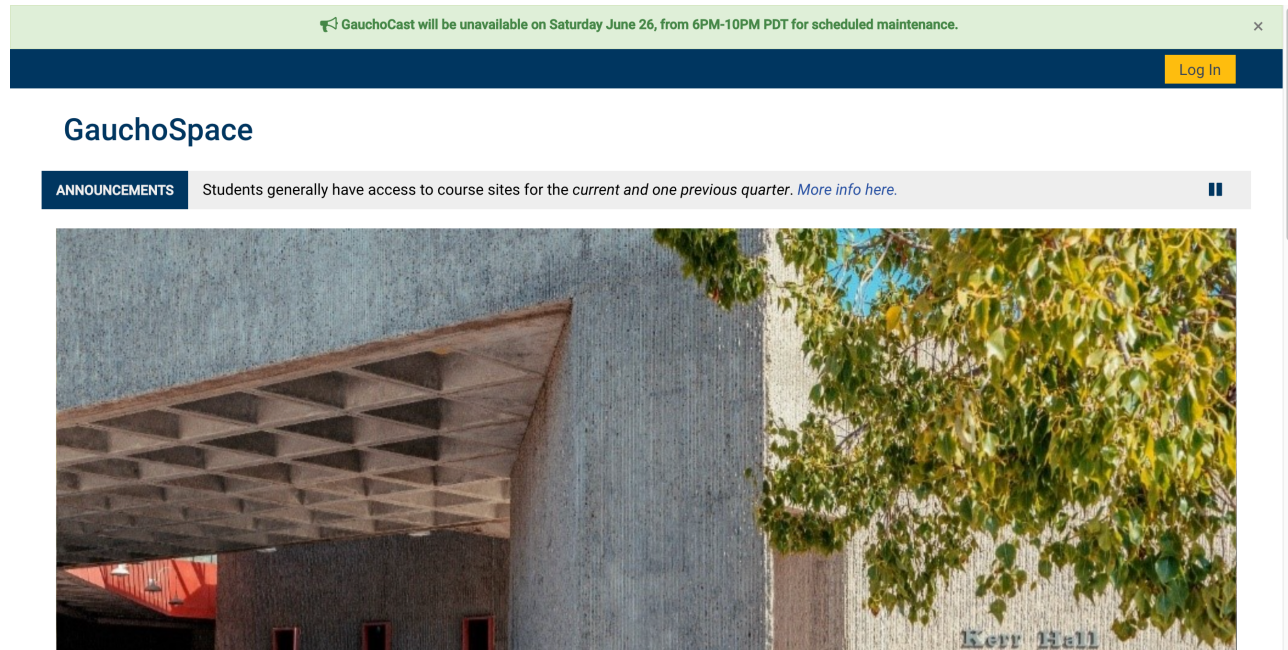


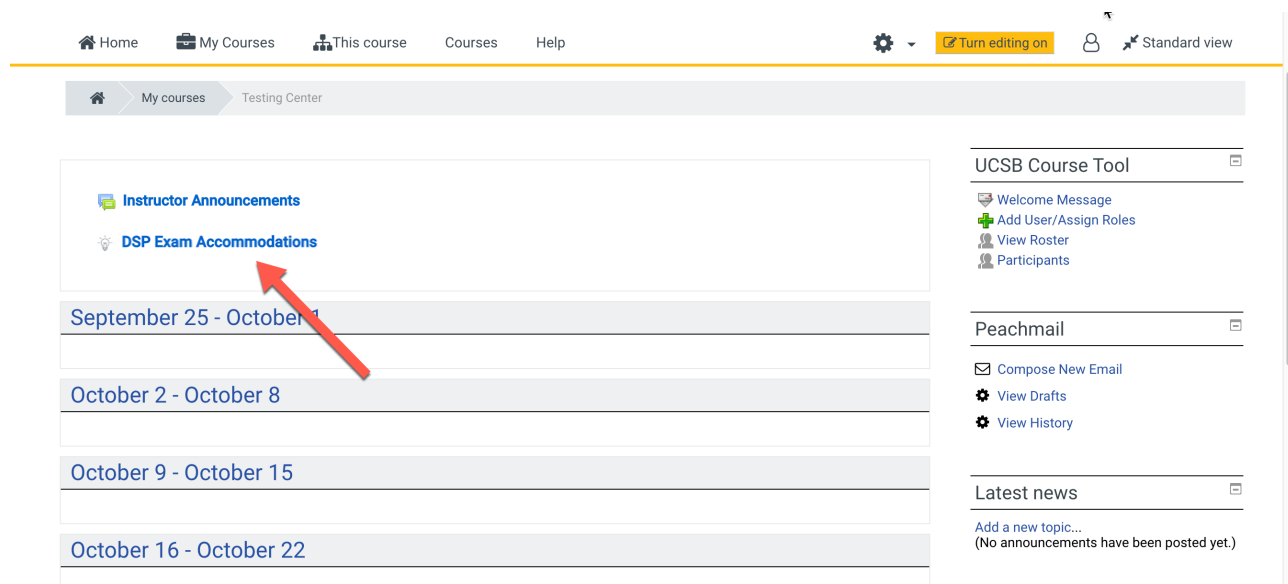
1. Add RegisterBlast to your courses in GauchoSpace

Please follow the [detailed instructions](#) for adding RegisterBlast as an activity/resource to your courses. The integration with GauchoSpace provides RegisterBlast with course enrollment information, so students access only exams for currently enrolled courses.

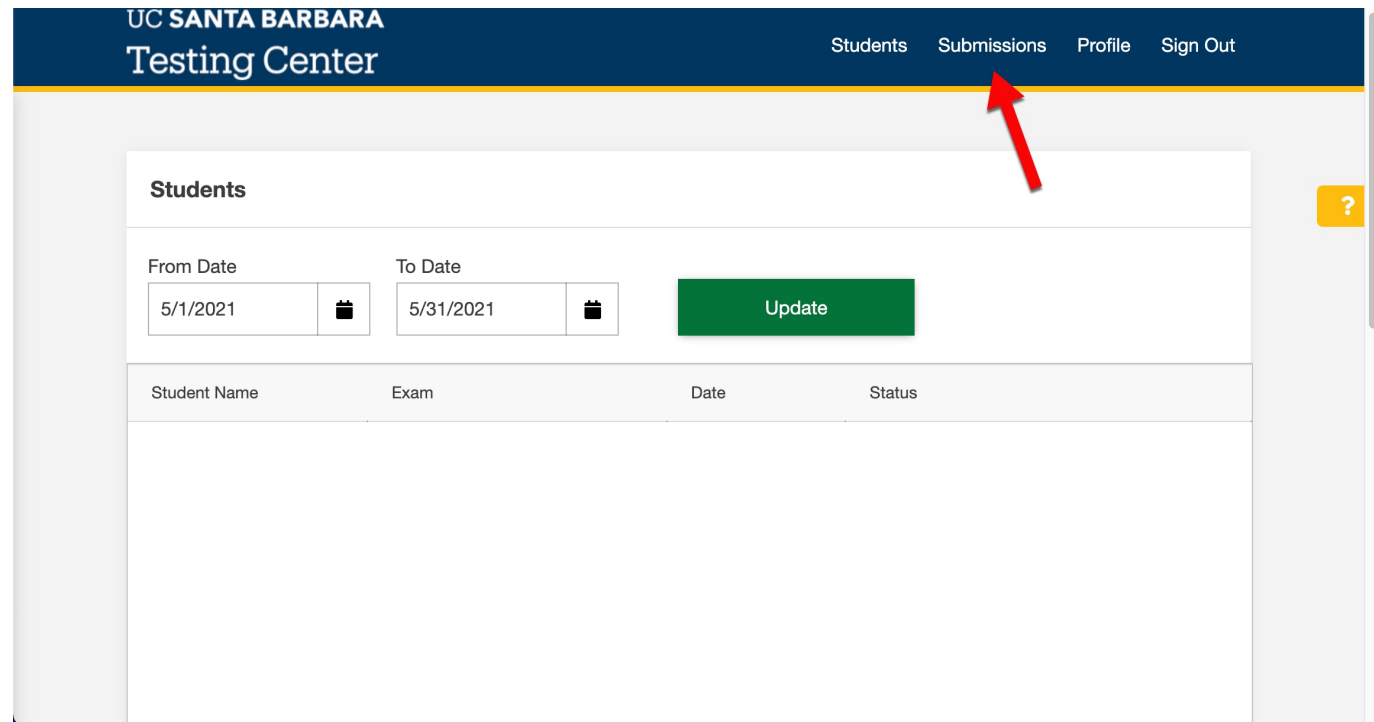


2. Log into RegisterBlast

In GauchoSpace, click on the DSP Exam Accommodations tool



4. Click on “Submissions”



UC SANTA BARBARA
Testing Center

Students Submissions Profile Sign Out

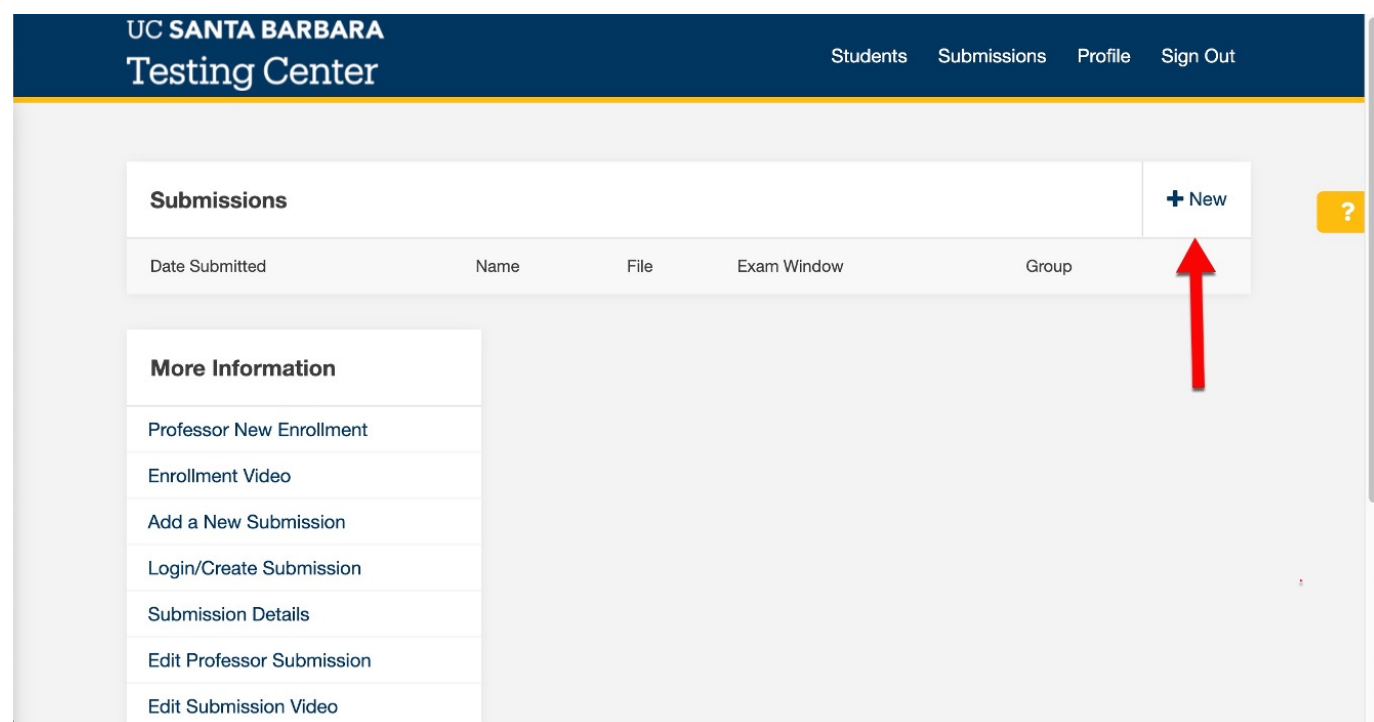
Students

From Date To Date

5/1/2021 5/31/2021 Update

Student Name	Exam	Date	Status
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5. Click on + New on the upper right-hand side



UC SANTA BARBARA
Testing Center

Students Submissions Profile Sign Out

Submissions + New

Date Submitted	Name	File	Exam Window	Group
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More Information

- Professor New Enrollment
- Enrollment Video
- Add a New Submission
- Login/Create Submission
- Submission Details
- Edit Professor Submission
- Edit Submission Video

6. 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.

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New Submission Clear Form

Welcome to the UC Santa Barbara Professor Portal!

Please add your exam in the following format:
Course - Instructor - Exam Type - Specific Section# or Class time
ex: MATH101 - Smith - Midterm - 10AM

1 **Test Name**

Test Name

2 **Test File**

Choose File No file chosen

[Add an additional file](#)

7. 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 2 business days before the scheduled exam.

2 **Test File**

Choose File No file chosen

[Add an additional file](#)

3 **Apply to Testing Center**

Select the exam group/s for this test

☐ Academic Exams > Fall 2021 Quarter

Test open date (leave time @ 12:00AM for all-day)

Test open date 📅

Test close date (leave time @ 12:00AM for all-day)

Test close date 📅

Allotted Minutes for Exam

0

4 **Exam Proctoring Instructions**

8. 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.

9. 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

2 Test File

Choose File No file chosen

[Add an additional file](#)

3 Apply to Testing Center

Select the exam group/s for this test

☐ Academic Exams > Fall 2021 Quarter

Test open date (leave time @ 12:00AM for all-day)

Test open date

Test close date (leave time @ 12:00AM for all-day)

Test close date

Allotted Minutes for Exam

0

4 Exam Proctoring Instructions

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)

What resources can be used during the exam (if any). Please list below (scratch paper, notes, textbook, calculator, etc.)

10. 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

11. 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

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 or GradeScope.

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

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

5

Additional Instructions

Submit

Submit and Print

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!