



INSTRUCTOR GUIDANCE – TEST SUBMISSIONS USING THE REGISTER BLAST PLATFORM

Register Blast is the test submission platform used by Student Accessibility Services (SAS) to enable instructors to securely submit test materials for students testing at the SAS testing location.

Following is general guidance for submitting test materials through the Register Blast platform. Additional Help videos and written guidance is available in the **Help** section of the platform [once signed in](#).

Help

Submission guides and professor information.

- [Professor Submission Guide \(video\) - RB](#)
- [Using Professor History and Help \(video\) - RB](#)
- [How to Add New Submissions - RB](#)
- [Understanding the Professor Portal - RB](#)
- [Reviewing Submission Details - RB](#)
- [How to Edit a Submission - RB](#)
- [Retrieving Testing Documents - RB](#)
- [Professor Enrollment Guide - RB](#)

To submit testing material, instructors will access the Professor Portal of Register Blast at the following link: <https://www.registerblast.com/sac-dss/User/LoginStep>

(Use 'sign in with school credentials') Read notes on submission carefully.

- Test must be sent 5 business days before the exam date.
- Test must be completed by the student in one day.
- Students can schedule their exams after the exam submission has been approved by the Test Facilitator.
- All submissions for Finals must be in 5 days before Finals week

1. Clicking on the link will lead to the SUBMISSIONS page where submission details and material can be managed. This page will reflect all existing submissions and data related to a test submission (submission date, materials, attachments, and approval status).

The screenshot shows the 'Submissions' page header with the title 'Submissions' and a subtitle 'Manage submission details and materials'. A blue plus sign icon is in the top right corner. Below the header is a search bar with three input fields labeled 'Search', 'From', and 'To Date', each with a calendar icon. An 'Apply' button is to the right of the search fields. Below the search bar is a table header with columns: Name, Submitted, Exam Window, Group, Professor, Attachments, and Status. Each column has a small downward arrow icon next to it.

2. To add a new submission, click the Plus (+) sign in the upper right of the screen. This will take you to the SUBMISSION BUILDER page where you will build and configure the submission. Complete the DETAILS section and click NEXT. Note: Allotted Minutes is the original test time for the classroom.

Exam Name 

Select the exam group/s for this test 

Start Date  End Date 

  

> Time Restriction

Allotted Minutes 

Next

3. Complete the FILE MANAGEMENT section by Dragging and Dropping or Browsing to add pertinent test-related files to your submission. Click NEXT when complete. Paper Exams will be attached here for the Testing Center to download.

File Management

Attach digital files to the submission. ?

Drag & Drop your files or [Browse](#)

Next

4. Complete the WHAT ELSE DO WE NEED TO KNOW FOR YOUR EXAM section to reflect course numbers, contact information, and other data. Click NEXT when complete.

What else do we need to know for your exam?

Answer any additional questions.

Course Number and Section (please verify this is the same course as you have selected above). If you cannot see the correct course number above, please contact Solus. (required)

Department (required)

Good Phone Number (required)

Did you receive an LOA for student? (required)

Exam Format (required)

Materials allowed for testing (required)

Can the student write on the exam? (required)

Next

5. Complete the Eligibility and Restrictions section to limit submission recipients (test takers). List the student's Banner ID in the restriction field to give them access to the exam. If multiple students are taking the same exam on the same day, list each of the Banner IDs in the restriction field. Only ONE submission is needed when multiple test-takers are taking the same exam on the same day. Click NEXT when complete.

Eligibility and Restrictions

Limit Eligible Takers

If this exam is intended for specific people, begin typing the student's Banner ID (Your 90 - nine-digit number). Then, select the proper search result. You must enter at least 1.

Restrictions 

Next

6. Complete the EXAM INSTRUCTIONS section to reflect information and exam-specific instructions for proctor. Click SUBMIT when complete.

Exam Instructions

Instructions 

Submit

Submit and Print

7. Once submitted, the request will show under the SUBMISSIONS tab as UNAPPROVED until APPROVED or REJECTED. If REJECTED, there will be a note describing the reason and the request can be edited and re-submitted. When APPROVED, the student will be sent email notification that they can schedule their exam.

Submissions
Manage submission details and materials.

Search From To Date

Name	Submitted	Exam Window	Group	Professor	Attachments	Status
RB TEST Submission	5/23/2024	5/31/2024 - 5/31/2024	Academic Testing - Spring 2024 > AAAA-1011.111 (testing purposes)	AAAAA, Test		Approved

CONTACT INFORMATION

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Student Accessibility Services

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