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.)

2. Professors will be directed to the Submissions page.

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.

![Submission Builder](image)

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

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

![Example](image)

**Example:**
For a 50 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: 10:00 AM

Students will only see test start times that are allowed between 8:30 AM and 10:00 AM.

**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 accommodations. 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).**
- 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.
• 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.

• 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.
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.

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Type</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
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<td>8:45 AM</td>
<td>Exam</td>
<td>registered</td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
<td>1/10/2022</td>
<td>9:30 AM</td>
<td>Exam</td>
<td>registered</td>
<td></td>
</tr>
</tbody>
</table>

**Testing Materials**
- ssd test, 21352, Exam 1 - J. Colln

- Exam 1_Student name.jpg

**Notes**