

# Professor submission guide for exams at the Campus Testing Center

1. Professors will need to click on the **RegisterBlast** link in Canvas.

(You will need to make sure the **RegisterBlast** link is enabled in Canvas for student access. Enable RegisterBlast in settings and then in navigation, enable **RegisterBlast**.)

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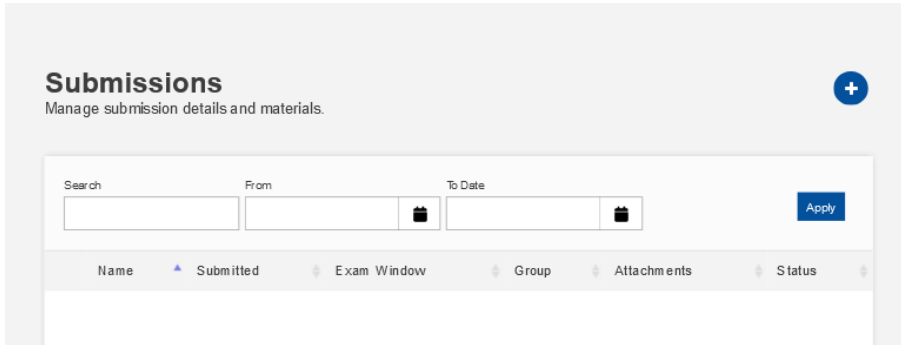
2. Professors will be directed to the **Submissions** page.

The screenshot shows the Canvas Submissions interface. At the top left is the University of Texas at Austin logo and 'Testing and Evaluation Services'. The top navigation bar includes 'Submissions', 'History', 'Help', and a user profile 'JC'. The main content area is titled 'Submissions' with a subtitle 'Manage submission details and materials.' and a blue plus icon. Below the title is a search and filter section with 'Search', 'From', and 'To Date' fields, each with a calendar icon, and an 'Apply' button. Below this is a table header with columns: Name, Submitted, Exam Window, Group, Attachments, and Status. The table body is empty, displaying 'No data available in table'. At the bottom, there is a pagination section with 'Show 10 entries', 'Previous', 'Next', and buttons for 'CSV', 'Excel', and 'Print'.

## Note:

- Exam submissions must be entered a minimum of **5-business days prior to the test date**.
- Professor submissions will be reviewed and approved by CTC staff within 1-2 business days.
- Professors should notify students who will be testing in the CTC to schedule their exams once your submission has been approved. Students must schedule their tests a minimum of **3 business days** prior to the test date.

3. Click on the **blue plus sign** to enter exam information.



4. Complete the details for the exam submission in the **Submission Builder**.

**Details**  
Create an identity and time for the submission.

Professors who have students who need to test with the CTC, will need to submit test schedules 5 business days prior to the requested test date.

All test materials should be uploaded, sent via email (campustesting@austin.utexas.edu) or dropped off in person to the CTC (George I. Sánchez Building, SZB 5th floor, Suite 5.102) a **minimum of 24 hours prior to the scheduled test date**.

For students who use **adaptive equipment or need test materials adapted for accommodations**, instructors will need to **submit exams 2 business days prior to the test date**.

Submission name: Course name, unique number, Exam name.  
Example: CTC 101, 12345, Exam 1

Submission Name

- In **Submission Name** enter course exam name.
- Include course abbreviation and number, unique number and the exam name. (SSD 101, 01234, Exam 1)

**Example:**  
For a 60 minute exam and an 8:30 AM exam start time:  
Start date and End date: 2/8/2022  
Start time: 8:30 AM  
End time: 12:30 PM

Students will only see test start times that are allowed between 8:30 AM and 12:30 PM.

\*\* Please note professors will need to take into account students accommodated time, if the time period is not long enough to fit in 1.5x and 2x extended time, students with those accommodations will not be able to reserve space in the CTC. \*\*

**In allotted time:**  
Professors should enter the time allotment the class receives without accommodation. Accommodated extended time will be automatically adjusted based on a student's accommodation.

In the **Select the exam group/s for this test**, professors will need to select their college (Academic Exams>current semester>College).  
Select the exam group/s for this test

Start Date End Date

**Time Restriction**

Sets the daily time range that an exam can start/end for the dates above.  
Start Time End Time

- In the **Select the exam group/s for this test**, professors will need to select their college (Academic Exams>current semester>College).
- Professors **must** enter time periods for students to take their exam in the **Time Restriction** section.
  - Professors will need to consider students accommodated time (1.5x or 2x) when entering time restrictions.
  - To avoid any students requesting the wrong start time, please make sure to discuss exam times prior to students signing up for exams.
  - Professors should enter the time allotment the class received without adding accommodated time. Extended time will be added to test time automatically.

### File Management

Attach digital files to the submission.

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

Next

### Additional Information

Answer any additional questions.

Are students allowed to take their exam at an alternate time?  
Please enter exam start times below

n/a

Does this exam require uploading images of written work to Gradescope using the student's smartphone camera?

Yes

No

Please choose all that apply for this exam

- Access to personal device for exam software.
- Access to digital notes/exam on student's own computer
- etextbook on student's own computer
- Scratch paper
- Green Scantron
- Orange Scantron
- Open Book
- Notes
- Formula Sheet
- Calculator

Next

### Exam Instructions

Instructions ⓘ

Proctor should collect all materials including a formula sheet  
at end of the exam.



Submit

Submit and Print

- You can add the exam materials while building the submission or upload materials at least 24 hours prior to the exam date. Exam materials can be emailed to **campustesting@austin.utexas.edu**.

- If a student is approved to test at an alternate exam time, professors will need to change the close date.
- Complete the **additional information** section to inform proctors of resources that will be needed during the exam.

- **Exam Instructions** is a note to proctors to explain additional information that may be needed.

- Complete all exam information that applies, press submit for the CTC to review and approve (1-2 business days for approval).
- Remind students who will be testing in the CTC to schedule their exams once a submission is approved.
- Please be aware student must submit their seat requests a minimum of 3 days before the exam date.

Professors can review exams on the Submission page or add additional exams by clicking on the 'Blue + icon'. Exam submissions will be available to review once approved by CTC staff.

- Once an exam's status is Approved, students will be able to request a seat in the CTC to take their exam.
- Click on the exam name to upload exam materials at least 24 hours before an exam date.
- Professors wanting to edit dates and times for exams after they have been approved will need to contact the CTC.

**Submissions**  
Manage submission details and materials.

Search: [ ] From: [ ] To Date: [ ] [Apply]

Name	Submitted	Exam Window	Group	Attachments	Status
⋮ <a href="#">ssd test, 21352, Exam 1</a>	1/7/2022	1/10/2022 - 1/10/2022	Academic Exams > Spring 2022 > School of Information	1 File	Approved
⋮ <a href="#">SSD test, 21352, Exam 2</a>	1/7/2022	1/24/2022 - 1/24/2022	Academic Exams > Spring 2022 > School of Information	0 Files	Unapproved
⋮ <a href="#">SSD test, 21352, Exam 3</a>	1/13/2022	1/18/2022 - 1/20/2022	Academic Exams > Spring 2022 > School of Information	0 Files	Unapproved

Show 10 entries Previous 1 Next [CSV] [Excel] [Print]

To upload exam materials after submission, click on the exam name. On the Submission builder go to the File Management section and upload the exam materials. It is important to remember to scroll down to the bottom of the page and click submit.

**File Management**  
Attach digital files to the submission.

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

Next

To view a roster of student's requesting to test in the CTC, navigate to the **History** page.

The screenshot shows the 'History' page of the Testing and Evaluation Services. The page title is 'History' with the subtitle 'Review registrations for your submissions.' The navigation bar includes 'Submissions', 'History', and 'Help', along with a user profile icon 'JC'. The search filters are set to 'From Date: 12/14/2021' and 'To Date: 1/13/2022', with 'Exam Registration' checked. The table below lists four exam registrations, all with a status of 'Registered'. The first row has a date of '1/10/2022 8:45 AM', type 'Exam', name 'ssd test, 21352, Exam 1 - J. Colin', and student information redacted. The second row is identical. The third row shows the student as 'Student, [redacted]'. The fourth row shows the student as 'Longhorn, Bevo'. At the bottom, there are controls for 'Show 10 entries', 'Previous 1 Next', and buttons for 'CSV', 'Excel', and 'Print'.

Date	Type	Name	Student	Status	Info
1/10/2022 8:45 AM	Exam	ssd test, 21352, Exam 1 - J. Colin	[redacted]	Registered	
1/10/2022 8:45 AM	Exam	ssd test, 21352, Exam 1 - J. Colin		Registered	
1/10/2022 8:45 AM	Exam	ssd test, 21352, Exam 1 - J. Colin	Student, [redacted]	Registered	
1/10/2022 9:30 AM	Exam	ssd test, 21352, Exam 1 - J. Colin	Longhorn, Bevo	Registered	

An exam registration list is available on the **History** page. Select a date range to be viewed and then click on the **apply** button. Student lists can be printed or copied to an excel sheet.

The date and time of a students' request is located in the first column.

- If you do not agree with a students' exam time, contact the student and the CTC ([campustesting@austin.utexas.edu](mailto:campustesting@austin.utexas.edu)) so exam times can be changed and notify the student of this change.

When students are finished with their exams the CTC will upload their exam materials in to the student's profile. Exam materials will be located after the **Info** column. Professors also have the option to request exam materials to be emailed or picked up by hand after a student completed their test.

This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Info' column header and the corresponding empty cells in the first three rows of the table. This highlights that exam materials are located in this column.

Click on the exam name for the copy of the student exam.

The screenshot shows a web application interface for 'The University of Texas at Austin Testing and Evaluation Services'. The top navigation bar includes 'Submissions', 'History', 'Help', and a user profile 'JC'. The main content area is titled 'History' with the subtitle 'Review registrations for your submissions.' Below this is a search and filter section with a search box, a 'From Date' dropdown set to '12/14', and an 'Apply' button. A table lists submission entries with columns for 'Date' and 'Type'. The table contains four rows of 'Exam' entries with dates: 1/10/2022 8:45 AM, 1/10/2022 8:45 AM, 1/10/2022 8:45 AM, and 1/10/2022 9:30 AM. At the bottom left of the table area, there is a 'Show 10 entries' dropdown. A modal window is open in the center, titled 'Testing Materials' with a close button (X) in the top right corner. The modal content includes the text 'ssd test, 21352, Exam 1 - J. Colin' and a bulleted list with one item: 'Exam 1\_Student name.jpg'. Below the list is a section titled 'Notes'. At the bottom right of the modal, there are three buttons: 'CSV', 'Excel', and 'Print'. The background table is partially visible behind the modal, showing columns for 'Status' and 'Info' with a dropdown arrow, and several rows with the value 'registered'.