

# COLUMBUS STATE

## ACCESSIBILITY AND TESTING

The data in RegisterBlast mimics what is in Blackboard (and when you will have access to your courses in RegisterBlast). Blackboard only includes two terms at a time: either the past/current terms or the current/upcoming terms. The past term is made inactive and the upcoming term is made active following the Incompletes deadline – usually this “term rollover” occurs on Tuesday of the 7<sup>th</sup> week of the current term:

- Summer term is made active at the end of February
- Autumn term is made active at the beginning of July
- Spring term is made active at the beginning of October

For upcoming term courses, faculty enrollments are included if they are assigned in Colleague. If a chair adds a new instructor or makes a change, those changes will be reflected with the next day’s data job.

An instructor will be able to set up exams in RegisterBlast for the upcoming term IF:

- The upcoming term is active in Blackboard (e.g. the “term rollover” has occurred; see approximate dates list above)  
**AND**
- The chairperson has assigned the instructor to at least one course in Colleague

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## Faculty and Course Data

RegisterBlast will pull in the following information about faculty and courses.

- **Faculty:** legal first and last name, Cougar ID, and CSCC email (we will collect additional information about you when you submit your exam)
- **Courses:** department, section number, and synonym number

## Logging In

Steps
Log into Blackboard.
Click into your course
Click on link to RegisterBlast (see first screenshot).
After you click on the link RegisterBlast see page 3 for what you will see after logging in.

My CSCC

Scripting Fundamentals (WEB 87397) ITST-2252-W01-87397-AU-2020

Scripting Fundamentals (WEB 87397) (ITST-2252-W01-87397-AU-2020)

- Announcements
- Course Tools
- Orientation - Start Here

**Course Management**

- Control Panel
- Files
- Course Tools**
  - Announcements
  - RegisterBlast**
  - Tests, Surveys, and Pools
- Evaluation
- Grade Center
- Users and Groups

## Announcements

Create Announcement

New announcements appear below

### Welcome to ITST-2252!

Posted on: Monday, July 27, 2020 12:00:00 AM

Hello!

Welcome to ITST-2252 and Autumn Term : language.

This is an 8-week, accelerated course so w

- Purchase your textbook.** We are c **978-0-13-358273-4**. In the interest c me know you are using it so I can gi materials, so feel free to buy a used
- Begin reading Chapter 1 and App** on your computer.

# Faculty Login Page Overview

After logging in this will be the first page you will see.

**COLUMBUS STATE**  
COMMUNITY COLLEGE

Submissions History Help JK

## Submissions

Manage submission details and materials.

Search From To Date Apply

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

Show 10 entries Previous Next CSV Excel Print

## Submissions

Manage submission details and materials.

+ 1

Search  From  To Date

Apply

2

Name	Submitted	Exam Window	Group	Attachments	Status
STAT1450 - Final Exam - AU21 - MU	1/11/2022	1/18/2022 - 1/21/2022	Columbus Campus > CSCC Academic Exams > STAT > STAT 1450 > STAT 1450 - W03 - 56827	1 File	Approved
STAT2430 - Final Exam - AU21 - MU	1/6/2022	1/18/2022 - 1/20/2022	Columbus Campus > CSCC Academic Exams > STAT > STAT 2430 > STAT 2430 - W01 - 56831	1 File	Approved

Show 10 entries Previous 1 Next CSV Excel Print

1. What you will select to submit a new exam (see page 6 for details).
2. What you will see after you've submitted exams. Exams from previous semester will be archived after the 7<sup>th</sup> week of the next semester.
  - a. **Name of test** – live hyperlink to the exam submission which is where you can view the attachments.
  - b. **Date submitted** – the date you submitted the exam.
  - c. **Exam window** – when exam is available and closed.
  - d. **Group** – exam is attached to section, section is attached to course/number, and course/number is attached to department.
  - e. **File** – a list of all the files you uploaded (not hyperlinked).
  - f. **Status**.

## History

Review registrations for your submissions.

Search From Date To Date  Exam Registration

Date	Type	Name	Student	Status	Info
12/9/2021 11:00 AM	Exam	POLS 1100 Final Exam AU 21 -	John Doe	Checked Out	Checked-in: 12/9/21 10:49   Checked-out: 12/9/21 1:44
12/9/2021 1:00 PM	Exam	Private Room - Delaware	Jane Doe	No Show	
12/13/2021 9:30 AM	Exam	Final Exam Block 1 - CT 109 - Blackboard	John Doe	No Show	
12/14/2021 11:20 AM	Exam	Final Exam Block 1 - CT 109 - Blackboard		No Show	
12/14/2021 2:00 PM	Exam	Final Exam Block 1 - CT 109 - Blackboard		No Show	
12/15/2021 9:00 AM	Exam	Final Exam Block 2 - MO 157 - Blackboard		Checked Out	Checked-in: 12/15/21 9:06   Checked-out: 12/15/21 9:47
12/15/2021 9:10 AM	Exam	Final Exam Block 2 - MO 157 - Blackboard		Checked Out	Checked-in: 12/15/21 9:09   Checked-out: 12/15/21 9:33
12/15/2021 9:30 AM	Exam	Final Exam Block 2 - MO 157 - Blackboard		Checked Out	Checked-in: 12/15/21 9:03   Checked-out: 12/15/21 9:29
12/15/2021 9:30 AM	Exam	Final Exam Block 2 - CT 109 - Blackboard		Checked Out	Checked-in: 12/15/21 9:03   Checked-out: 12/15/21 9:53
12/15/2021 9:30 AM	Exam	Final Exam Block 2 - MO 157 - Blackboard		Checked Out	Checked-in: 12/15/21 9:20   Checked-out: 12/15/21 9:46

Show 10 entries

Previous

1

2

3

4

5

...

17

Next

CSV

Excel

Print

### 1. Top Navigation

- Submissions** – will take you to the page that will list all the exams you submitted.
- History** – this will take you to what you see as your default page when you log in.
- Help** – submission guides and professor information.

### 2. Date Adjustments – change the date range to see the status of student exams.

### 3. Student data – student’s legal first and last name, test title, date column includes date/time the student checked in to take their exam, and status column will show you when the student began taking the test, if completed, if cancelled, or if student did not show.

## Submitting a NEW exam for ALL STUDENTS:

This is for a faculty submitting a new exam for one (or multiple sections) of a course they are teaching. Below is a summary of steps and then below this summary will be screenshots (with added commentary) taking you through the submission process.

<b>Steps (after you are already logged in)</b>	<b>Comments</b>
Click on the Submissions Tab on the top navigation window	
Click on +NEW	
Read instructions	If you already submitted an exam before it will have data from the last exam you submitted. If you want to make changes to a (Web courses, Makeup exams, or Accommodated exams), email the edits to <a href="mailto:academicstest@csc.edu">academicstest@csc.edu</a> . (Please allow 1 business day for your changes to take affect).
Attach documentation	Attach the exam.
Fill out the exam submission form	Details below.
Submit	

**\*\*\* TO SUBMIT SUCCESSFULLY - READ THESE IMPORTANT DIRECTIONS \*\*\***

- **Test name** - use format: GEOG 2400 - Test 1 - SU22
- **Select the exam group/s for this test** – click in box and select all course sections to take this test
- **Start Date** - first possible is 3 business days from date of submitting
- **End Date** – NO Saturdays, NO Sundays, NOT when college is closed
- **Time Restriction** – SKIP! times selected will NOT be enforced
- **Allotted Minutes** – traditional time allotted in class (do NOT double for accommodated students)
- **File Management** – only PDF files for paper tests
- **Make-up Exam** – do NOT submit multiple copies of the same exam. To add student(s) or change deadline date, email [academicstest@csc.edu](mailto:academicstest@csc.edu).

Test name 

Select the exam group/s for this test 

Start Date 

 

End Date 

 

> Time Restriction

Allotted Minutes 

 

Next

This will show you all the sections of a course you are teaching – if your name is listed in Colleague. You can submit the SAME test for multiple sections of a course you are teaching.

We cannot remove this “Time Restriction” option. Any times selected will not be enforced.

## File Management

Attach digital files to the submission.

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

Next

You can submit as many files as you need to (no max). This is where you will upload your exam.

- Backup copies for online exams are no longer required.
- If a paper/pencil test is to be administered, please attach a PDF file(s).
- Attach Table(s)/Diagrams/Charts etc.



Instructor Cell Phone (Office use only. Will not be shared with students) (required)

**Instructor Cell Phone - office use only not shared with students.**

Exam's Semester (required)

- Spring
- Summer
- Autumn

**Exam semester – Please select one.**

Course Type(s)

- Classroom/Live-Online
- Blended
- Web

**Course Type(s) – must match what is in Colleague.**

"Course Type(s)" is required

Materials Permitted (choose all that apply)

- NO MATERIALS - NO CALCULATOR
- Calculator - Basic (4 function)
- Calculator - Scientific
- Calculator - Graphing
- Calculator - Financial
- Notes/Note Cards/Formulas (List size and quantity permitted in special instructions box below)
- Book (List details in special instructions box below)
- Other (List details in special instructions box below)

"Materials Permitted (choose all that apply)" is required

Special Instructions (list size and quantity)

Approximately 50-character limit.

(Added by Testing Staff ONLY) Proctor Information 

Testing Format (required)

Online

Paper

Test Format

Standard Start Code in LockDown Browser (DL approved format)

ALEKS

HESI

Blackboard Only (option for accommodated exam only)

Non-standard Start Code in LockDown Browser (option for accommodated exam only)

Other (indicate below in additional instructions)

I acknowledge that extended time must be set for accommodated students.

Testing Format (required)

- Online
- Paper

Answer Format (choose all that apply)

- Write answers on exam
- Essay Booklet
- 50 question Scantron
- 100 question Scantron
- Other (indicate below in additional instructions)

"Answer Format (choose all that apply)" is required

Return Instructions: (required)

- Pick Up - Columbus Campus Testing Center (Workforce Development Center - Room 223)
- Pick Up - Delaware Campus Testing Center - option ONLY available IF test is taken at Delaware Campus AND faculty member teaches at Delaware Campus

Is the entire class taking this exam with a testing center?

- Yes - SKIP the next section "Eligibility and Restrictions"
- No

How is the rest of the class being proctored?

- In-person
- Virtually
- Respondus Monitor
- not being proctored

Are students with ACCOMMODATIONS the only ones taking this exam with a testing center? (required) ?

- No
- Yes (please list Cougar ID of student(s) in next section)

Is this a MAKE-UP exam? (required) ?

- No
- Yes (please list Cougar ID of student(s) in next section)

Incomplete from previous semester? (required) ?

- No
- Yes (please list Cougar ID of student(s) in next section)

Next

You will ONLY complete this part if you've marked YES to:

- Is this a make-up exam? - Limit of 5 exams per exam, per course. (Not Per SYNONYM)
- Is this for an accommodated student?
- Is this for an incomplete from previous semester?

There are 25 spaces to add names.

## Eligibility and Restrictions

### Limit Eligible Takers

If this exam is intended for specific people, begin typing the student's Cougar ID. Then, select the proper search result. The maximum number of restrictions for this this exam is 25.

Restrictions ⓘ

Next

## Exam Instructions

Please provide any additional information.

Instructions ⓘ

Submit

Submit and Print

If you select submit and print, you will only be printing the exam submission details, not the attachments.

### What happens after you submit the exam?

- An email is automatically sent to Accessibility and Testing to alert someone that a test has been submitted.
- Accessibility and Testing staff member will process the test. You will no longer receive an email that your exam has been processed. However, you can check the status via dashboard for exam status.
- Your "Submission" dashboard will populate with all of your submitted exams (see page 4-5 for details).

**Note: please do not delete an exam.**

- For any edits you may need to make to an exam submission (Web courses or Makeup exams or Accommodated exams), email the edits to [academicstest@csc.edu](mailto:academicstest@csc.edu) and a staff member will make the changes.
- Make-up Exam – do NOT submit multiple copies of the same exam. To add a student(s) or change deadline date, email [academicstest@csc.edu](mailto:academicstest@csc.edu).
- RegisterBlast Exam Submissions should be fully completed and submitted a minimum of *three (3)* business days prior to the test date. Students are asked to follow a 24-hour in advance appointment policy.

Please allow 1 business day for the edits to be made.

## Faculty Support

**Submit an IT support ticket ([helpdesk@csc.edu](mailto:helpdesk@csc.edu)):**

- For browser issues
- If you cannot log in
- If you do not see your course in RegisterBlast

**Contact the Faculty Assistance Center (FAC) for:**

- Questions about what information to include in the form
- Questions about what you see in your dashboard
- Questions about accessing RegisterBlast
- Does not see RB link in Tools in Blackboard
- Questions about an exam submission (i.e., “I don’t see the exam I submitted”)
- Problems attaching/uploading a paper exam and/or materials

**Contact Accessibility and Testing for Academic testing policies. Examples include:**

- Materials permitted
- Scheduling issues
- Use of the Testing Center – Policies and Procedures
- For questions regarding accommodated testing