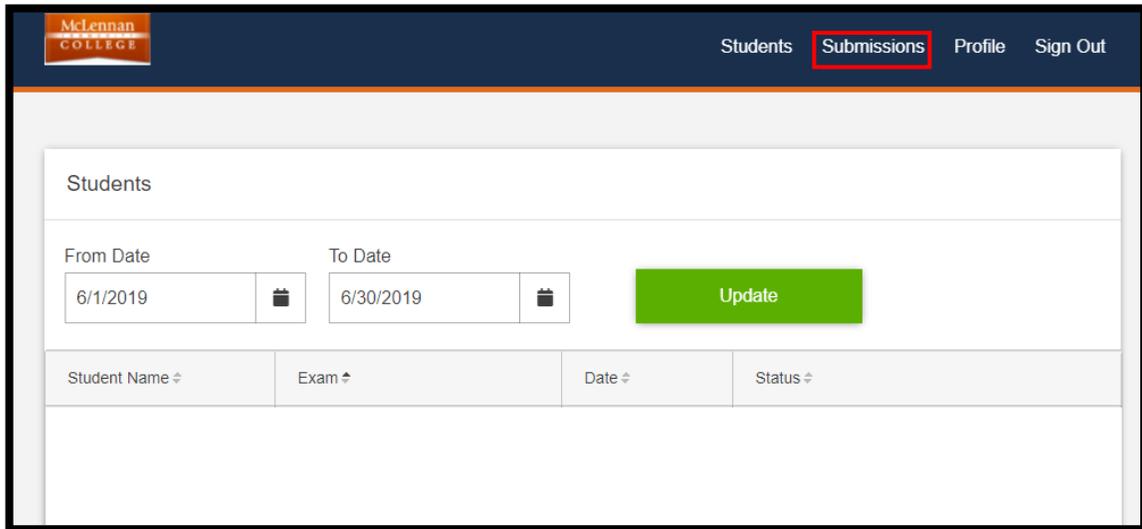


READ THROUGH THIS ENTIRE DOCUMENT

1. Log in to [RegisterBlast's Professor Portal](#) using your MCC credentials.

Once logged in, you will see the following, as shown in Figure B.

Figure B

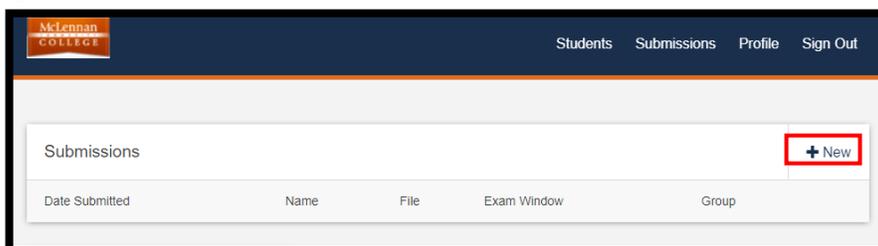


The following four links (students, submissions, profile, sign out) are at the top right corner of the page:

- **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 C)

Figure C



4. Please answer all questions.

- **Exam Name (Required)** – This is the actual exam name that students will see when they register for their exam.

Name the exam using the following format: Subject, Course#_First Name Initial, Full Last Name_Exam Name (e.g., PSYC 1300_J. Doe_Exam 1)

You **must** create one exam submission for each exam/quiz for your course. Please **do not** create one exam submission for all exams in your course. Furthermore, you may submit one exam request for all sections of a course. It is not necessary for you to submit a separate exam request for each section **unless** you want each section to test at different times.

DO NOT put the student's name, initials, or other identifiable information as any part of the test name.

- **Exam Files (Optional)** – Click **Choose File** to find the file(s) on your system that you want to upload. If you have a paper exam, you can attach it here for the Testing Center to download and print. You can also attach supplemental files concerning the specific exam (e.g., class roster, exam instructions, formula sheet, etc.) by using the **Add an additional file** link.

All exam files should be uploaded to your submission 24-business hours prior to the start date of your exam.

- **Exam Group, Test Dates, & Allotted Minutes (All Required)**

Assign to Exam Group: Choose the exam group to which your 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, please contact the Testing Center immediately.

Test Open Date and Time: choose when the exam starts

Test Close Date and Time: choose when the exam ends

Allotted Minutes for Exam: how long the exam is in minutes. **NOT HOURS**

Please 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 simply do not have the space. Please accommodate such 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. Please email the Testing Center at testingcenter@mclennan.edu with your change request(s) for your exam group, test dates, or allotted minutes. We are happy to assist you.

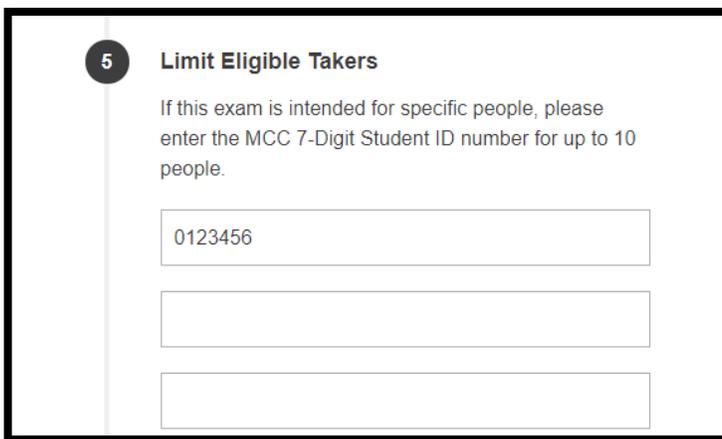
- **Required Proctoring Information** – These are questions the Testing Center needs to know to proctor your exam. Please read and answer **ALL** questions. The more information you provide, the better.

- **Limit Eligible Takers (Student Restrictions)** – If this exam submission is for specific students (e.g., students with accommodations, early testers, make-up exam), please enter each student’s *correct* MCC ID number in one of the following textboxes. (See Figure D)

Professors will **NOT** be able to add additional restrictions (students) **after being submitted**. Please email the Testing Center at testingcenter@mclennan.edu with the exam name and the student(s) name(s) and ID number(s) you need added.

Note: 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, they must reschedule their originally scheduled appointment.

Figure D



5 **Limit Eligible Takers**

If this exam is intended for specific people, please enter the MCC 7-Digit Student ID number for up to 10 people.

0123456

- **Additional Instructions** – Detail any further instructions needed to proctor 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 on their end to make it available for online registration.

Please view this video to see how to create submissions: [Professor Log In and create a submission](#)

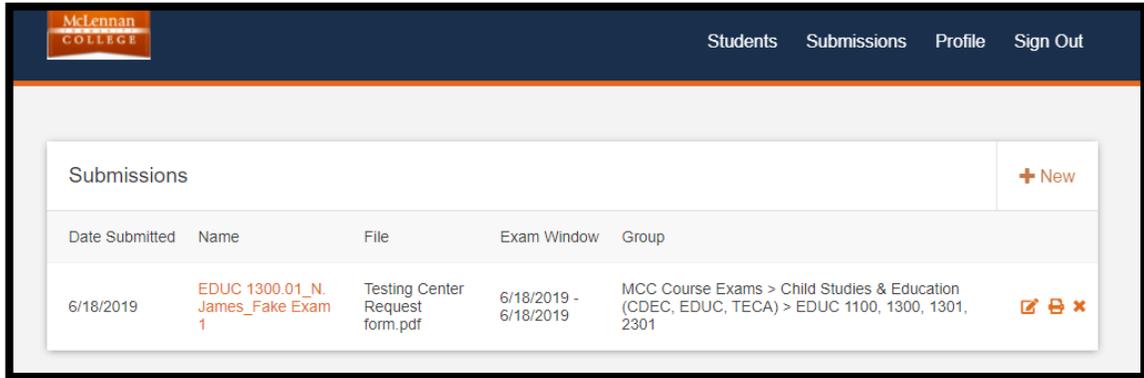
A Few Other Features to Know About

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

From this page:

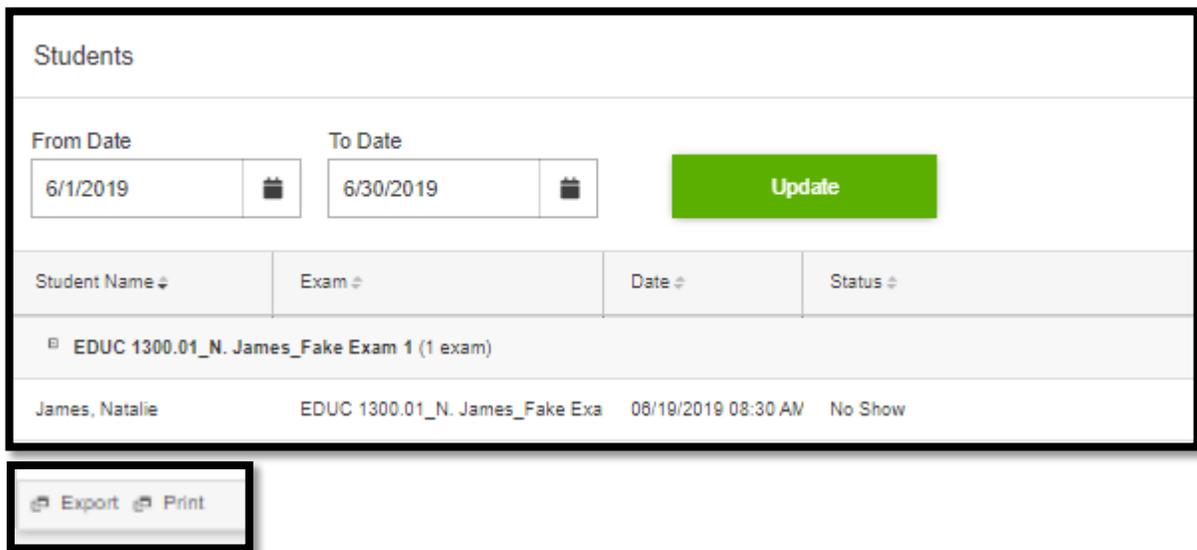
- You can **Edit** your exam submission (except for exam groups, dates, and allotted minutes.) – Changes will be automatically emailed to the Testing Center.
- **Delete** an exam submission. **NOTE:** Deleting an exam in the Professor Portal does not delete the exam or any student registrations on the Admin Portal. If you need to remove or cancel an already approved exam submission, please email the Testing Center with your cancellation request.
- **Print** an exam submission.

Figure E



- 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 F)

Figure F



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