

# **Smucker Learning/Testing Center**



**RegisterBlast**

**Professor Portal Reference Guide**

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## Preface

The mission of Smucker Learning/Testing Center (SLC) at the University of Akron/Wayne College is to provide Testing Excellence by adherence to the best practices and testing standards set by the NCTA and CCT. With dedicated staff and students SLC offers in person live proctors. We are committed to the learning, success, and retention of all students.

Currently, Smucker Learning/Testing Center located in B107 has 36 computer workstations and 3 distraction free rooms for students with accommodations. Our testing hours are:

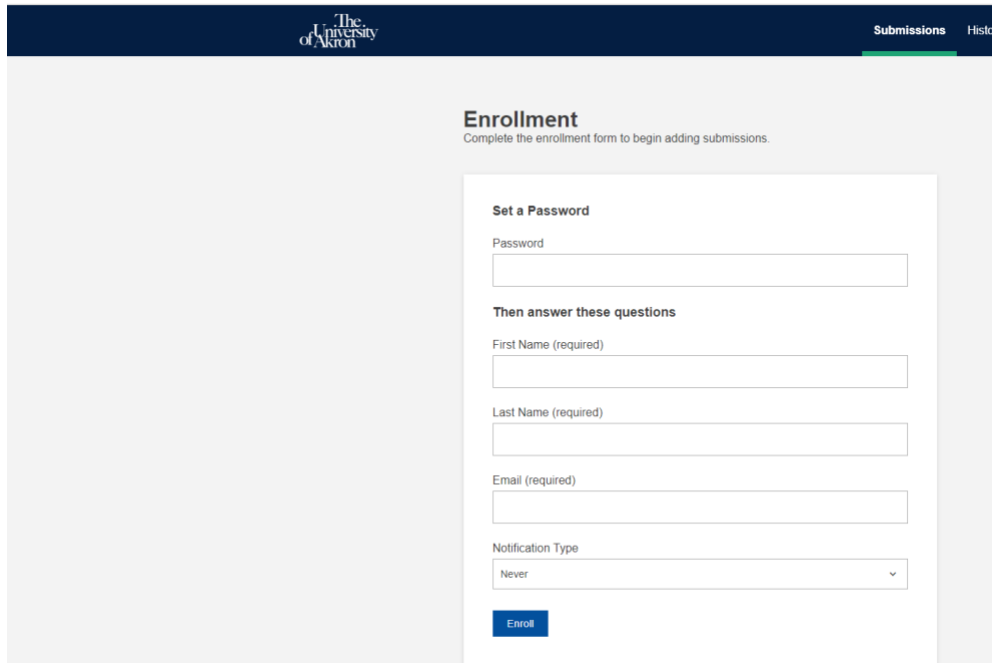
- Monday – Friday 8:00 AM – 7:00 PM
- Saturday -Sunday CLOSED

## Staff

Manager ..... Chris Dreher / 330.684.8768 [cdc@uakron.edu](mailto:cdc@uakron.edu)  
Program Assistant ..... Val Wolf/ 330.684.8960 [vwolf@uakron.edu](mailto:vwolf@uakron.edu)

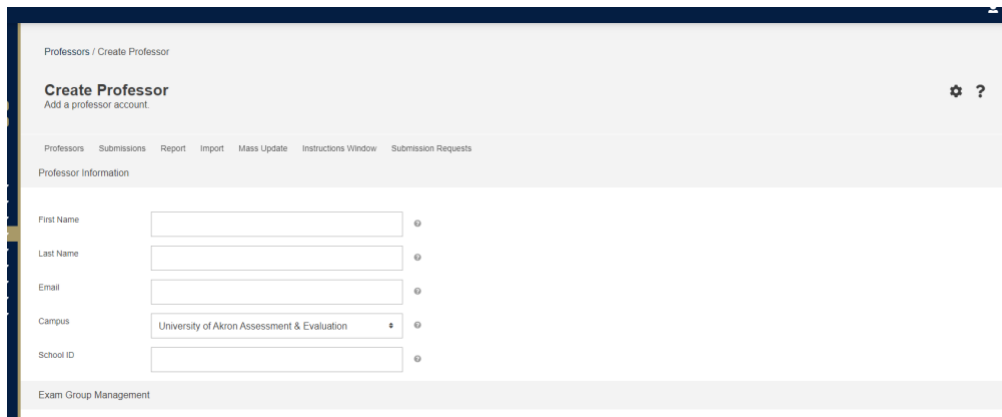
## Section 1: How to Enroll a new Course for testing

1. Use the following link to enroll as a University of Akron Instructor. You only need to do this once. <https://www.registerblast.com/uakron-ae/Professor/Enroll>



The screenshot shows the 'Enrollment' page for the University of Akron. The page title is 'Enrollment' with the subtitle 'Complete the enrollment form to begin adding submissions.' The form is titled 'Set a Password' and includes a 'Password' input field. Below this, it says 'Then answer these questions' and includes input fields for 'First Name (required)', 'Last Name (required)', and 'Email (required)'. There is also a 'Notification Type' dropdown menu currently set to 'Never'. An 'Enroll' button is located at the bottom of the form.

2. Once enrolled, (Step 1 has been completed), complete the professor Enrollment form.



The screenshot shows the 'Create Professor' form. The page title is 'Professors / Create Professor' and the subtitle is 'Add a professor account.' The form is titled 'Create Professor' and includes a navigation menu with 'Professors', 'Submissions', 'Report', 'Import', 'Mass Update', 'Instructions Window', and 'Submission Requests'. The form is divided into sections: 'Professor Information' and 'Exam Group Management'. The 'Professor Information' section includes input fields for 'First Name', 'Last Name', 'Email', 'Campus' (set to 'University of Akron Assessment & Evaluation'), and 'School ID'. Each input field has a small circular icon to its right.

- a. First Name
- b. Last Name
- c. Email Address – Use University of Akron email address
- d. Campus – Smucker Learning/Testing Center
- e. School ID – Employee ID

## Exam Group Management

Begin typing name to search and select

× Course Test > Sports & Society Anc Gr & Rome 501

Enter exam group information. This will allow Registerblast to assign your name and email to a testing group. (Sports, nursing, arts, engineering, etc.) You can add more than one class in this box.

Save and continue.

Save and Continue

## Section 2: Registerblast Home Screen Features and Professor Exam Submission

A test submission should be used for the following:

- All courses testing in SLC during the semester.
- Any student needing a make-up exam proctored in SLC.
- Every semester

Test Submissions should be submitted at least one week in advance to ensure students can make appointments and preparation made for students with accommodations.

Step 1:

1. Click [Submissions - University of Akron Assessment & Evaluation | RegisterBlast](#)

to access Submission Page. To submit exams after initial enrollment. Bookmark this link for easy access in the future.

2. Using the link in step 1 and log into the RegisterBlast Professor Submission portal using the same password and email used to create the account. Once logged in, the following will display.

## Submissions

Manage submission details and materials.

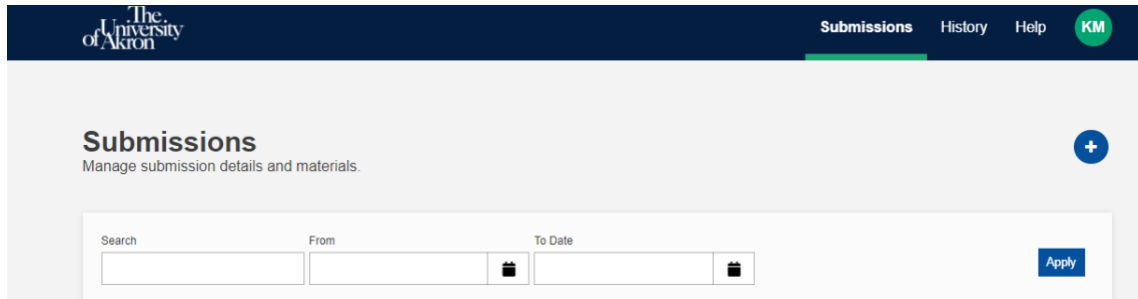


Search  From  To Date

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

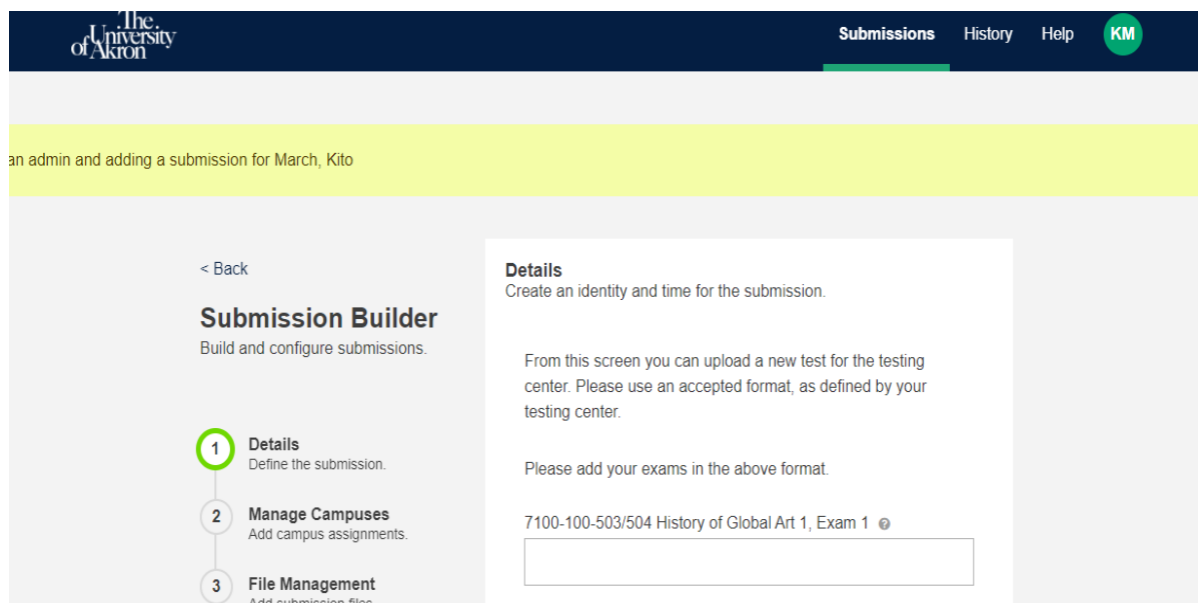
Show  entries

3. Click the **+** button on the top right to add a test Submission.

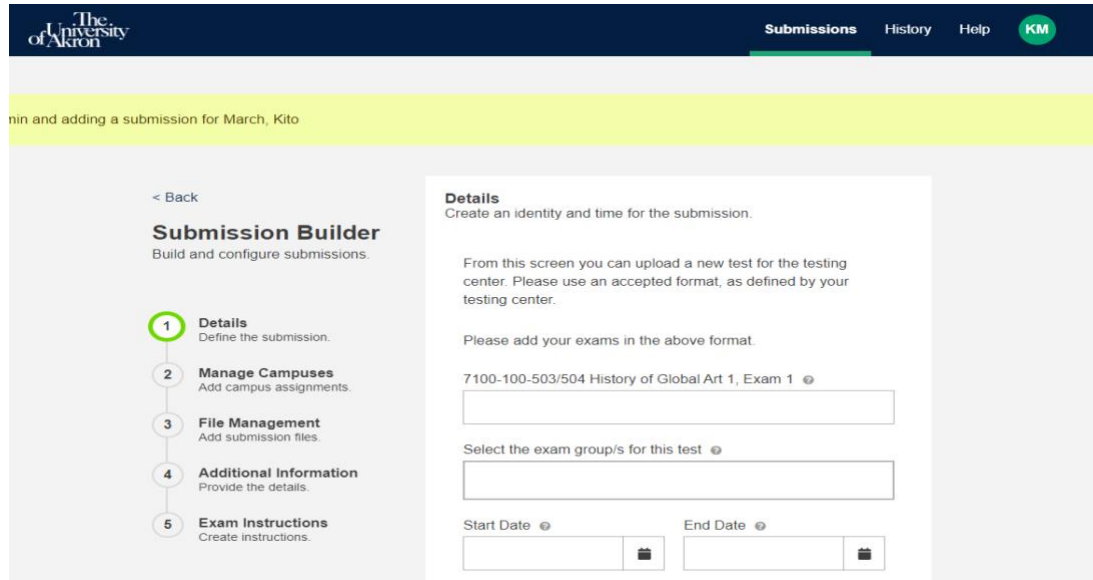


4. Begin completing the test submission with your test name in section 1. **This is the name your students will see when making an appointment.**

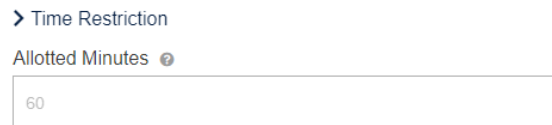
NOTE: When submitting a new test/exam, you must include department number, Course number, section number, name of course, (*ENGL:100/701 English Comp I Exam 1*)



5. . Then enter the Start date and End date (2). Please leave the time restriction field blank (3). If you have a specific time the student can start or complete their exam, please indicate that in the last section for notes (Figure 4).



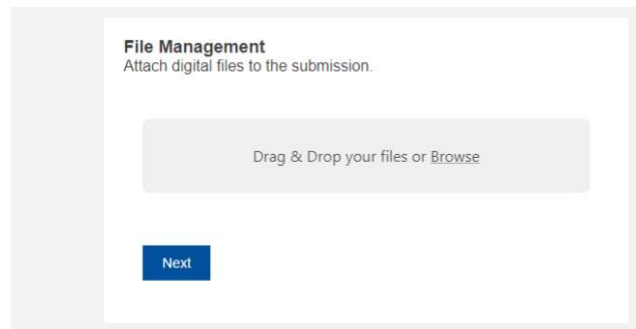
6. After entering the dates, the next entry field is for the “Allotted Minutes for Exam”. Enter the allotted time (in minutes) in the textbox.



Please see a few notes below:

- The default time for all exams is 60min.
- When entering the length of your exam, please DO NOT add extra time for students with accommodations. If a student has an accommodation, please add the time in Brightspace.

- Please use the File Management function to upload any documents you wish to attach to the submission (formula sheets, specific scratch paper). You may do so by dragging and dropping multiple selected files into the field or by clicking the “browse” button and selecting multiple files to upload.



- Lastly, provide the following information. This will provide the necessary information to proctor your exam. Please be available to answer emails or phone calls during your test window.

A screenshot of a web form titled "Submission Builder" with the subtitle "Build and configure submissions." On the left is a vertical navigation menu with five steps: 1. Details (Define the submission), 2. Manage Campuses (Add campus assignments), 3. File Management (Add submission files), 4. Additional Information (Provide the details), and 5. Exam Instructions (Create instructions). Step 4 is highlighted with a green circle. The main form area contains several input fields: Phone Number (required), Department (required), 4-Digit Campus Mail Code (if materials need sent back), Course Name (required), Department Number (required), Course Number (required), Section Number (required), Test Application (required) with a dropdown menu, Type of exam? (required) with a dropdown menu, and Total number of students taking your exam. To the right of these fields is a section titled "Authorized material for your students (books and Notes not permitted):" with four checkboxes: Scratch Paper, Formula Sheet/s (please upload with the above link), Translator (Language Other than English), and Calculator (Personal). Below this is a section titled "Password (Only complete if differs from CBAE provided password):" with a password input field. A blue "Next" button is located below the password field. At the bottom of the form is a section titled "Exam Instructions" with a text area for instructions.



9. At the bottom of the Submission page is a link to ‘Submit’ or ‘Submit and Print’ your submission. The Testing Center will activate the exam within 24 hours to make it available for students to register online. If we have any questions about your submission, we will contact you before approving it.

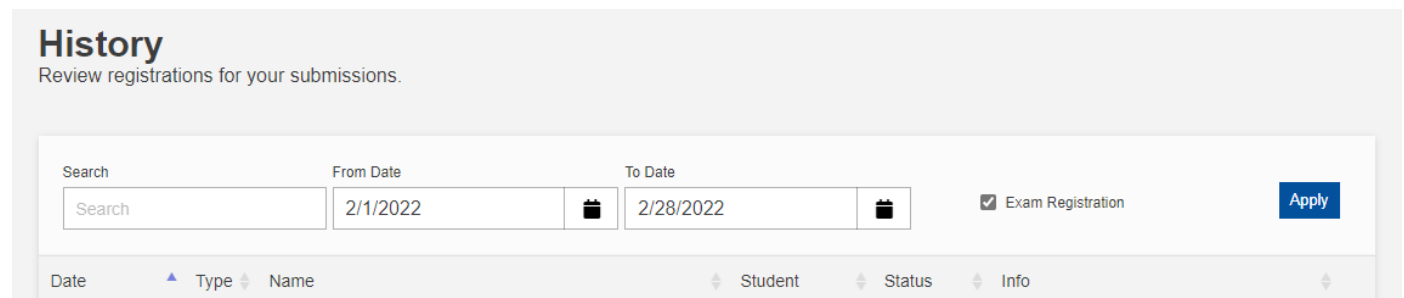


**NOTE: Please contact SLC for any changes to your submission.**

### Section 3: How to view student Registration and completions.

The Student Tab allows a professor to view students who have taken or scheduled their exam. By setting a timeframe, a professor can see who has taken and who has registered for specific exams.

- A. Choose a starting month and day (From Date).
- B. Choose an ending month and day (To Date)

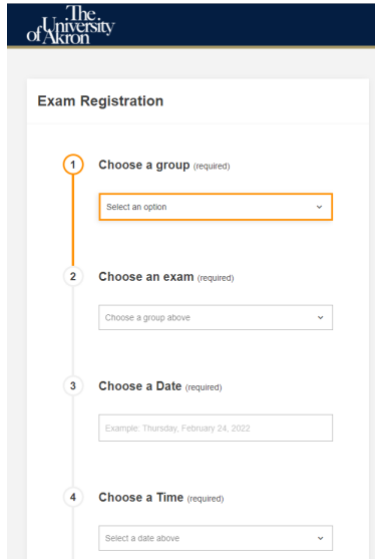


- C. Click “Apply” and student(s) should appear in the “Students” screen if exam(s) completed.
  - a. The information can be sorted by Student Name, Exam, Date or the
  - b. current student’s testing Status (with start and stop times).
  - c. You can “Export” to excel with the export function located in the bottom left-hand corner.
  - d. You can print by clicking on “Print “in the bottom left-hand corner

## Section 4: How Students Register for their Exam

Students can use the link below to schedule their exam inside of SLC.

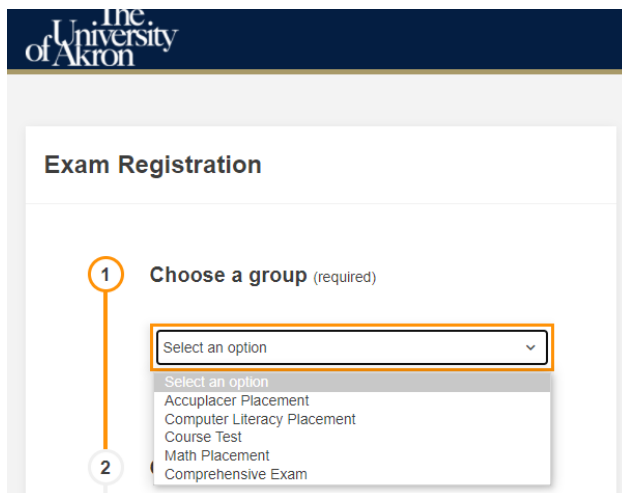
<https://registerblast.com/uakron-ae/Exam/List> you will be forwarded to the page below.



The screenshot shows the 'Exam Registration' form with four numbered steps:

- 1 Choose a group (required)**: A dropdown menu with the placeholder text 'Select an option'.
- 2 Choose an exam (required)**: A dropdown menu with the placeholder text 'Choose a group above'.
- 3 Choose a Date (required)**: A text input field with the example text 'Example: Thursday, February 24, 2022'.
- 4 Choose a Time (required)**: A dropdown menu with the placeholder text 'Select a date above'.

1. Select a group (required) Assigned by Testing Center. From the drop-down menu



The screenshot shows the 'Exam Registration' form with the first step, 'Choose a group (required)', highlighted. The dropdown menu is open, showing the following options:

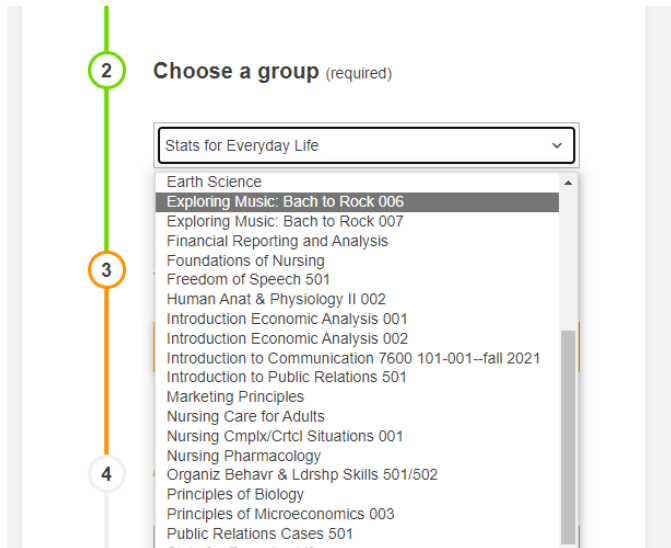
- Select an option
- Accuplacer Placement
- Computer Literacy Placement
- Course Test
- Math Placement
- Comprehensive Exam

### SLC Group list

- a. Computer Literacy Placement
- b. Math Placement
- c. Reading/Writing Placement
- d. UA Course Exam
- e. Make Up Exam

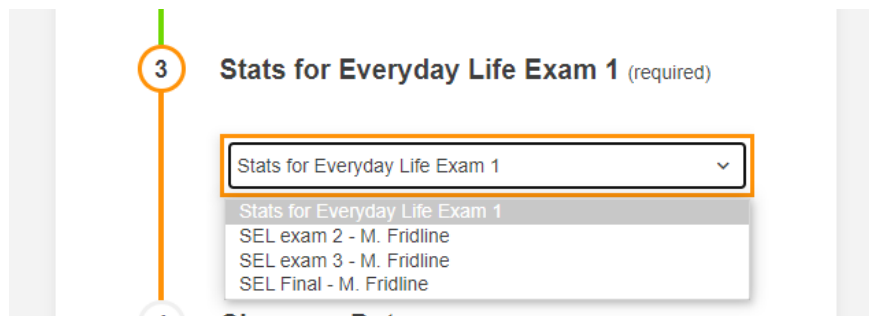
**NOTES: Select UA Course Exam only for exams set up by instructors.**

After selecting the exam group. The student will need to select the course group name.



2. Choose an exam (required)

Select the professor's exam. If it's not visible, the exam has yet to be submitted.



6. Choose a Date (required)for your exam. If date unavailable choose the next available date.

## 7. Choose a Time (required)

4 **Choose a Date** (required)

Example: Thursday, February 24, 2022

5 **Choose a Time** (required)

Select a date above

## 8. Who is taken the exam? Enter the examinee information.

6 **Who is taking this exam?**

Will you be taking this exam or are you registering for someone else? Please enter the test taker's information.

First Name (required)

Kito

Last Name (required)

March

Email (required)

kmarch@uakron.edu

Verify Email (required)

kmarch@uakron.edu

## 9. Read Exam guideline acknowledgement

- Check the box under the scroll box to acknowledge the guidelines.
- Check box and enter mobile # if you would like to receive a reminder text.

## 10. Complete Needed Information accordingly

## 11. Click Add to Cart.

7 **Exam guideline acknowledgement**

Thank you for scheduling your test with Computer Based Assessment and Evaluation in Schrank Hall 152.

\* Be sure to bring your UA ID (ZipCard). **You will not be able to test without your ZipCard.**

\* Testing procedures follow those provided by course instructor, exam vendor or sponsor, where

I agree to follow the above guidelines

8 **Needed information**

UA ID# (7 digit number) (required)

UA ID# (7 digit number)

Phone Number (required)

Phone Number

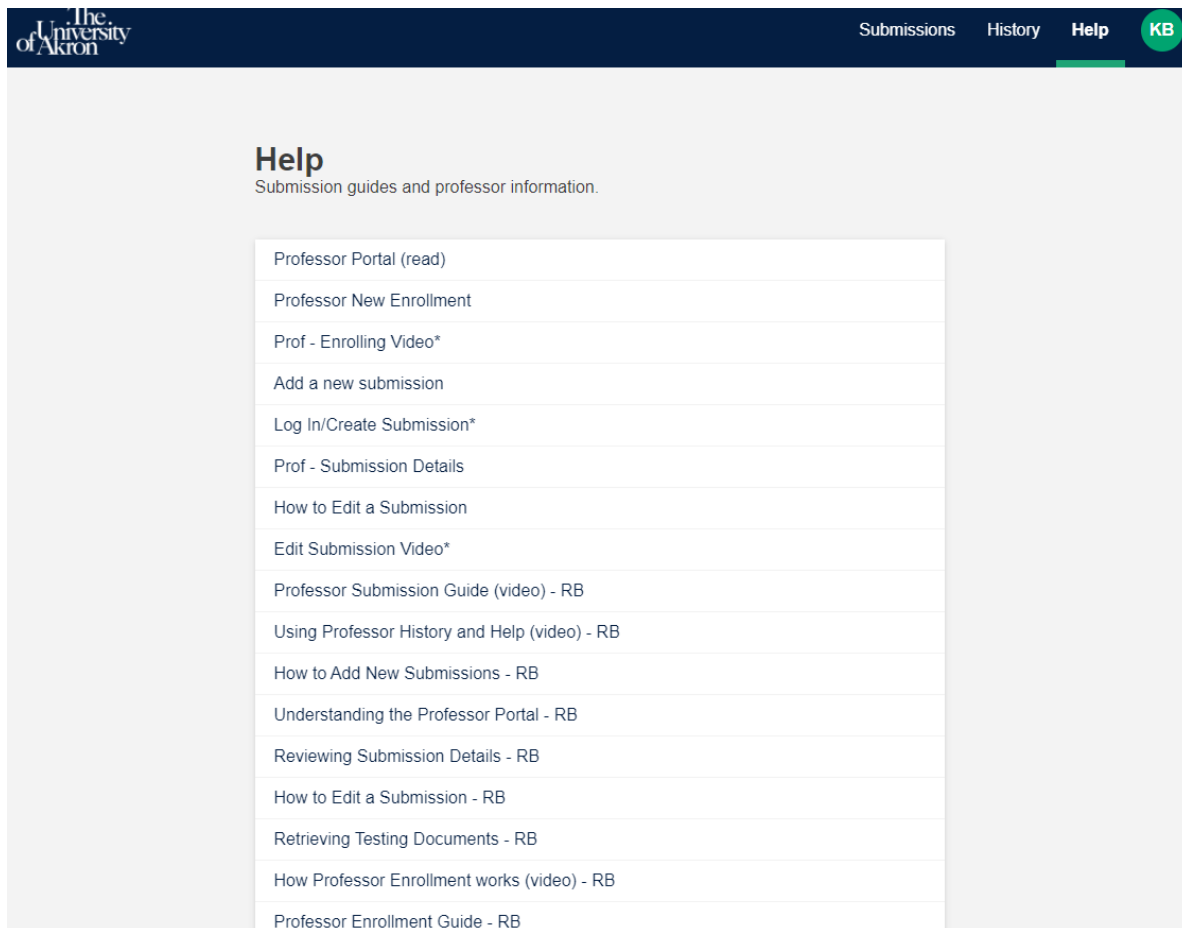
**Add to Cart**

12. If you need to add another exam, click “Add Another Exam” and repeat the previous process.
13. If you have completed all necessary registrations, click “Complete Registration”.
14. Once you have clicked “Complete Registration”, your confirmation email will appear on the screen, you may print a copy for your records, but not required.
15. Upon a successful transaction, you will receive an immediate email confirmation receipt. You are welcome to bring receipt with you at the time of testing, but not required

## Section 5: Getting Assistance with Registerblast

Assistance is available via RegisterBlast Professor Portal Reference Guide, as well as under “More Information” and clicking the various links on the Professor Portal Sign-in (Submission) Page by clicking “Help”

[Help - University of Akron Assessment & Evaluation | RegisterBlast](#)



**Help**  
Submission guides and professor information.

Professor Portal (read)
Professor New Enrollment
Prof - Enrolling Video*
Add a new submission
Log In/Create Submission*
Prof - Submission Details
How to Edit a Submission
Edit Submission Video*
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
How Professor Enrollment works (video) - RB
Professor Enrollment Guide - RB

If faculty or students have any questions or concerns, please contact SLC at [smuckerlearningcenter@uakron.edu](mailto:smuckerlearningcenter@uakron.edu) or (330) 684-8960. If students have specific exam questions, please contact the professor.

## Section 6: Frequently asked question

**How do I extend the test window for previously submitted exams?** Send an email to [smuckerlearningcenter@uakron.edu](mailto:smuckerlearningcenter@uakron.edu) with the exam name and new deadline dates, and we will update your exam submission accordingly.

**How do I know that you received the exam and that everything worked properly?**

RegisterBlast immediately processes exam submissions to the Admin Portal for approval. From your Professor Portal, click on Submissions at the top of the page – this contains a list of all your submitted tests. Find the desired exam and select Edit; this will open the submission form. The second item will be the uploaded file name, which you can download by clicking View. If you can download and view your uploaded file, then we have received your exam submission.

**How will I know if a student has taken the exam or scheduled an appointment?** From your Professor Portal, select Students, near the top of the page. Choose your Test Date range using the calendar feature and then click Update. The names of all students registered to take your exam(s) within the chosen dates will be displayed. The Date field will show you when the student is scheduled to take your exam(s). The Status field will indicate if the student was a no show or the date the student took the exam with their exam start and stop times.

**Can I be notified of when students register for my exam?** Yes, you can set up to receive Notifications via Profile in your Professor Portal. From your Professor Portal, select Profile, near the top of the page. Choose how often you will receive email notifications by selecting Never, Only on Exam Days, Every Weekday, Every Day, Weekly, or Monthly under Notification Type and select Update Profile.

**If I have problems with the system, who do I call to help me fix/troubleshoot the issue?** If you are having trouble with the instructions or steps, please contact SLC (smuckerlearningcenter@uakron.edu or 330-684-8960). If you are experiencing technical issues with the website, RegisterBlast also offers technical support. Please contact them by emailing support@registerblast.com. Response time is usually 1-2 hours during business hours.