ⓞ ONONDAGA | Testing Services
COMMUNITY COLLEGE

RegisterBlast Faculty Guide

Welcome to the new RegisterBlast system at Onondaga Community College! We understand that change can be challenging, but this new platform is designed to make exam scheduling easier, more efficient, and more transparent for faculty and students alike. This guide will walk you through everything you need to know to get started.

Overview

RegisterBlast allows faculty to schedule exams, upload materials securely, and manage student testing accommodations all in one place. Key features include:

- Online exam registration and scheduling
- Email notifications for students and faculty
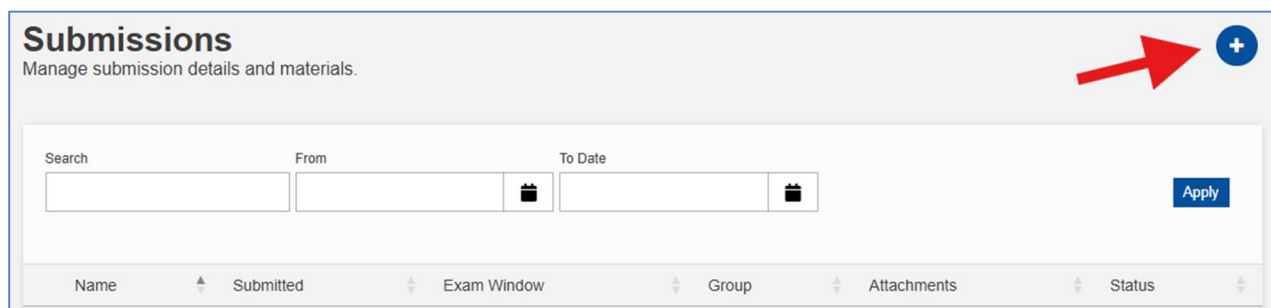- Secure test uploading and delivery
- Detailed reporting and analytics

Note: Students cannot register for an exam until the professor has created it in the system.

Accessing the Professor Portal

Use the RegisterBlast link found inside your D2L Brightspace course. It is located below the announcements section. As a one-time setup, please click the link within each D2L course at least once to connect that section your RegisterBlast account.

Setting Up Exams

1. Click the blue '+' button to begin adding your exam.

2. On the Submission Builder page, read the Step-by-Step Guidance.

Submission Builder
Build and configure submissions.

1 **Details**
Define the submission.

2 **Upload Exam**
Add submission files.

3 **Additional Information**
Provide the details.

4 **Eligibility & Restrictions**
Limit submission recipients.

5 **Exam Instructions**
Create instructions.

Submitting an Exam: Step-by-Step Guidance
Please complete the fields as follows:

- **Exam Name:** Enter the title of your exam.
- **Select the exam group:** Choose the course.
- **Start Date:** The first date students can begin taking the exam.
- **End Date:** The last date students can take the exam. *Please be **flexible about your dates when possible**. Students with **extra time** may need to test on an alternate date than the rest of the class to avoid conflict with other classes.*
- **Allotted Minutes:** Enter the **standard exam length** for the entire class. *Do not include extended time for accommodations; RegisterBlast will calculate that automatically.*

Important Considerations
- **File Format:** Accessible PDFs preferred.
- **Printed Exam:** Exams will be printed in **black and white**. If **color** is essential for any part of your exam, please note that in your instructions.
- **Exam Return:** All exams will be **scanned and returned** to instructors via the **RegisterBlast Professor Portal**. Hard copies are sent through **interoffice mail** on the next business day.

Exam Name ⊘

Example: "BIO101 Exam 1", "Midterm", etc.

Select the exam group/s for this test ⊘

Course sections for this exam

Start Date ⊘

First day they can take the test

End Date ⊘

Last day they can take the test

Allotted Minutes ⊘

60   Enter the standard amount of time you are giving the class for the test (in minutes).

DO NOT ADD ACCOMODATIVE TIME.
RegisterBlast adds this automatically.

Next

Fill in the requested details about your exam.

Upload Exam Files

To support a calm and well-prepared testing environment, all exams and related materials must be uploaded to RegisterBlast at least 36 hours before the testing window opens. This lead time allows our staff to bundle, print, and prepare the necessary accommodations.

Send files as accessible PDF's whenever possible. This will ensure compatibility with assistive technologies and printing.

If your exam and materials are not received within the required timeframe, the student will need to reschedule their appointment.

Additional Information

- Instructor phone number
- School office
- Specify allowed materials (e.g., basic calculator, scrap paper, etc).

Eligibility and Restrictions

If you want to limit the exam to only certain test takers, add the students in the Restrictions field. If you want to leave it open for any of your eligible students to schedule, you may leave this field blank. **You will receive an email when any student signs up.**

Students eligible to use the Testing Center include:

- Students with accommodations (OAR Connection)
- Self-Identified English language learners (ELL Extended Time)
- Students approved for makeup exams (identified by your restrictions)

Makeup Exams

Faculty are encouraged to host makeup exams during office hours whenever possible for students who do not receive extended time or accommodations. The Testing Services office will allow students to sit for makeup exams, but only with professor approval. Makeup exams shall not be used for faculty absences. Exams in our scheduling system are professor-initiated; therefore you have control over when makeup exams are available to your student and who is eligible to take them.

Retrieving the Completed Exam

When an exam is completed, it will be scanned and uploaded to the RegisterBlast Professor Portal. The instructor will receive an email when it has been added. Hard copies will be placed in interoffice mail on the next business day.

To retrieve testing documents that the testing center has uploaded for you follow these simple instructions:

1. Go to your professor portal.
2. Click History in the upper header.
3. Find the student. There will be a sticky note icon in the far right column.
4. Click the sticky note icon to retrieve the documents.
5. Download the documents.

Contact Information

Testing Services
Email: testingservices@sunyocc.edu
Phone: 315-498-2507
Location: Coulter Hall, Room C103