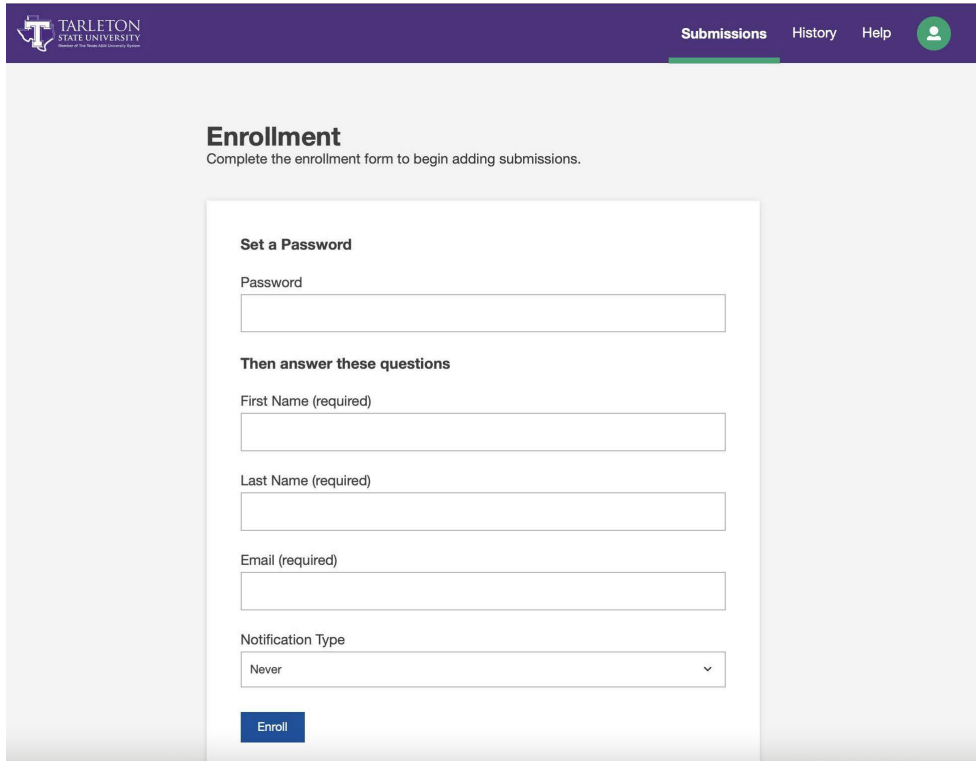# First-time Enrollment

This process is for Instructors who have never utilized RegisterBlast. If you have a username and password for RegisterBlast please see "How to Create a Submission" below.

How to Enroll as an Instructor in RegisterBlast

1. Visit the instructor enrollment link.
2. Complete the Instructor Enrollment form (Please use your Tarleton email address).
3. Click Enroll.
4. Once you have completed your enrollment please email testing@tarleton.edu or FWTesting@tarleton.edu, with the name of your College before you attempt to create a submission.

How to Create a Submission

1. Navigate to the [RegisterBlast Instructor Submission portal](#) to sign in.

Welcome to the Tarleton Testing Center Scheduling Page. We have transitioned into a specialized testing center. We can administer over 4,600 different types of exams including certification exams (e.g., Teacher's Certification, Microsoft Certification), placement exams (e.g., TSI, NextGen), and disability-related accommodated exams. Tarleton currently provides proctoring through Respondus, through Canvas, at no cost to faculty or students, for course related testing. Tarleton has a team of Instructional Designers available to help answer your questions and implement Respondus in your Canvas courses. You can find Canvas support and guides, as well as the contact information for your College's Instructional Designer on the Center for Educational Excellence, Instructional Development & Course Design website. Contact information: Stephenville Testing Center: 254-968-9423 or e-mail us at testing@tarleton.edu Fort Worth Testing Center: 817-484-4230 or e-mail us at fwtesting@tarleton.edu

Professor Sign In
Manage and review submissions and activity.

Email Address

Password

Sign In   Need password or account assistance?

2. Once you have logged in, make sure you are on the Submissions page. If you are not, click "Submissions," located in the top right on the purple banner.

TARLETON
STATE UNIVERSITY
Member of The Texas A&M University System

Submissions   History   Help   SP

Submissions
Manage submission details and materials.

Search	From	To Date		Apply
	1/1/2022	5/31/2022		

Name	Submitted	Exam Window	Group	Attachments	Status

No data available in table

Show 10 entries   Previous   Next   CSV   Excel   Print

3. Click the "+" to create a new submission.

Submissions

Manage submission details and materials.

Search	From	To Date		Apply
	1/1/2022	5/31/2022		

Name	Submitted	Exam Window	Group	Attachments	Status

No data available in table

Show 10 entries   Previous   Next   CSV   Excel   Print

4. Test Details: On this step, you will enter the name of the test, select the exam group (college) for your exam, test open date, test close date, and allotted minutes for the exam (please list the number of minutes you have given the entire class to complete the test).

If you do not see your exam group, please contact the Testing Center Coordinator, Samantha Perez at (254) 968-9411 or sperez@tarleton.edu.
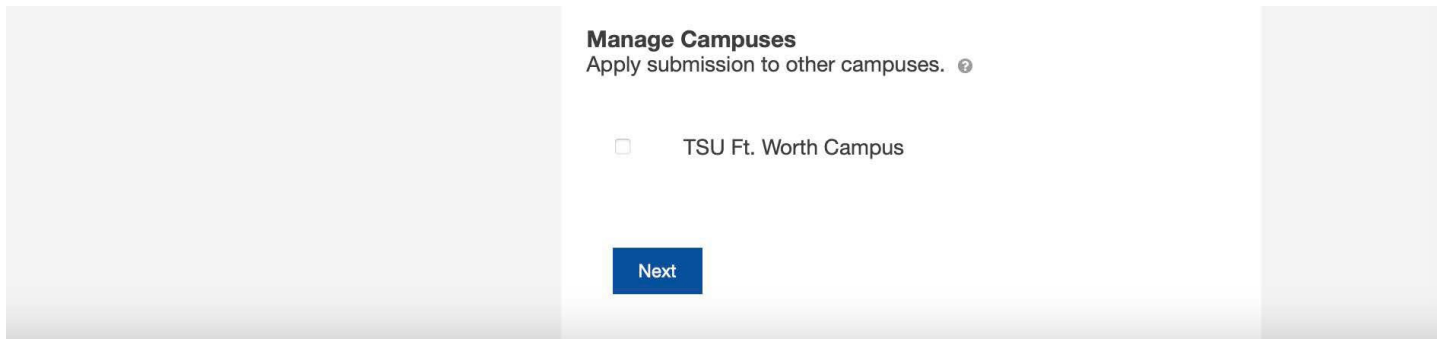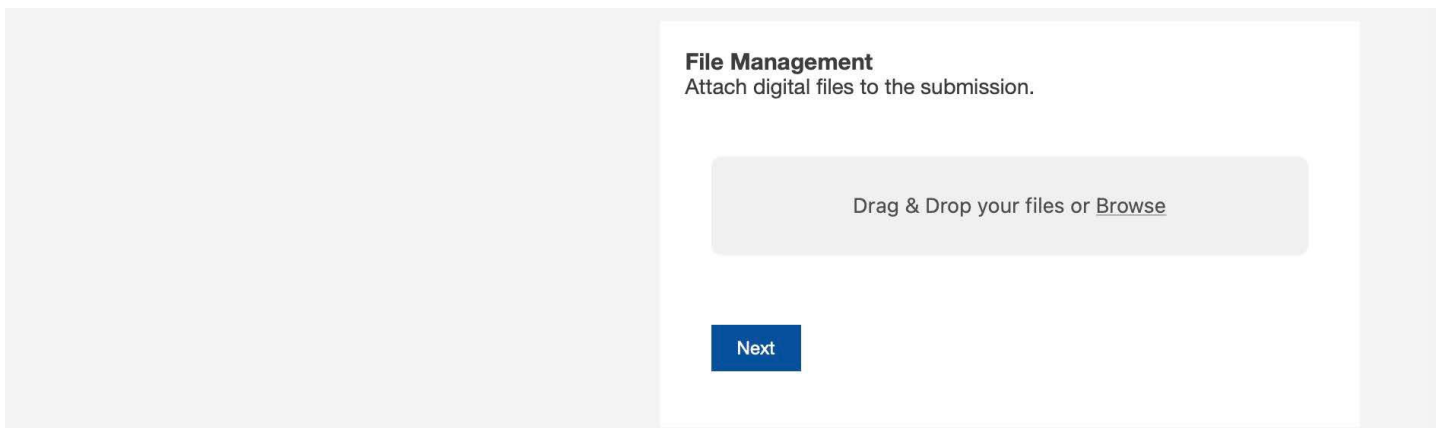
5. The second step is where you can manage campuses. Here you can select whether or not you would like to apply your submission to another campus (e.g., the Ft. Worth campus).

Manage Campuses
Apply submission to other campuses. ⊙

☐   TSU Ft. Worth Campus

Next

6. You can upload your test in the third step under "File Management." You can either drag and drop your file, or you can click "Browse" and upload your exam from your computer.

File Management
Attach digital files to the submission.

Drag & Drop your files or Browse

Next

7. In the fourth step, you can complete the following fields with any additional information you would like us to know about the test.

< Back

Submission Builder
Build and configure submissions.

1. ① **Details**
   Define the submission.

2. ② **Manage Campuses**
   Add campus assignments.

3. ③ **File Management**
   Add submission files.

4. ④ **Additional Information**
   Provide the details.

5. ⑤ **Eligibility & Restrictions**
   Limit submission recipients.

6. ⑥ **Exam Instructions**
   Create instructions.

Course/Test Information
Answer any additional questions.

Course Name and Number (required)

Professor Email (required)

Professor Phone Number or Extension: (required)

Exam Password (If applicable)

How will you get the test to the office? (required)

- Choose an option -

Permissible Testing Resources

☐ Non-programmable Calculator

☐ Graphing Calculator

☐ Note Card

☐ Notes

☐ Scantron

☐ Scratch Paper

☐ Table/Formulas

☐ Textbook (hard copy)

☐ Textbook (e-book or pdf file on computer)

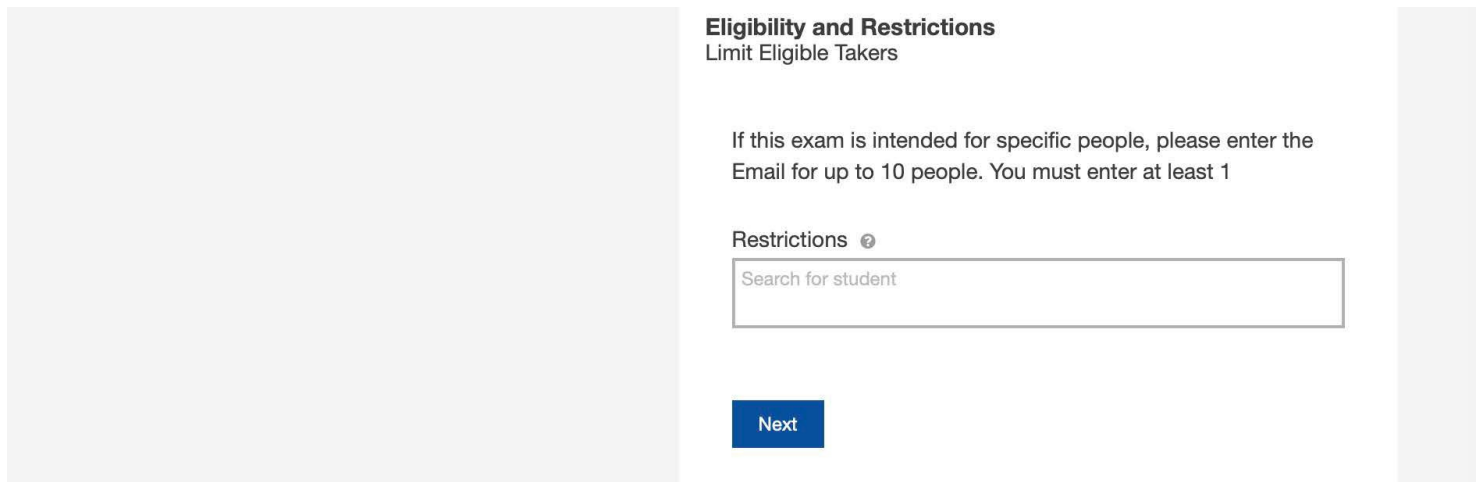☐ Other

☐ None

"Permissible Testing Resources" is required

Return Exam By:

○ Email
○ Pick-up
○ This test is online
○ Pick up by alternate person
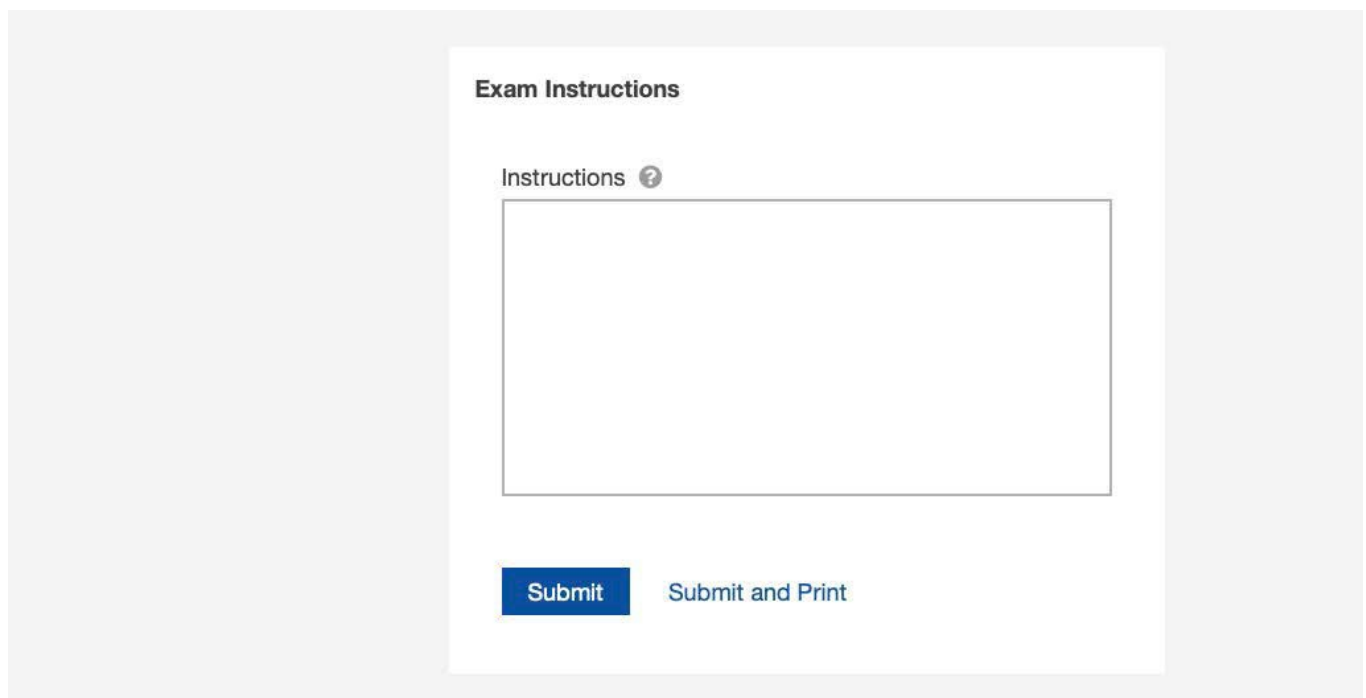
Name of alternate person

Next

8. In the fifth step, Eligibility and Restrictions, you can limit which students are able to take the exam. You can do so by typing in the students email address or full name, and selecting the name from the list that appears as you type.

Eligibility and Restrictions
Limit Eligible Takers

If this exam is intended for specific people, please enter the Email for up to 10 people. You must enter at least 1

Restrictions ⊘

Search for student

Next

9. You can complete the sixth step, "Exam Instructions," with further instructions for the exam. For example, you can add more information on permissible testing resource, such as the size of a note card. After this section is completed, click the "Submit" or "Submit & Print" button to complete your submission.

Exam Instructions

Instructions ⊘

Submit   Submit and Print

Other Important Information

- If you already have an account and need to reset your password please request to reset your password by selecting "Need password or account assistance?" on the Professor Sign In page.

- Please note with the new email changes from first.last name to student ID number, students who have used RegisterBlast in the past may have the first.last name email instead of their student ID email. Which would cause issues for them registering for your exam, if this happens please have the students contact us at testing@tarleton.edu or call us at 254-968-9423.

- Once you have submitted your submission an email will be sent to Testing for approval, once approved your students will be able to schedule their exam on RegisterBlast.

- Consider sending an email with the information below to your students with testing accommodations who wish to use the testing center, once all steps have been completed.

Consider sending an email with the information below to your students with testing accommodations who wish to use the testing center, once all steps have been completed.

Hello Student,

Please go to the [Exam Registration](#) page to schedule a time to take your upcoming test at the Tarleton Testing Center.

If you have any trouble scheduling your test, please contact Testing at 254-968-9423 or testing@tarleton.edu.

Best wishes,

Professor