Professor Portal (for professors):
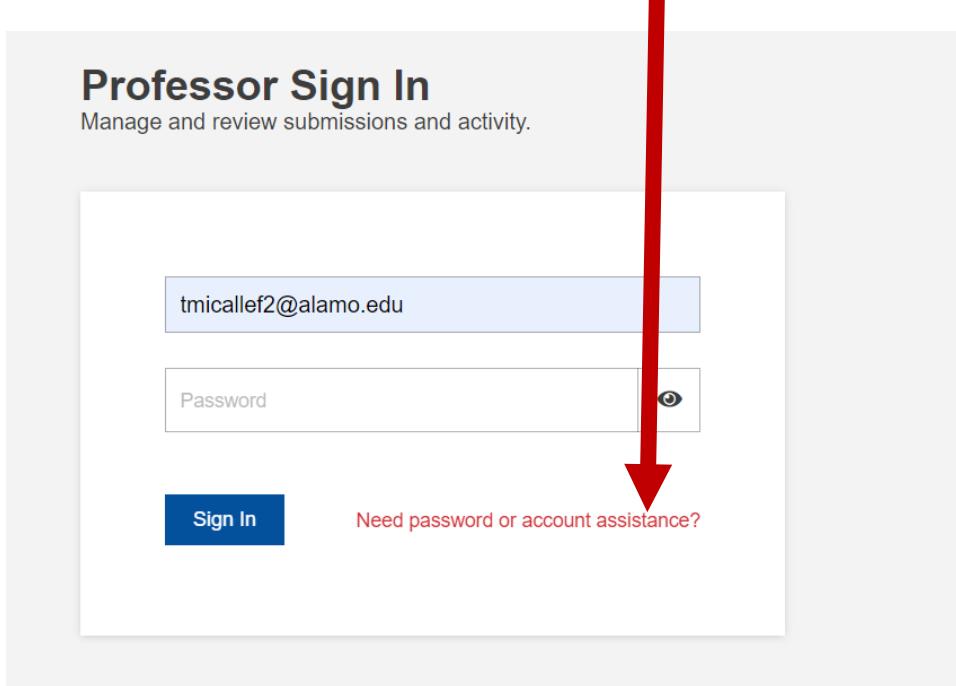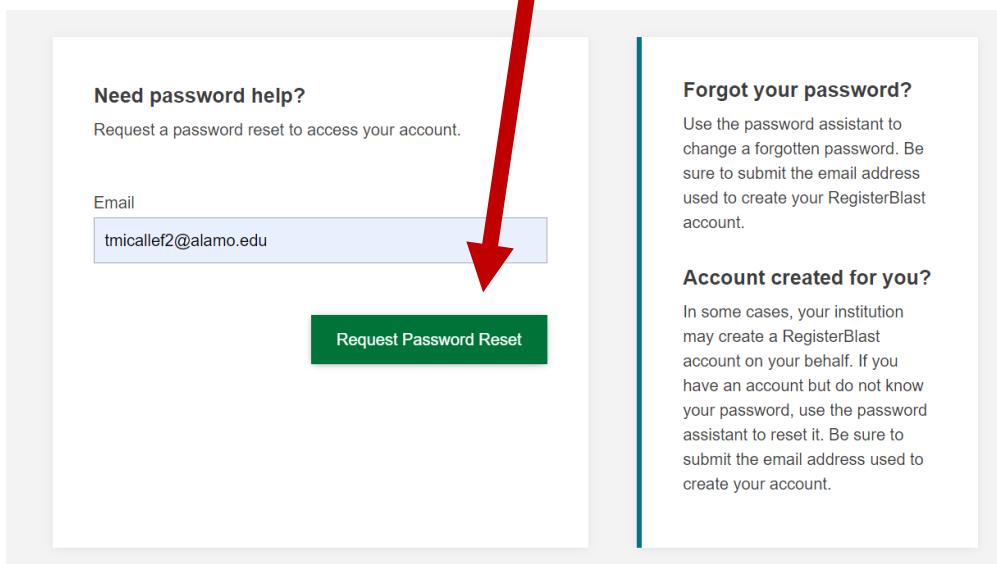*www.registerblast.com/sac-dss/professor/login*

Click on *"Need Password or account assistance"*

Professor Sign In
Manage and review submissions and activity.

tmicallef2@alamo.edu

Password 👁

Sign In   Need password or account assistance?

At the next screen, enter your ACES email address again and click on the green button Labelled "Request Password Reset"

Need password help?
Request a password reset to access your account.

Email
tmicallef2@alamo.edu

Request Password Reset

Forgot your password?
Use the password assistant to change a forgotten password. Be sure to submit the email address used to create your RegisterBlast account.

Account created for you?
In some cases, your institution may create a RegisterBlast account on your behalf. If you have an account but do not know your password, use the password assistant to reset it. Be sure to submit the email address used to create your account.

You will receive an email with further instructions. Please follow those directions to establish your password and then you will be able to go back to the instructor portal link and sign in.
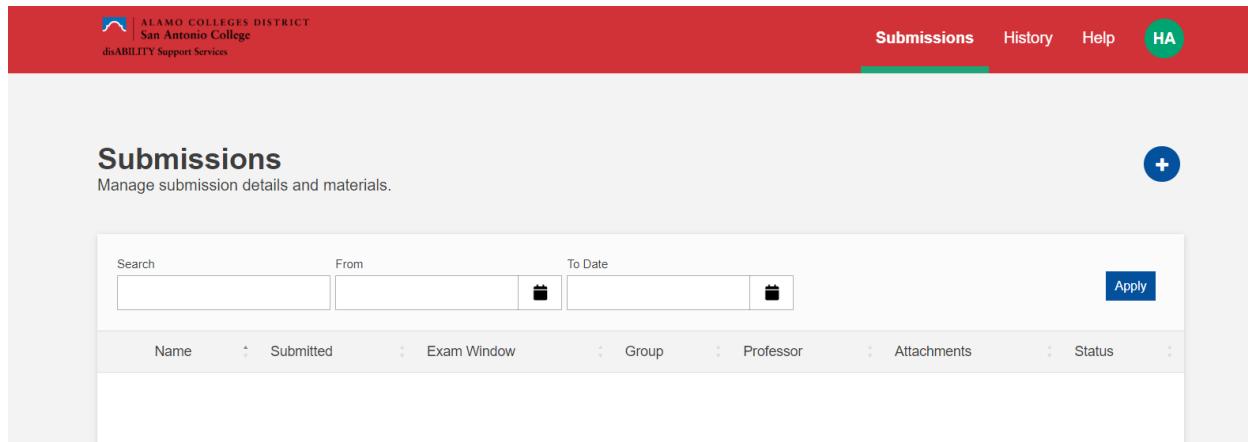
An email with further instructions has been sent

Please follow those directions to establish your password and then you will be able to go back to the instructor portal link and sign in.

Professor Portal (for professors):
www.registerblast.com/sac-dss/professor/login

Understanding the Professor Portal - RB

Once in the professor portal, you will be on a page with the heading **SUBMISSIONS.** This lists all of your existing submissions. You can search for a specific keyword or you can search for specific date ranges. See details such as exam window, when you submitted this to the testing center, if there are attachments, and whether the testing center approved your submission.

To add a new submission, you simply click the plus (+) in upper right corner to add new submissions.

Instructions for **ADDING** a submission are available in other tabs. One is a video and one is a 1-2-3 step-by-step process of how to add a submission.

Instructions for **EDITING** a submission are listed as 1-2-3 instructions. Once a submission has been approved, you can upload a file if needed, update any of the questions in the "What else we need to know" section, add student restrictions and the instructions field at the bottom. If you need assistance contact dSS.

With the **HISTORY** tab, you can set the date range and see submissions/exams that students have registered to take. You will be able to see the status of the student (no show, testing, completed, registered) and see what date they are/were scheduled.

The testing center can return taken paper exams, scratch sheets, and other documentation to you through this portal. Click on the sticky note link in the far right column to access the uploaded documents from the testing center. A video showing all of this is also available - see History & Help Video.

Use the **Action Menu** (three dots to the left of submission name) to perform a task on existing submissions. You can edit and clone.

Click on **Help** in the upper right corner to see other instructions that are made available to you for your professor experience. Be sure and see our History & Help Video.

Edit your profile as needed simply by clicking the circle with your initials in the upper right corner, as well as change campus, or sign out.

Best Practice: Deleting is not a good idea. Just let the testing center clear out your portal on their time schedule.

Professor Submission Guide (video) - RB

Please click here to watch a 14 minute video of the Professor Submission Page.

How to Add New Submissions - RB

Add Professor Submission

1. Sign in to the professor portal.

    Each professor can sign in to the portal using the password set up when enrolling.

2. Find and click the + to add submission.

3. Include the desired details based on testing center questions for each submission.

4. At the bottom of the submission page is a link to save or save and print your submission. Click on the link.

5. Be sure and see our Submission Video.

Start Date ⓘ   End Date ⓘ

[🗓]   [🗓]

❯ Time Restriction

Allotted Minutes ⓘ

[60   ]

[Next]

Submission Builder

Build and configure submissions.

1 **Details**
   Define the submission.

2 **File Management**
   Add submission files.

3 **Additional Information**
   Provide the details.

File Management
Attach digital files to the submission. ⓘ

Drag & Drop your files or Browse

[Next]

< Back

Submission Builder
Build and configure submissions.

1. **Details**
   Define the submission.

2. **File Management**
   Add submission files.

3. **Additional Information**
   Provide the details.

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

5. **Exam Instructions**
   Create instructions.

What else do we need to know for your exam?
Answer any additional questions.

Course Number and Section (required)

Department (required)

Phone Number (required)

xxx-xxx-xxxx

Did you receive an LOA for student? (required)

- Choose an option -

Exam Format (required)

- Choose an option -

Materials allowed for testing (required)

Can the student write on the exam? (required)

- Choose an option -

Next

< Back

Submission Builder
Build and configure submissions.

1 **Details**
   Define the submission.

2 **File Management**
   Add submission files.

3 **Additional Information**
   Provide the details.

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

5 **Exam Instructions**
   Create instructions.

Eligibility and Restrictions
Limit Eligible Takers

If this exam is intended for specific people, begin typing the student's Banner ID . Then, select the proper search result. You must enter at least 1.

Restrictions ⓘ

[Search for student]

Next

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3 **Additional Information**
   Provide the details.

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

5 **Exam Instructions**
   Create instructions.

Exam Instructions

Instructions ⓘ

Submit   Submit and Print

Using Professor History and Help (video) - RB

Please click <u>here</u> to see a 5 minute Video of the History and Help pages for Professors.

Reviewing Submission Details - RB

<u>Submission Details</u>
Testing Details, files and instructions are part of a submission. This will explain each option in detail.

1. **Create Submission/test name**. This is the exam name the student will see when registering.
   The testing center can add Instructions for the correct formatting to help professors name exams.

2. **Select the exam group/s for this test.** Select exam group/s this submission applies to. It may be multiple exam groups, it may just be one.
3. **Select Start Date and End Date for exam**.   Add a time restriction only if the exam is for one day. The window of time created is reflected each day of the window. It is that *same timeframe every day* in the date window.
4. Add **allotted minutes** for exam. This reflects the time of the actual exam excluding accommodations. Select **Next.**
5. **Manage Campuses**. If there are multiple campuses to send this submission, choose those that apply.
6. **File Management - Upload file. (Optional)**. Click the **Browse** button or drag and drop files for this submission into the upload field. You can upload more than one document at a time. Click **Next.**
   (If you have a paper exam, attach it here for the testing center to download. You can also attach supplemental files concerning this specific exam.) This is one area the professor can edit after the submission has been approved.

7. **Additional Information**. These are the questions the testing center needs answered in order to proctor the exam. Please answer all questions. You will be able to edit until the submission is approved. After approval, any changes that need to be made will need to

be made by the testing center directly. *Do not delete your submission and send it in again.*

8. **Eligibility and Restrictions.** If the exam is for specific students, please add them in this section. The limitations are set by the testing center. This is another area the professor can edit after the submission has been approved. Click **Next.**

9. **Anything else we need to know?** Any question that is not covered or additional information you want to submit to the testing center can be included in this field. Click **Submit** or **Submit and Print.**

10. Testing center will be notified of your submission request. You can go into your professor portal and see when it has been approved. Once approved, students can start the registration process.

How to Edit a Submission - RB

<u>Edit a Professor Submission</u>
1. Sign in to the professor portal.

   Each professor can sign in to the portal using the password they set up.

2. Locate the desired submission and click **Edit**. If the submission has been approved, the only edits that are available are 1) uploading a file (document) or 2) the What Else Do I need to Know section, 3) adding restrictions and 4) Instructions field at the bottom of the submission. If other fields need to be edited, please contact the testing center directly for assistance.
3. Once the form is updated, click **Save**. Your edits will be sent to the testing center for approval.

Retrieving Testing Documents - RB

To retrieve testing documents that the testing center has uploaded for you follow these simple instructions.

1. Go to your professor portal.
2. Click History in the upper header.
3. Find the student that will have documentation to download. There will be a sticky note icon in the far right column of your student's registration.
4. Click the sticky note icon.
5. Download the documentation submitted from the testing center to your computer.