

1. Log into RegisterBlast

Log into RegisterBlast using your net ID and password.

UC SANTA BARBARA

Log In



UCSBnetID

Password

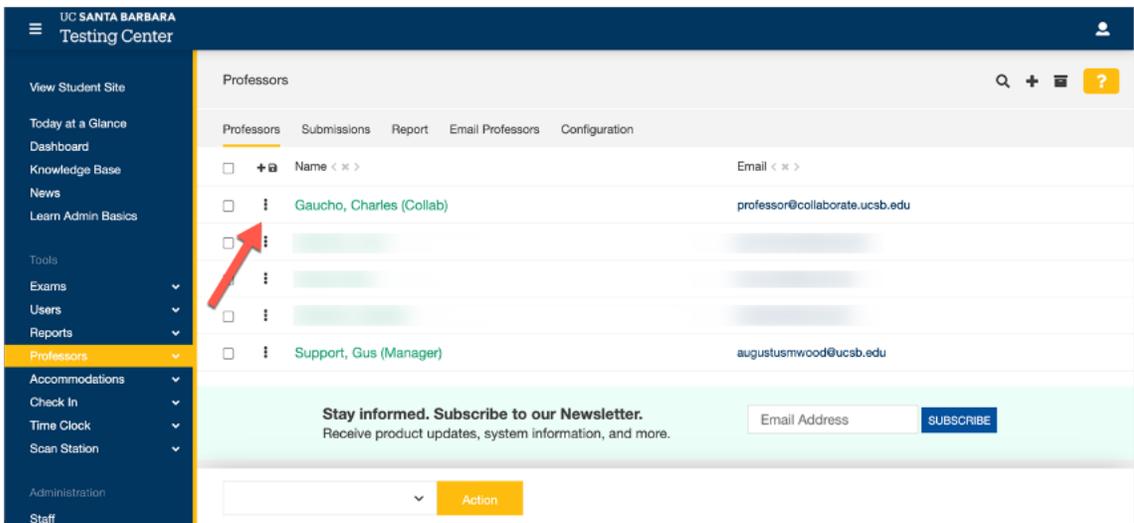
LOG IN

[Forgot your password?](#)

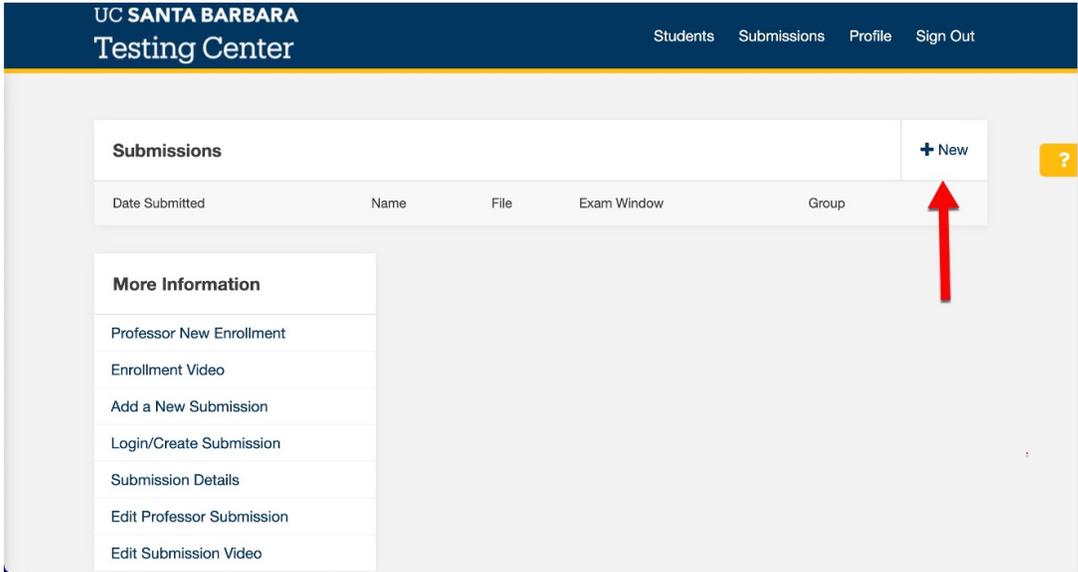
For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

2. Impersonate an instructor

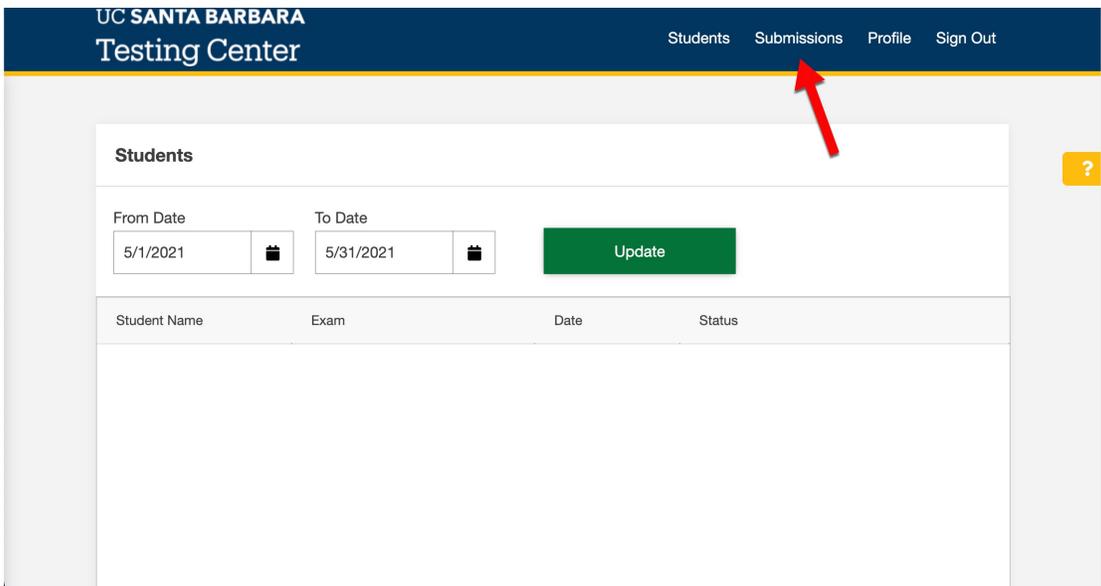
On the left-hand side of the screen, click on professors. Then, scroll to find the professor's name, click on the ellipsis, also known as the three vertical dots, and select impersonate.



3. Click on “Submissions”

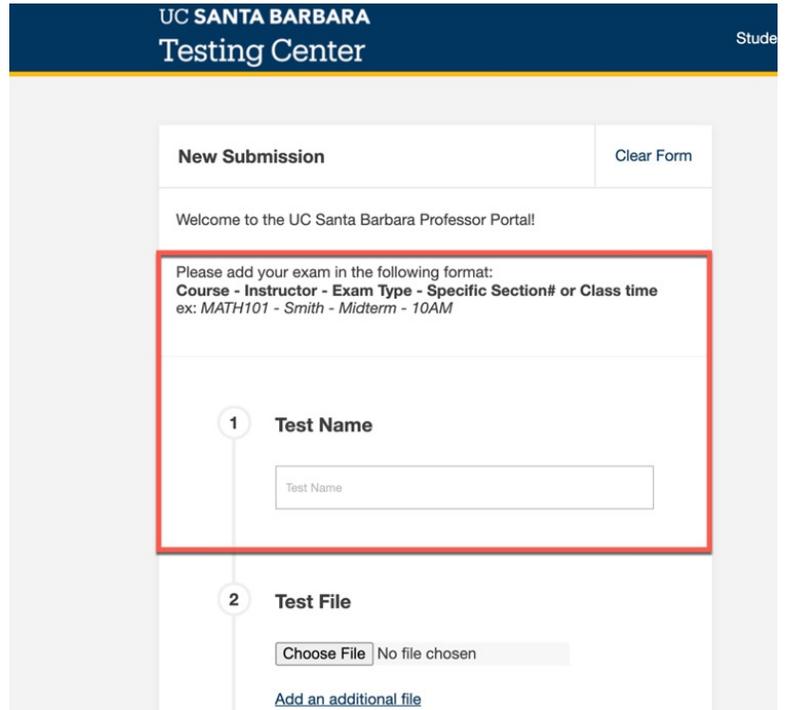


4. Click on + New on the upper right-hand side



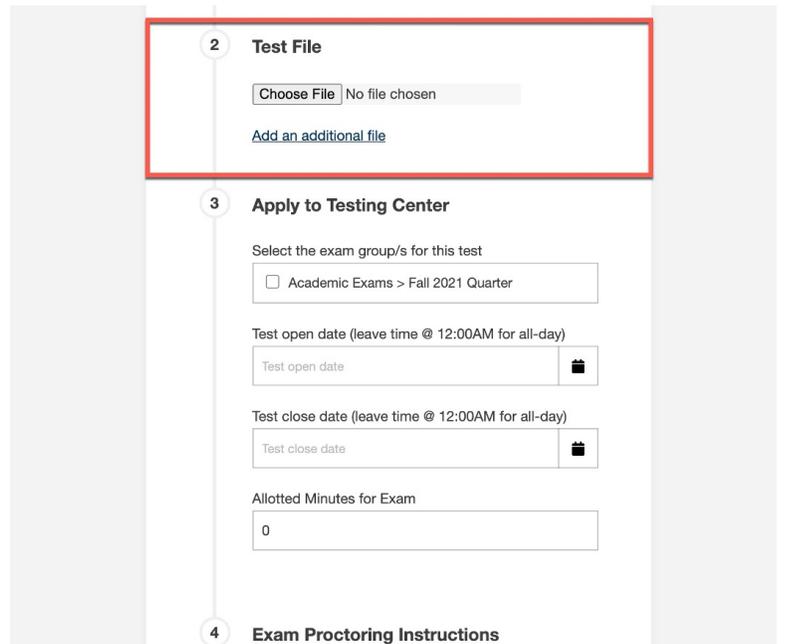
5. Create a name for the Exam

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.



6. 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.



7. 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 should be the start time plus double the allotted minutes. This will create an exam window that allows students with the double time accommodations to schedule their exams.
- The allotted time is how much time the class gets to complete the exam. RegisterBlast will use the information you enter in this field to automatically adjust the end time for each individual student based on their approved accommodations.

8. 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

This screenshot shows step 3 of the RegisterBlast interface, titled "Apply to Testing Center". It is highlighted with a red border. The step includes the following fields and options:

- Test File** (Step 2): A "Choose File" button with "No file chosen" text and a link to "Add an additional file".
- Apply to Testing Center** (Step 3):
 - Select the exam group/s for this test: A dropdown menu showing "Academic Exams > Fall 2021 Quarter".
 - Test open date (leave time @ 12:00AM for all-day): A date picker field.
 - Test close date (leave time @ 12:00AM for all-day): A date picker field.
 - Allotted Minutes for Exam: A text input field containing the number "0".
- Exam Proctoring Instructions** (Step 4): A section header for the next step.

This screenshot shows step 4 of the RegisterBlast interface, titled "Exam Proctoring Instructions". It is highlighted with a red border. The step includes the following text and a text area:

- Exam Proctoring Instructions** (Step 4):
 - Please provide detailed proctoring instructions including:
 - 1. Resources that the student **CAN** use during the exam, if any (scratch paper, notes, textbook, calculator, etc)
 - 2. Resources the student **CANNOT** use during the exam
 - 3. If the student is allowed to use a calculator, please indicate the type of calculator the student can use (i.e. basic, scientific, financial or graphing calculator)
 - 4. Exam Return: How would you like to receive the completed exam?
 - What resources can be used during the exam (if any). Please list below (scratch paper, notes, textbook, calculator, etc.) (required)
 - A text input field for listing resources: "What resources can be used during the exam (if any). Please list below (scratch paper, notes, textbook, calculator, etc.)"

9. 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

10. 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. This information is **not** shared with students.

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. 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 or GradeScope

12. 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

Contact Phone Number or Email (required)

Contact Phone Number or Email

How would you like to receive the completed exam?

- Testing Center delivers exam to the department office
- Professor pick up from the Testing Center
- Email
- Online

5

Additional Instructions

This screenshot shows a portion of a web form. At the top, there is a text input field for 'Contact Phone Number or Email (required)'. Below it is a section titled 'How would you like to receive the completed exam?' which is highlighted with a red border. This section contains four radio button options: 'Testing Center delivers exam to the department office', 'Professor pick up from the Testing Center', 'Email', and 'Online'. Below this section is a step indicator '5' and a text area for 'Additional Instructions'.

5

Additional Instructions

Submit

Submit and Print

This screenshot shows the bottom portion of the form. It features a step indicator '5' and a text area for 'Additional Instructions', which is highlighted with a red border. Below the text area are two green buttons: 'Submit' and 'Submit and Print'.

That's it! Those are the steps for creating an 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!