

# Submitting Exam Instructions to RegisterBlast

\*\*All exam instructions must be submitted 72 hours prior to the testing date.  
Students will only be able to register once a submission has been verified.

1. Login to RegisterBlast: [www.registerblast.com/tntech/professor/login](http://www.registerblast.com/tntech/professor/login)
2. Click “Submissions” in the top right corner.

The screenshot shows the 'Students' page in RegisterBlast. The top navigation bar includes 'Students', 'Submissions' (circled in red), 'Profile', and 'Sign Out'. Below the navigation bar, there are date selection fields for 'From Date' (9/1/2019) and 'To Date' (9/30/2019), an 'Update' button, and a table header with columns: Student Name, Exam, Date, and Status.

3. Click on “+ New” near the top right.

The screenshot shows the 'Submissions' page in RegisterBlast. The top navigation bar includes 'Students', 'Submissions', 'Profile', and 'Sign Out'. Below the navigation bar, there is a table with columns: Date Submitted, Name, File, Exam Window, and Group. A row is visible with the following data: 9/16/2019, Exam 1, 9/17/2019 - 10/25/2019, TNTECH Course Exams, and action icons. The '+ New' button in the top right corner is circled in red.

4. Complete the New Submission form.

1

## Test Name

Please submit exams at least 72 hours before the date to be scheduled.

You must name your exam clearly so that students are able to recognize it from a drop down menu. Your name will also be attached to the exam name once it is submitted and students look for it.

**Example: If you enter MATH1130-Test 2, students will see MATH1130-Test 2 - A. Smith**

If a student requires an increased font size as a part of an accommodation, please submit your exam using the correct font size for the student to receive their accommodation.

TLC staff will not alter submitted exams in any way.

MATH 1130-Test 1

You must name your exam clearly so that students are able to recognize it from a dropdown menu. Your name will also be attached to the exam name once it is submitted and students look for it.

Example: If you enter *MATH1130-Test 2*, students will see *MATH1130-Test 2 - A. Smith*

5. Please note that the Test File section allows you to upload paper/pencil exams, any special instructions, a list of students taking the exam, etc. This step is optional.

2

### Test File

Choose File No file chosen

[Add an additional file](#)

6. Click on the appropriate box for your exam group, select the date(s) the exam will be available to students, and provide the exam duration in minutes. Please note that professors can choose what day(s) students test, but not a specific time.

3

### Choose Date and Time

Additional time for students with accommodations will be automatically calculated. Please only list the standard time limit.

Please note that professors can choose what day students test, but not a specific time. Please leave time at 12:00AM for all-day.

Select the exam group/s for this test

Course Exams - TNTECH > Course Exams - Computer-Based

Test open date (leave time @ 12:00AM for all-day)

Monday, October 21, 2019 12:00 AM



Test close date (leave time @ 12:00AM for all-day)

Tuesday, October 22, 2019 12:00 AM



Allotted Minutes for Exam

60

Please contact [TLC@tntech.edu](mailto:TLC@tntech.edu) if the above section does not appear on your screen.

7. Provide the remaining details.

- Select pencil/paper or computer-based.

**4** **Needed Information**

Please fill out below

Type of Test \*

Computer-based

Paper/Pencil

- Provide the exam password if applicable. This is optional and is only possible with computer-based exams.

Exam Password (if applicable)

Exam Password (if applicable)

- Provide detailed instructions on how students will access a computer-based exam. Is it on iLearn? MyMathLab? Please include a link/URL.

If exam is computer based, please provide detailed instructions on how students will access the exam. ?

If exam is computer based, please provide detailed instructi

- If the exam is pencil/paper-based, please specify who will be picking up the exam; the TLC does not deliver completed exams. Please specify when the exam is to be picked up as well.

If exam is pencil/paper-based, who will be picking up the exam? (Please specify when exam is to be picked up.)

If exam is pencil/paper-based, who will be picking up the ex

- List all materials allowed for the exam. What type and model of calculator? Notecard (size, front and back)? Sheets of notes or binders? Which textbook (title, author, edition)?

Please provide a detailed list of materials allowed for this exam. (Example: Calculator (Brand/model: TI-84), If open book, what book is allowed? (Title, author, edition), If open note, which notes are allowed? (Quantity, size, description? Handwritten/typed? Supplied by you?)

- Specify which students will be taking the exam. If an entire class/section will be taking this exam, you can upload your roster list in the “Test File” section and type *Uploaded above* in this field.

List of students taking this exam \*

List of students taking this exam

8. Provide any additional details not mentioned in the prior sections we may need to know.

### 5 Additional Details

If needed we will contact you via email for more information about exam details.

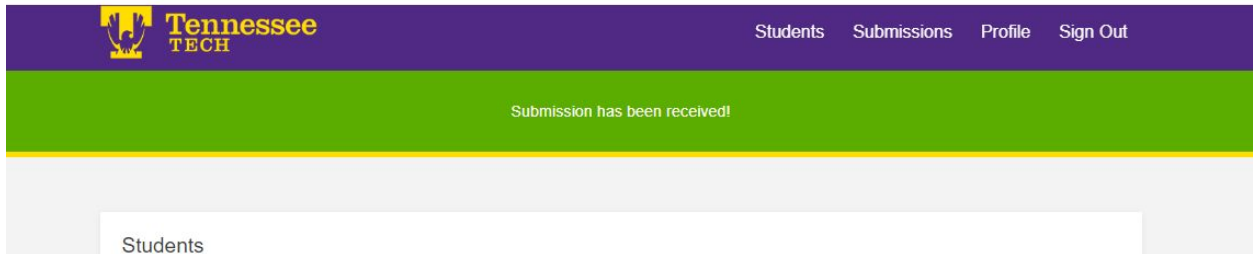
Additional Instructions

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9. Then click submit at the bottom of the screen.



10. Once you have successfully submitted the exam instructions, you will see a confirmation green bar at the top of the page.



11. To see which students have taken your exam, click on “Students” at the top of the page.