COLUMBUS STATE
TESTING SERVICES

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. When the past term becomes inactive, and the upcoming term is made active following the Incompletes deadline (usually this "term rollover" occurs on Tuesday of the 7th week of the current term):

- Summer term is active at the end of February
- Autumn term is active at the beginning of July
- Spring term is 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 chair has assigned the instructor to at least one course in Colleague

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.

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

1. **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
2. **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.

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 7th 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**.

COLUMBUS STATE
COMMUNITY COLLEGE

Submissions **History** Help JK

History
Review registrations for your submissions.

2

Search	From Date	To Date		
Search	12/1/2021 📅	12/18/2021 📅	☑ Exam Registration	Apply

3

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
   a. **Submissions** – takes you to the page that will list all the exams you submitted.
   b. **History** – this will take you to what you see as your default page when you log in.
   c. **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 canceled, or if student did not show.

Submitting a NEW exam for ALL STUDENTS:

This is for faculty submitting a new exam for one (or multiple sections) of their course(s). First is a summary of the submission process steps followed by screenshots (with added commentary).

Steps (after you are already logged in)	Comments
Click on the Submissions Tab on the top navigation window	
Click on **+New**	
Read instructions	If you previously submitted an exam, data from the last exam you submitted will appear. If you wish to make changes (i.e., Web courses, Makeup exams, or Accommodated exams), please email edits to academictest@cscc.edu. (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	

Submission Builder

```
*************************************************************
```
Important Directions to Submit Successfully
```
*************************************************************
```

The step-by-step guide for submitting RegisterBlast exams can be found below.
Faculty Submission Guide Link

Start Date - Please allow at least **3 business** days from date submitting this form.

End Date – Select a date the testing center is open, *Testing Center Hours Link.*

Time Restriction – Skip! DO NOT USE

Allotted Minutes – Original allotted time only

Manage Campuses –**Leave checked. Exams must be available for students to take at all 3 campuses.**

Make-up Exam – This is for unique make-up exams only. Make-up students will NOT be added to accommodated submissions. Makeup Testing Policy

Eligibility and Restrictions Section –Use only when submitting for a subgroup of students.. **Cougar ID numbers must be listed in the section or the submission will be returned.**

Exam name MUST be in this format:
MATH 1099 - Test 1 - AU24

Test File Name Format - Please name the file using:
Course - Test Name - Term
for example: MATH 1148 - Test 1 - SU23

Test name ⊙

> FOTO 2994 - Test 2 - SU23

Click in box to select the section(s) based on synonym

Select the exam group/s for this test ⊙

> × Summer 2023 > FOTO > FOTO 2994 > FOTO 2994 - W... **×**
>
> |

| Spring 2023 > COLS > COLS 1100 > COLS 1100 - W20 - 72039 |
| Summer 2023 > FOTO > FOTO 2994 > FOTO 2994 - W01 - 76271 |
| Summer 2023 > FOTO > FOTO 2994 > FOTO 2994 - W02 - 76933 |

> This shows all the sections of a course you are teaching. You may submit the **same** test for multiple sections of a course you are teaching.

⌄ Time Restriction

Allotted Minutes ⊙

> 110   ⌄⌃

> We cannot remove this "**Time Restriction**" option. Any selection is not able to be enforced.

[Next]

Manage Campuses
Apply submission to other campuses. ⊙

☑ CSCC Delaware

☑ CSCC Dublin

> **Leave both boxes checked**
> (System restores automatically).

[Next]

Attach PDF Files (see New Submission Instructions)
Attach digital files to the submission. ⓘ

Drag & Drop your files or Browse

Next

You may submit as many files as needed.
Exams are uploaded here.

- If a paper/pencil test is to be administered, please attach a PDF file(s).
- Attach Table(s)/Diagrams/Charts etc.

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

111-123-4321

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

Materials Permitted (choose all that apply) (required)

☐ No Materials - No Calculator
☑ Calculator
☐ Notes (Describe specifically in box below)
☐ Book (Include details in box below)
☐ Other (Include details in box below)

What type of calculator is permitted? (required)

☐ Basic (4-function)
☐ Scientific, non-programmable
☐ Financial
☐ Graphing, programmable (non-CAS)
☐ Other (Include details in box below)

"What type of calculator is permitted?" is required

Test Format (required)

◉ Online

○ Paper

Method of Access (required)

○ ALEKS/Paper

○ ALEKS or other Math platform

○ HESI NG

○ Other (Include details in box below)

◉ Standard Start Code in LockDown Browser

☑ I acknowledge that the Testing Center may enter my Blackboard course to adjust the settings described in the Faculty Submission Guide. (see link at the top of this form) (required)

☑ I acknowledge that extended time must be set by the instructor in Blackboard, ALEKS, HESI or other platform for accommodated students. (required)

Test Format (required)

○ Online

◉ Paper

Answer Format (choose all that apply) (required)

☑ Write answers on exam

☐ Essay Booklet

☐ 50 question Scantron

☐ 100 question Scantron

☐ Other (Include details in box below)

Pick-up location: (required)

○ Columbus Campus Testing Center (WD 223)

○ Delaware Campus Testing Center

○ Dublin Testing Center

For whom are you submitting this exam? (required)

○ Whole Class on TC Faculty Survey> RM exam submissions must use "Selected Students Only> COUGAR ID# REQUIRED"

○ Selected Students Only> COUGAR ID# REQUIRED

[Next]

For whom are you submitting this exam? (required)

◉ Whole Class on TC Faculty Survey> RM exams must use "Selected Students Only > COUGAR ID # REQUIRED"

○ Selected Students Only> COUGAR ID# REQUIRED

Whole class submissions are for TC exams only.

Next

For whom are you submitting this exam? (required)

○ Whole Class on TC Faculty Survey> RM exam submissions must use "Selected Students Only> COUGAR ID# REQUIRED"

◉ Selected Students Only> COUGAR ID# REQUIRED

Exam is being submitted for: (required)

○ Individual student(s) unable to use Respondus Monitor at home(DO NOT SUBMIT FOR WHOLE CLASS)

○ Student(s) with accommodations

◉ Make-up exam

○ Incomplete from previous semester

This is for unique make-up exams only. If a student is making up an exam already submitted, please do not submit multiple copies of the same exam.
Email academictest@cscc.edu with questions. Thank you.

Student name(s) only in this box. (required)

Charlie Brown

Student Cougar ID(s) are required in the Restrictions box below. After typing the Cougar ID number, click the blue highlighted box to save it in the Restrictions field.

Next

Only complete this part if you've checked.

- A **make-up exam?** (see pg. 13 for make-up info)
- An **accommodated** student?
- Student is **unable to use Respondus Monitor** at home?
- An **incomplete** from previous semester?

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 exam is 25.

Restrictions ⊘

```
1234567
```
1234567

Next

> **Eligibility and Restrictions** – is for specific student submissions. Type the number, then click on the blue bar containing the number. Note: Restrictions refers to eligible test takers.

Exam Instructions
Please provide any additional information.

Instructions ⊘

Submit   Submit and Print

> If you select submit and print, only the exam submission details will print. Attachments will not print.
>
> **What happens after you submit the exam?**
> - An email is automatically sent to Testing Services to alert someone that a test has been submitted.
> - A Testing Services staff member processes the test. An email is not sent, but the status may be checked via dashboard for exam status.
> - The "Submission" dashboard populates with all of your submitted exams (see page 4-5 for details).

When to Use Makeup Testing

Makeup Testing is a service provided by Testing Services for students who have missed an exam to take their proctored academic exam in the Testing Center. Makeup exam appointments must be scheduled using RegisterBlast.

Makeup Testing is available for students who cannot test with the rest of class, have missed the deadline date for an exam, or need to take an exam before the exam window is open. Instructors will submit materials for a student's Makeup Test, and the exam will be proctored in one of the Testing Center campus locations.

Requesting a Makeup Test

Instructors who allow makeup tests in their course can offer students the opportunity to take a makeup exam at one of the Testing Center campus locations (Columbus, Delaware, Dublin). Instructors will submit the exam materials through RegisterBlast. When entering the information for the test, Please select, "Only subgroup of student(s), and then choose " Make-up exam" Then each student's information must be entered under the "Eligibility and Restrictions" section. Other information required includes:

- **Student Information** - Student information can be entered into RegisterBlast. There is a limit of 5 makeup exams per test, per course (NOT per synonym). Enter up to 5 students' information. If you have more than 5 students who need to take a makeup exam for the same test, contact Testing Services
- **Exam Information** - Paper exams must have the instructor name and course information on the exam document. Instructors *must allow 3 business days* for uploaded exams to be processed and approved. ***If the exam has already been submitted through RegisterBlast, instructors do not need to submit again. They will email student information to*** *academictest@cscc.edu*
- **Instructors Do Not Edit Exams After Submission** - If any edits to an exam are needed (updated exam documents, new deadline dates, etc.), instructors should email academictest@cscc.edu with instructions for changes

For step-by-step instructions on how to upload exams to RegisterBlast, refer to the Faculty Test Submission Guide, located under "Faculty Resources" on the Academic Testing webpage.

Makeup Exam Appointments

Students must make an appointment in RegisterBlast to take a makeup exam. Students can schedule a makeup exam at either the Columbus, Delaware & Dublin Testing Center location, unless the instructor has indicated they must test at a specific location. Instructors must communicate location stipulations to students.

Students can schedule their makeup exam appointments here. Appointments must be scheduled at least 24 hours in advance.

Makeup Exam Return

Instructors may pick up makeup exams from the Testing Center. If an exam is taken at the Delaware Campus Testing Center and the instructor would like to pick up at the Columbus location, the exam can be mailed to WD-223. If the student tests at the Columbus location, and the exam needs to be returned to Delaware, the exam will be mailed to the respective Testing Center.

Instructors should choose the pickup location on the exam submission form in RegisterBlast.

Other Items

- **Students Are Limited to 2 Makeup Exams per Semester** - If a student misses more than 2 exams in class, they should explore other options for testing. Students qualified for Out-of-Region testing may use that service to take their exams. More information on Out-of-Region testing can be found here. If a student does not qualify for Out-of-Region Testing, but misses more than 2 tests in class, they will need to make other arrangements with their instructor to complete their exams
- **Makeup Exams Will Not be Offered In Lieu of Class Meeting** - If the instructor has had to cancel class, they will need to reschedule a time for students to test in class

Note: please do not delete an exam.

- For edits to an exam already submitted (Web courses or Makeup exams or Accommodated exams), please email edits to academictest@cscc.edu and a staff member makes the changes.

- Make-up Exam – please do **not** submit multiple copies of the same exam. To add a student(s) or change deadline date, email academictest@cscc.edu.

- RegisterBlast Exam Submissions should be fully completed and submitted a minimum of **three (3)** business days prior to the testing 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@cscc.edu):
- For browser issues
- If you cannot log in
- If you do not see your course
  in RegisterBlast

Contact the Faculty Assistance Center (teaching@cscc.edu) **(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

- Help setting up a test in Respondus Monitor/instructions on Respondus Monitor process

Contact Testing Services (academictest@cscc.edu) **for Academic testing policies. Examples include:**

- Materials permitted
- Scheduling issues
- Use of the Testing Center – Policies and Procedures.

Contact Accessibility Services for:

- For questions regarding accommodated testing.