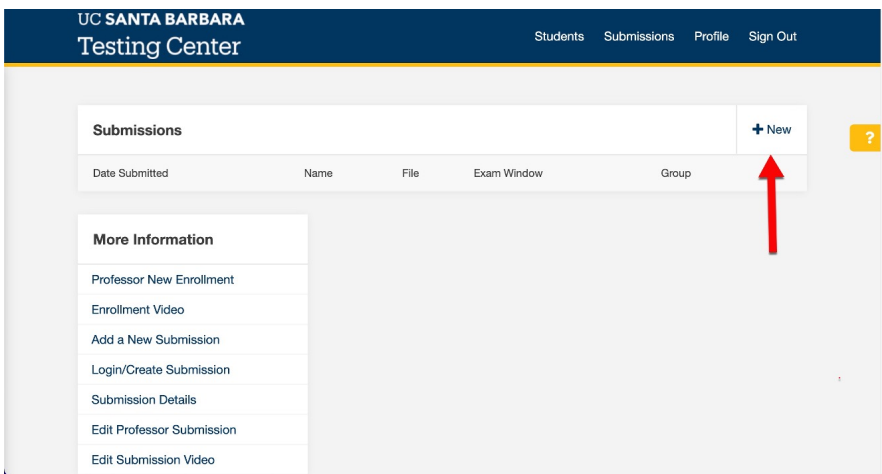


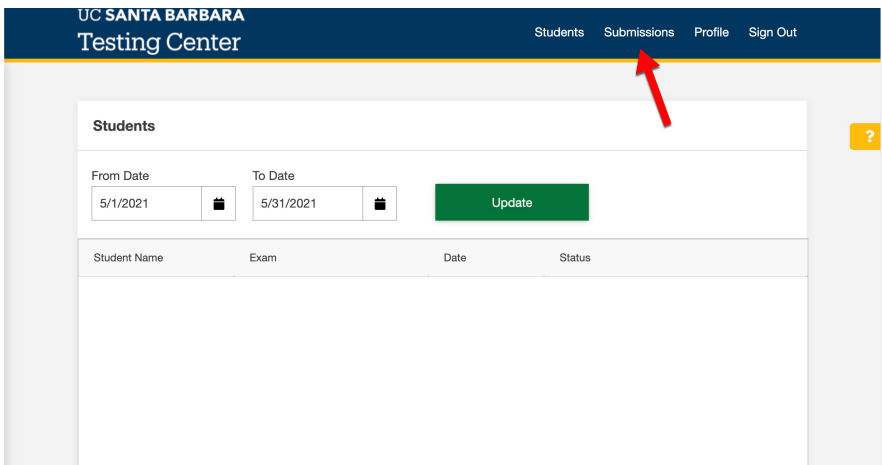
1. Log into RegisterBlast

Log into RegisterBlast using your net ID and password.

2. Click on “Submissions”



3. Click on + New on the upper right-hand side



4. Create a name for the Exam

In the Test Name section, please provide a detailed name for the exam. The exam name will help the Testing Center administer the correct exam. For example, if a professor teaches multiple sections of the same subject but is giving each section a different exam. We would need a way to differentiate between the exams.

The screenshot shows the 'New Submission' form in the UC Santa Barbara Testing Center portal. The form is titled 'New Submission' and has a 'Clear Form' button. Below the title, it says 'Welcome to the UC Santa Barbara Professor Portal!'. A red box highlights the 'Test Name' section, which includes a text input field labeled 'Test Name'. Below this, there is a 'Test File' section with a 'Choose File' button and the text 'No file chosen', and a link 'Add an additional file'.

5. Select the exam file

Section two is the Test File section. This is where you would upload the exam files. It is not necessary to upload files to create the exam. Students cannot schedule their exams until the exam is created. We do ask that the exam is created at the start of the quarter and that the exam file is uploaded to the Testing Center at least 24 hours before the scheduled exam.

The screenshot shows the 'New Submission' form in the UC Santa Barbara Testing Center portal, specifically the 'Test File' section. A red box highlights the 'Test File' section, which includes a 'Choose File' button and the text 'No file chosen', and a link 'Add an additional file'. Below this, there is a '3 Apply to Testing Center' section with a checkbox for 'Academic Exams > Fall 2021 Quarter'. There are also fields for 'Test open date (leave time @ 12:00AM for all-day)', 'Test close date (leave time @ 12:00AM for all-day)', and 'Allotted Minutes for Exam' (with a value of 0). The '4 Exam Proctoring Instructions' section is partially visible at the bottom.

6. Enter exam dates time and time allotted

Section three is about the exam date and time

- First, select the quarter.
- Then select the date the student(s) can take the exam. If the student is expected to take the exam at the same date and time as the class, the open date and the close date should be the same.
- The exam open time should be the time class will begin the exam
- The exam close time should be double the allotted time. This will allow students with the double time accommodations to schedule their exams.
- RegisterBlast will use the information you enter in this section to automatically adjust the end time for each individual student based on their approved accommodations.

7. Enter exam proctoring instructions

Please list all the materials or resources the students can use during the exam, such as notes, textbook or formula sheets

The screenshot shows a vertical list of four steps: 2. Test File, 3. Apply to Testing Center, and 4. Exam Proctoring Instructions. Step 3 is highlighted with a red border. Step 2 includes a 'Choose File' button and a link to 'Add an additional file'. Step 3 includes a checkbox for 'Academic Exams > Fall 2021 Quarter', two date pickers for 'Test open date' and 'Test close date', and a text input for 'Allotted Minutes for Exam' with the value '0'.

The screenshot shows the same vertical list of four steps. Step 2 is highlighted with a red border. Step 3 is visible below it, showing the same options as in the previous screenshot.

8. Use of a calculator

If the student is allowed to use a calculator, please indicate which type of calculator they can use.

If students can use a calculator, please indicate the type of calculator allowed

- Basic
- Scientific
- Financial
- Graphing
- None

Please indicate who we can contact during the exam for test-related questions. Please provide a name, phone number and email. (required)

Instructor

TA

Other

Contact Name (required)

Contact Name

Contact Phone Number or Email (required)

Contact Phone Number or Email

5 Additional Instructions

9. Contact during the exam

In this section, please provide the name and phone number or email of the person the Testing Center can contact during the exam if a student has questions about the exam

If students can use a calculator, please indicate the type of calculator allowed

- Basic
- Scientific
- Financial
- Graphing
- None

Please indicate who we can contact during the exam for test-related questions. Please provide a name, phone number and email. (required)

Instructor

TA

Other

Contact Name (required)

Contact Name

Contact Phone Number or Email (required)

Contact Phone Number or Email

5 Additional Instructions

10. Exam Return

Next, select how you would like to receive the completed exam. You have several exam delivery options.

- Option 1 - The Testing Center can deliver the completed exams to the department office.
- Option 2 - Professors can pick up the exams directly from the Testing Center
- Option 3 - The Testing Center can scan and email the completed exams. The hard copy of the exam will be returned to the department for record retention purposes.
- Option 4 – This option should only be used if the student submits the completed exam online using a platform such as GauchoSpace

If students can use a calculator, please indicate the type of calculator allowed

- Basic
- Scientific
- Financial
- Graphing
- None

Please indicate who we can contact during the exam for test-related questions. Please provide a name, phone number and email. (required)

Instructor

TA

Other

Contact Name (required)

Contact Name

Contact Phone Number or Email (required)

Contact Phone Number or Email

5 Additional Instructions

11. Additional Instructions

Lastly, please include any additional exam instructions, such as if the exam return location is different from the department office or any other relevant information about the exam you think we should know and then click submit

If students can use a calculator, please indicate the type of calculator allowed

- Basic
- Scientific
- Financial
- Graphing
- None

Please indicate who we can contact during the exam for test-related questions. Please provide a name, phone number and email. (required)

Instructor

TA

Other

Contact Name (required)

Contact Name

Contact Phone Number or Email (required)

Contact Phone Number or Email

5 Additional Instructions

Congratulations! You just created your first exam

Thank you
For Watching



(805) 893-6041



support@testingcenter.ucsb.edu



If you have any questions about the new process, creating exams or anything else, please contact the Testing Center by phone at (805) 893-6041 or via email at support@testingcenter.ucsb.edu. Thank you for watching!