instructions for a more detailed description of how this can work.

****“Choose File” button**

This is where you should upload any handouts you would like your class to have while testing. You can add directions related to those handouts in the additional instructions below.

If needed, you can upload multiple files by clicking “Add additional file to this test.” (This will create a separate submission for each attached document. We are aware of this and are working with the developer to fix it.)

Please name files in a way that reflects the content and the purpose. For example, a MATH 1130 handout might be “Math1130HandoutAllTests.pdf.”

****Files to be printed by the Testing Center will be limited to 10 pages. For any file over 10 pages, a hard copy must be dropped off at the Testing Center.**

****If this is the first time you have used a handout, please provide hard copies of the handout to the Testing Center at the beginning of the Semester.**

****Paper Tests for Web Online Classes will still require copies to be dropped off at the Testing Center at the beginning of the semester.**

2. Needed Information

IMPORTANT: Required fields are marked with a red asterisk. If you don't complete all required fields, your submission will not save and you will have to start over!

****This submission is:**

"1. NSCC Web Online--Exam guidelines for an online course"

This option is the same as the "Web Online" form. It is used for online, hybrid, and video courses only. It's a submission that applies to your entire online class and includes information like closing date, allowed test aids, lockdown browser requirement, and password.

Remember, you may not need to create a new submission for each exam! Remember, if some of the tests for your online course have the same guidelines and protocols, you don't need to create a separate submission for each one. Just include the range of tests the submission covers in the "Test Name" field (see above), and include all closing dates and times in "Closing date time for test" below.

ATTENTION LEAD INSTRUCTORS: You can do single submissions for multiple sections of a course. Just note the sections (ex: W01, W02) you are submitting for in "Course Number," specify the closing dates/times for exams in each section under "Closing date/time for tests/s," and list the contact info for each section's instructor under "Contact information." (If you use this option, please make the other instructors aware that any changes they make to passwords, etc. need to be communicated to the Testing Center.)

****Course Number:** Enter the prefix, number, and section —e.g., MATH 1130-N80, ENGL 1020-W02

****Course Name:** Enter the name of the course—e.g., College Algebra, English Comp 2

****Test passwords**

Make sure spacing, upper/lowercase characters, etc. are keyed in here exactly like they will be keyed in for the test. Please specify which password is for which test if you are submitting for multiple tests. Some examples of good passwords are Fall2017, GoPreds!, or My test rocks. This is at your discretion, but please remember we enter this for every student.

****Closing date/times for test**

IMPORTANT: A closing date (cutoff date) is the absolute last day that a student can take their exam in the Testing Center. **This date must be approved by the Testing Center prior to creating this submission.** This is a large text field so that faculty who are using a single submission for multiple tests in an online course can enter several test dates. This date should match the cutoff you have set for the test itself in D2L, Pearson, etc. Please check Testing Center hours before you set the closing times in D2L, Pearson, etc. for your online tests! It creates a lot of student frustration when they see that they were given until midnight to complete the test, but the Testing Center closes at 7:30.

NOTE: A test can't end on/during:

- -a Saturday or Sunday
- -Fall Break or Spring Break
- -an NSCC holiday (no classes)
- -the day before a holiday
- -any day that the college is closed
- -a day with an already full roster of online tests ending.

**** Test duration**

Enter the time students have to take the exam/s in minutes—"120" for two hours, etc. If you want the time limit enforced, make sure to enable it in your testing system. The Testing Center staff cannot keep track of every individual student's time limit. Time limits are the responsibility of the student. The Testing Center staff tries to monitor the time when possible, however due to the volume of different tests, only the time in and out are recorded for each student.

****Test domain and **If D2L, do you require...**

Select the web environment where your test is actually taken. Tests you build in the course page will be in D2L; however, some courses use Cengage, Pearson, or McGraw Hill for tests.

If you are using D2L and you are using the Repondus Lockdown Browser (recommended), let us know in that field. A lockdown browser will work for many classes. If your tests are in D2L and don't require special characters or formulae (like you might see on a math or chemistry test), using the lockdown browser is an EXCELLENT way to prevent students from attempting to access outside websites while testing.

If this is a paper exam, select "paper test" for both fields (and make sure to upload the exam using "Choose File" above). You will be required to provide copies to the Testing Center.

****Test Aids: scratch paper**

NOTE: If you allow scratch paper, we will provide it. Students don't need to bring any.

****Test aids: Textbook(s)**

If you allow textbooks (or any other books), please specify the books allowed by title—sometimes, students think they can bring EVERY book for a class when only one is allowed. Also specify the format—does it need to be the actual textbook? Are photocopied chapters OK? Is

there a reserve copy available in the library for exam days? The Testing Center does not allow Electronic books.

****Test aids: notes**

If notes are allowed, please be as particular as possible about page number, size, front/back, etc. Without these guidelines, someone WILL bring a 75' scroll of paper with the entire textbook copied on it and argue that it's technically "only one page."

Some common note formats include:

- "1 4x6 note card front/back"
- "1 8.5x11" sheet front/back"
- "unlimited/open" notes (Testing Center will not collect these after the test)

****Test aids: dictionary/thesaurus/other reference materials**

As above with textbooks, please be as specific as possible if you have limits on titles, formats, or number of books that can be used.

****Test aids: instructor-provided handout**

If you want students to have a handout with the test, upload the document using the "Choose File/Add additional file" functions in section 1, "Test Information." Our default procedure will be to collect the handouts when students complete the test and reuse them. Students will not be allowed to leave with the handouts. If you would like us to do something else, use the space provided back in section 3 to add special directions. If you have more than one handout, click "Add additional file to this test" and upload again. **NOTE: The uploaded documents are for reference and to have a backup in case we run out of copies. Each instructor/department needs to provide physical copies of handouts to the Testing Center.**

3. Additional Instructions

If there is anything we need to know about the test that has not been covered in section 2, please give additional information here. It may be helpful to look over the Testing Center Guidelines beforehand to see what we have already taken into account. For example, cell phones are not allowed in the lab, so there's no need to specify your phone policy in section 3.