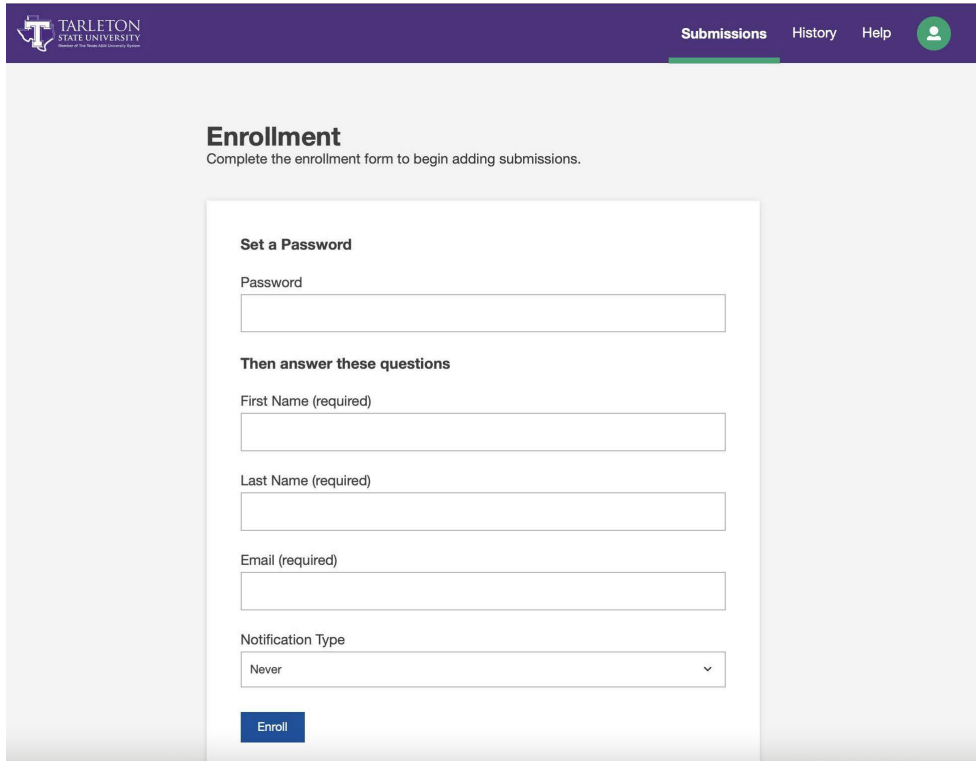


## First-time Enrollment

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](mailto:testing@tarleton.edu) or [FWTesting@tarleton.edu](mailto:FWTesting@tarleton.edu), with the name of your College before you attempt to create a submission.



The screenshot shows the 'Enrollment' page of the RegisterBlast system. At the top, there is a purple header with the Tarleton State University logo on the left and navigation links for 'Submissions', 'History', 'Help', and a user profile icon on the right. Below the header, the page title 'Enrollment' is displayed, followed by the instruction 'Complete the enrollment form to begin adding submissions.' The main content area contains a white form with the following sections: 'Set a Password' with a 'Password' text input field; 'Then answer these questions' with 'First Name (required)', 'Last Name (required)', and 'Email (required)' text input fields; and a 'Notification Type' dropdown menu currently set to 'Never'. At the bottom of the form is a blue 'Enroll' button.

# How to Create a Submission

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



**TARLETON STATE UNIVERSITY**  
Member of The Texas State University System

**Submissions** History Help

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](mailto:testing@tarleton.edu) Fort Worth Testing Center: 817-484-4230 or e-mail us at [fwtesting@tarleton.edu](mailto:fwtesting@tarleton.edu)

## Professor Sign In

Manage and review submissions and activity.

[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.

**Submissions**  
Manage submission details and materials.

Search  From  To Date

Name	Submitted	Exam Window	Group	Attachments	Status
No data available in table					

Show  entries

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

**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


1/1/2022 5/31/2022 **Apply**

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](mailto:sperez@tarleton.edu).



SubmissionsHistoryHelpSP

< Back

Submission Builder

Build and configure submissions.

1

Details

Define the submission.

2

Manage Campuses

Add campus assignments.

3

File Management

Add submission files.

4

Additional Information

Provide the details.

5

Eligibility & Restrictions

Limit submission recipients.

6

Exam Instructions

Create instructions.

Details

Create an identity and time for the submission.

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 Proctorio 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](mailto:testing@tarleton.edu)  
Fort Worth Testing Center: 817-484-4230 or e-mail us at [fwtesting@tarleton.edu](mailto:fwtesting@tarleton.edu)  
Please format the name of your test as ACCT 2301 Test 1.  
Please do not put the student's name or initials as any part of the test name.  
**Please note:** When a new submission is created a notification will be sent to the Testing Center to approve the submission before it is available to the students to register for the exam. The Testing Center reviews and approves submissions within 24 business hours from the time the submission is received. The Testing Center is open M-F 8:00 am to 5:00 pm.



Test Name 

Please provide us with the specific details of your test in the areas below. In the "Allotted Minutes for Exam" section please list the number of minutes you have given the entire class to complete the test. Our scheduling system will automatically add the additional minutes the accommodated student is entitled to based on their approved accommodations.

We are open Monday - Friday 8 AM - 5 PM.



Select the exam group/s for this test 



Start Date 


End Date 


▼ Time Restriction

Sets the daily time range that an exam can start/end for the dates above.

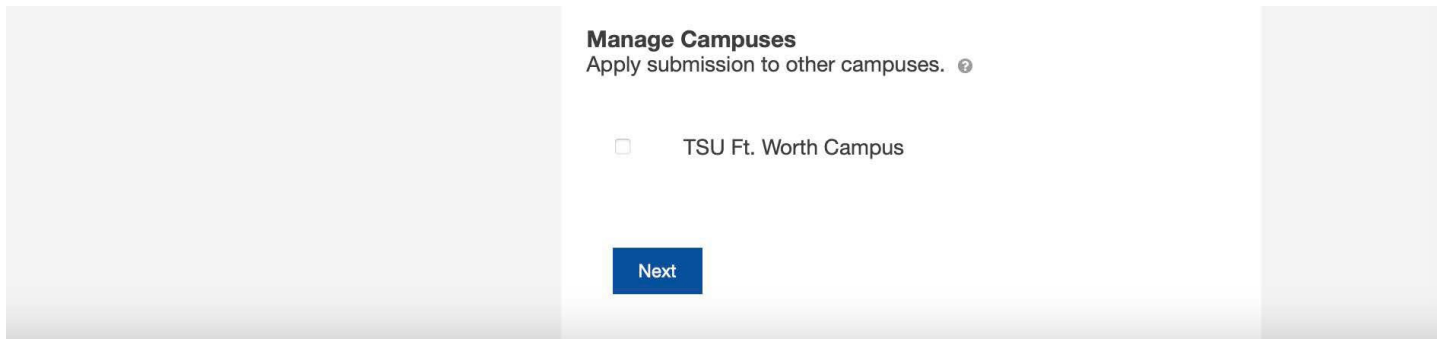
Start Time 

End Time 

Allotted Minutes 

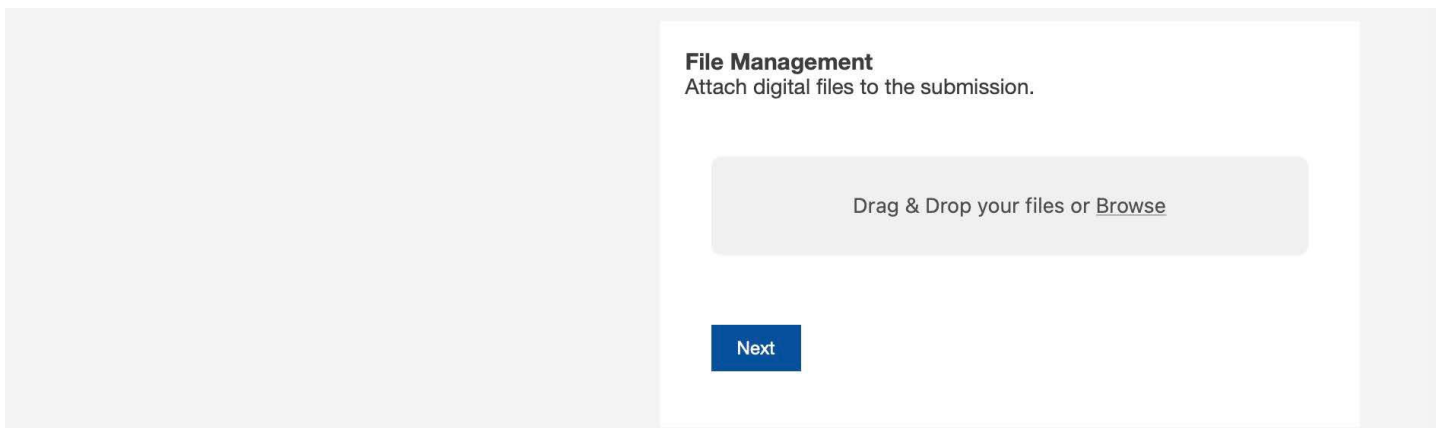
60

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).



The screenshot shows a web interface for the 'Manage Campuses' step. The title 'Manage Campuses' is in bold, followed by the instruction 'Apply submission to other campuses.' and a small help icon. Below this, there is a checkbox labeled 'TSU Ft. Worth Campus'. At the bottom of the form is a blue button with the text '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.



The screenshot shows a web interface for the 'File Management' step. The title 'File Management' is in bold, followed by the instruction 'Attach digital files to the submission.' Below this is a large light gray box containing the text 'Drag & Drop your files or [Browse](#)'. At the bottom of the form is a blue button with the text '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

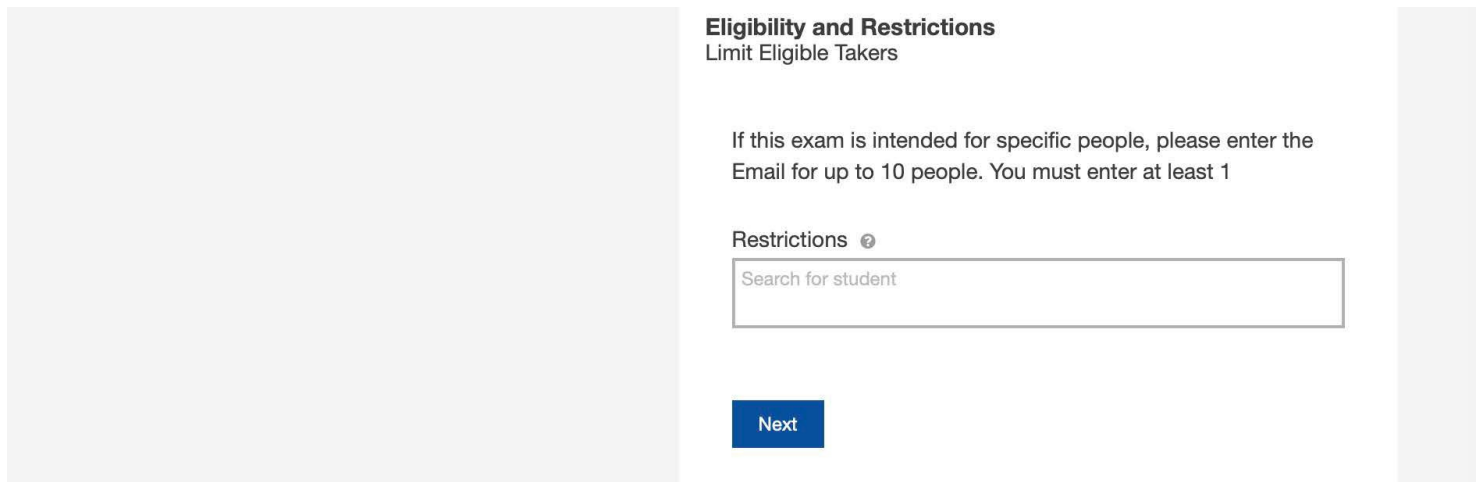
Return Exam By:

- ☐ Email
- ☐ Pick-up
- ☐ This test is online
- ☐ Pick up by alternate person

Name of alternate person

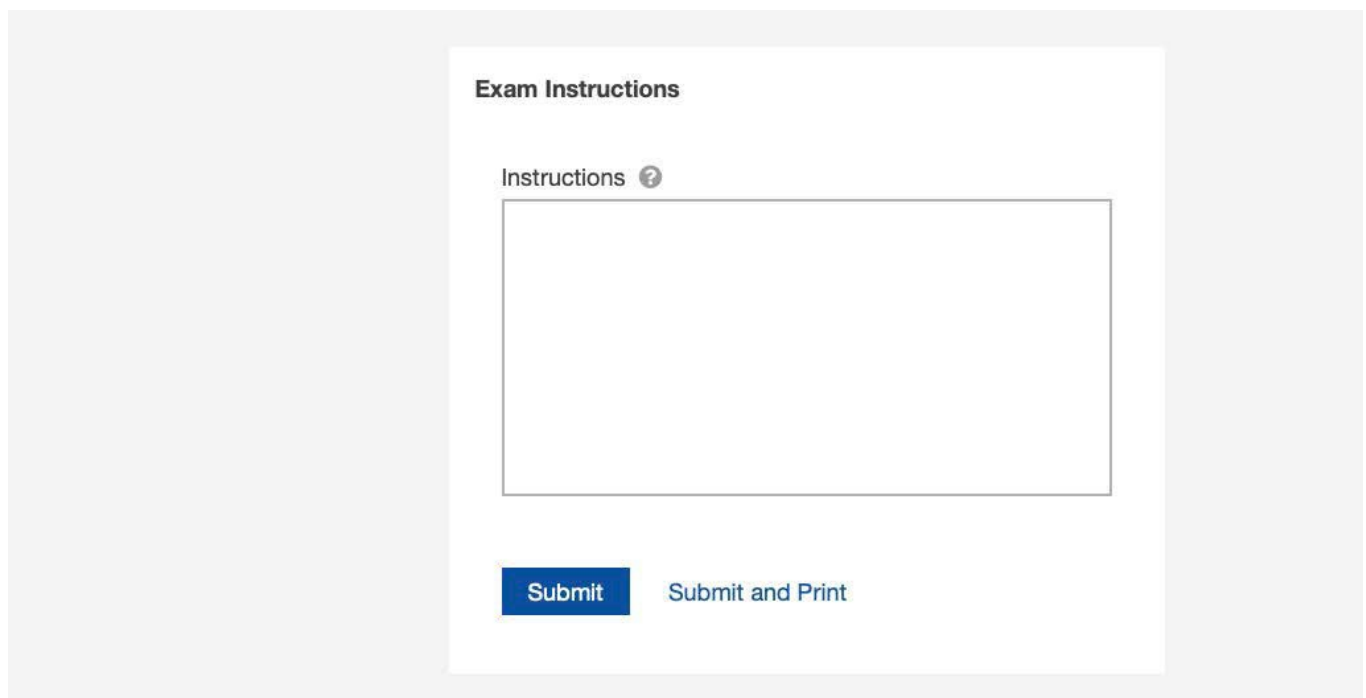
Next

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.



The screenshot shows a web form titled "Eligibility and Restrictions" with the subtitle "Limit Eligible Takers". Below the title is a text prompt: "If this exam is intended for specific people, please enter the Email for up to 10 people. You must enter at least 1". Underneath this is a section labeled "Restrictions" with a help icon. It contains a search input field with the placeholder text "Search for student". At the bottom of the form is a blue button labeled "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.



The screenshot shows a web form titled "Exam Instructions". Below the title is a section labeled "Instructions" with a help icon. It contains a large, empty text area for entering instructions. At the bottom of the form are two buttons: a blue button labeled "Submit" and a link labeled "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](mailto: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](mailto:testing@tarleton.edu).*

*Best wishes,*

*Professor*