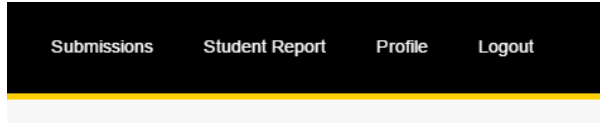


How to Submit an Exam Request

1) When you login in to Register Blast click on the Submissions Tab.



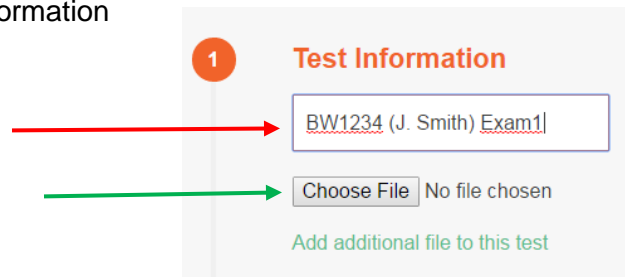
2) You will then need to choose "New Submission" from the top right corner of the page

NOTE: You may need to create more than one submission. If your students are allowed a different amount of time to take the exam they will need a different submission. IE:

John Doe & Jane Doe both get 120 minutes – 1 submission needed

John Smith gets 120 minutes & Jane Smith gets 180 minutes – 2 submissions needed

3) The first step is to fill out the Test Information

A screenshot of a "Test Information" form. A red circle with the number "1" is in the top left corner. A red arrow points to a text input field containing "BW1234 (J. Smith) Exam1". A green arrow points to a "Choose File" button next to the text "No file chosen". Below the button is a link that says "Add additional file to this test".

a) The **Test Name** must be formatted as Course# (Instructor) Exam for example:

BW1234 (J. Smith) Exam1

b) **Uploading a file** to Register Blast is an **optional** way of sending us your exam. You can still bring it to the Testing Center or email us at techtesting-l@mtu.edu. You can upload it when you make the submission, or you can edit the submission and attach the file at a later date.

4) The next step is called Apply to Testing Center. This will make sure your exam ends up under the correct department. **Ignore** the first dropdown box that says “Assign to Testing Center Exam”

Apply to Testing Center

~~Assign to Testing Center Exam~~

The important part is the “Group to Add to”. This section may look slightly different depending on your department.

- a) If your department only offers courses with one prefix it will look like this. You will need to check the box so that your exam gets filed into your department.

Can't find your Exam above? Create it for the testing director here:

Group to Add to

Michigan Tech Exams -> Visual and Performing Arts

- b) If your department offers courses with multi prefixes, then you will need to choose the correct one for the class that you are teaching.

Can't find your Exam above? Create it for the testing director here:

Group to Add to

Michigan Tech Exams -> Business and Economics

Michigan Tech Exams -> Business and Economics -> ACC

Michigan Tech Exams -> Business and Economics -> BUS

Michigan Tech Exams -> Business and Economics -> EC

Michigan Tech Exams -> Business and Economics -> FIN


Michigan Tech Exams -> Business and Economics -> MGT

Michigan Tech Exams -> Business and Economics -> MIS

Michigan Tech Exams -> Business and Economics -> MKT

Michigan Tech Exams -> Business and Economics -> OSM

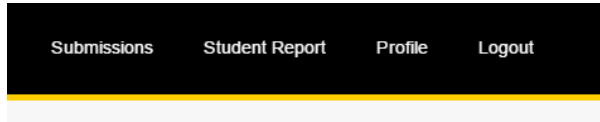
c) You will then need to fill in the dates that you wish the exam to be available and how long your students may have to take the exam.

Thursday, September 1, 2016	
Thursday, September 1, 2016	
120	

5) The last step is to fill out all of your exam details. These questions are very similar to the old Google Form. You can put multiple students in the same request. The actual form online, will prompt you with what you need to fill in. This one is pre-filled as an example.

Course # and Prefix	Needed Information	Allotted Time	120
Instructor Name	FA1111	Type of Test	Paper/Pencil
Instructor Email	Louise Cracknell	Delivery Method	I/my department will drop off the exam
Exam Description	lcrackne@mtu.edu	Retrieval Method	I/my department will pick up the exam
Student(s) Name(s)	Exam 1 Blizzard T Husky, Ronald McDonald, Mary Poppins,	Materials	calculator
Student(s) Email(s)	blizz@mtu.edu, rmdon@mtu.edu, mpoppins@mtu.edu.	Additional Instructions	Cannot leave the Testing Center until after 10:30
Earliest Start Date	Thursday, September 1, 2016		
Earliest Start Time	9:00		
Latest End Time	Thursday, September 1, 2016		
Latest End Time	11:00		

6) Once you have submitted your exam request it can be found and edited by going back under the Submissions tab.



This will show you every request you have submitted.

By clicking on edit, you are able to upload an exam and send it to us. You can send the exam with the original submission, or go back and add it in later.

My Submissions

Date Submitted	Name	File
8/29/2016	FA1111(Cracknell) Exam 1	Edit Delete
8/24/2016	TEST TEST	Edit Delete