RLTC Professor Instructions

Contents

Rice Library Testing Center Contact Information

Help Desk: Monday – Friday, 7 am – 3 pm

Phone: 812-464-1905

Email: testing.center@usi.edu

Updated 8.20.2025
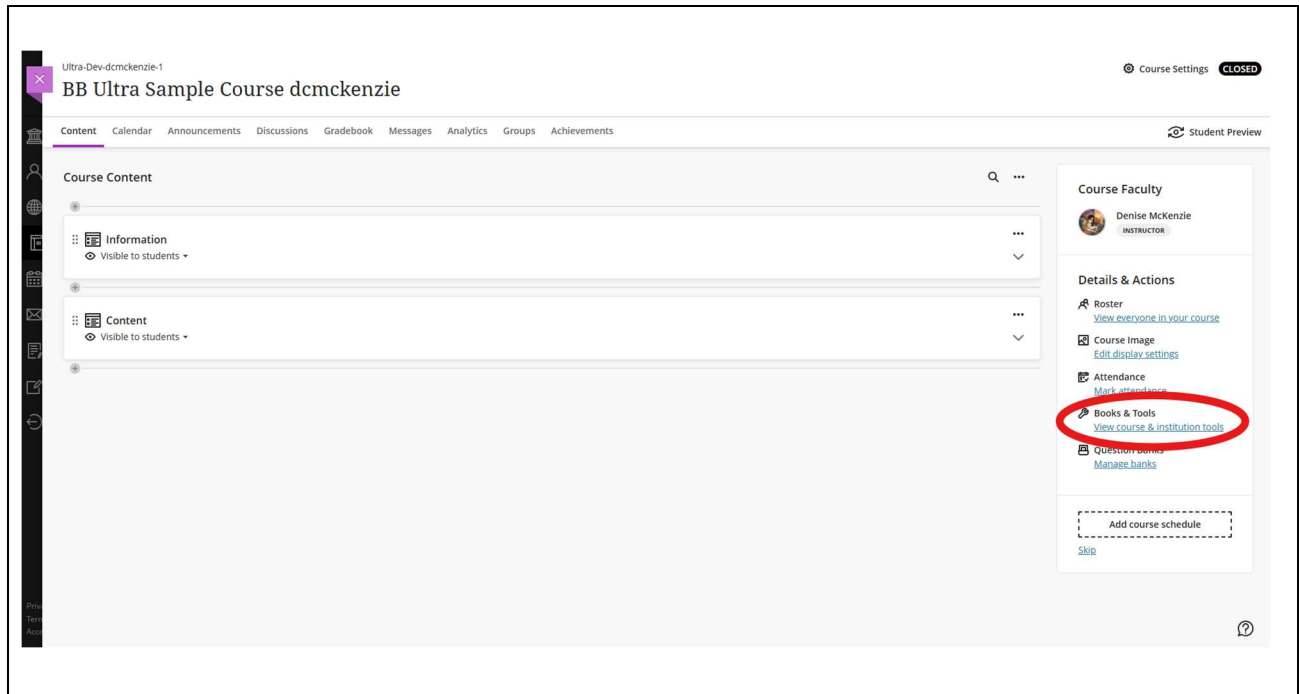
# How to Connect Your USI Account in RegisterBlast

Please note, you will <u>need to do these steps</u> **every semester** for **each class** you're teaching in order for all your classes to populate into RegisterBlast.

NOTE: Safari will not work with RegisterBlast.

1. Open your course in Blackboard then select the "View course & instruction tools" on the right side.

    a. The names of your courses are tied to what they're named in Blackboard **when you connect your RegisterBlast and Blackboard account**.
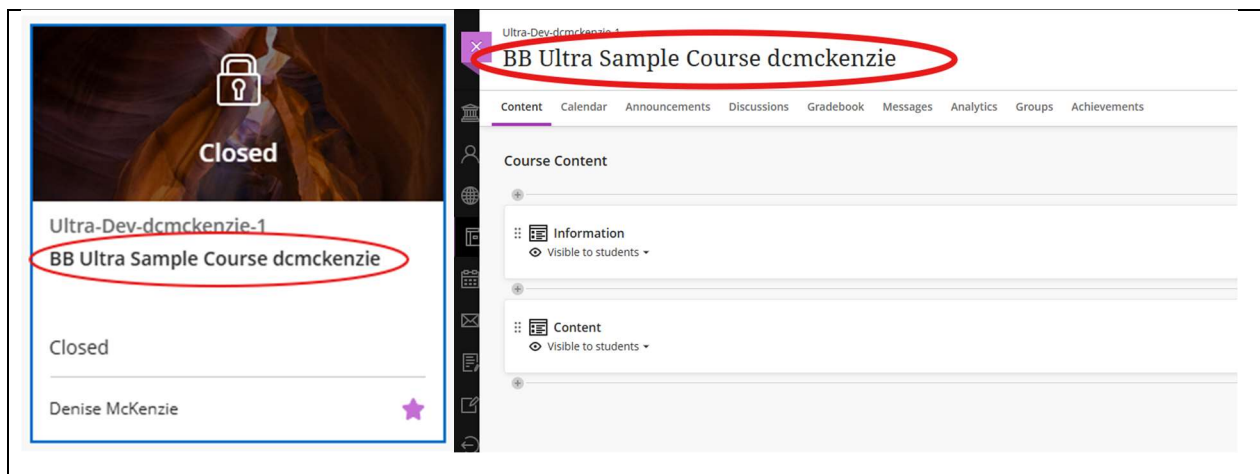
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2. In the pop-up menu, scroll down to RegisterBlast and click on the name. (The list is in alphabetical order.)
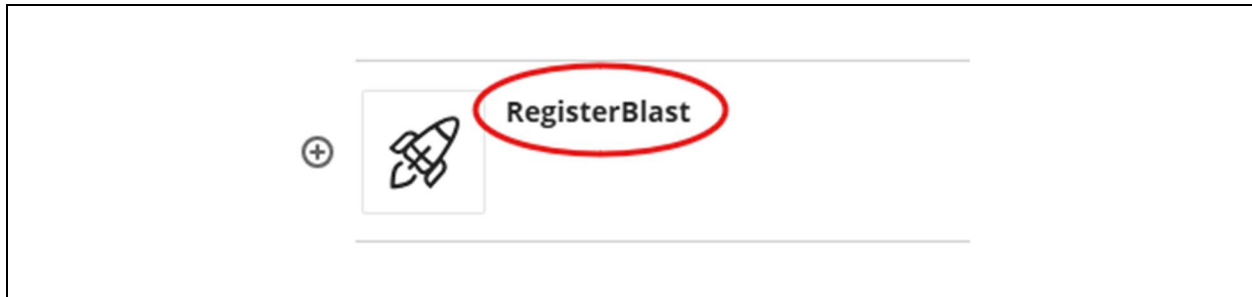
3. At the bottom of the screen, click **Sign in with School Credentials** and use your USI Username and password.
   a. If you are already signed into your USI account, RegisterBlast may automatically connect you to their website.
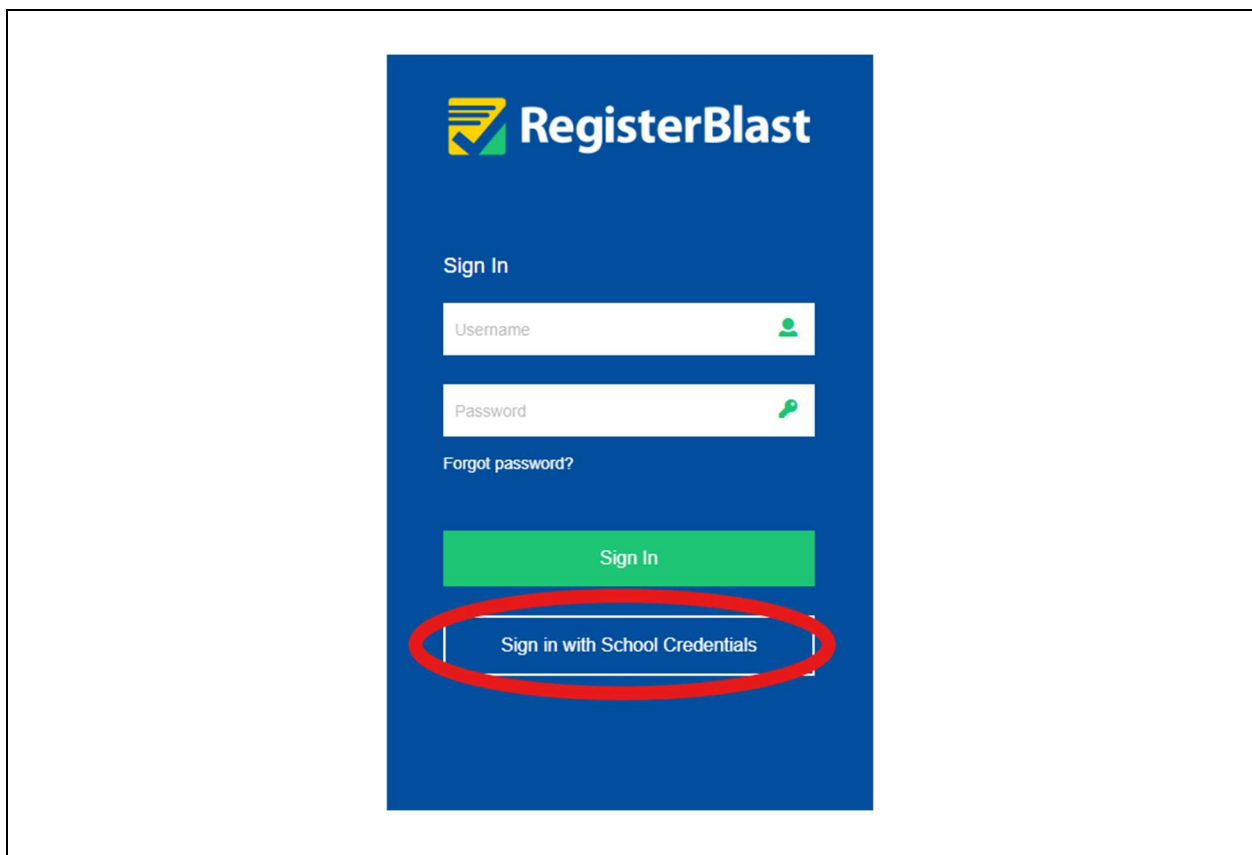
How to Submit an Exam

The RLTC will need to approve your exam submissions before students can register for testing times. This process is to make sure that all the details that we need to administer the exam are provided.

We recommend submitting the test at least 7 business days in advance of when you would like students to begin testing in order to give us time to approve the exam and time for the students to sign up. Please note that students are required to sign up at least 48 hours in advance when scheduling to take a test.

1. Log into RegisterBlast either through your Blackboard course or by accessing this link: RegisterBlast Professor Login (https://www.registerblast.com/usi-rice/Professor)

2. Go to the **Submissions** tab at the top of the page.

3. Click the blue plus sign (+) near the top right.

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4. Fill out the **Details** section.

   a. **Exam Name**

      i. In this field, please label your exam with the following information: department abbreviation, course number, course section, and which exam of the course it is. (E.g. MNGT 305.002 - Exam 3)

         1. You do not need to have your actual Word Doc or PDF labeled in this manner.

      ii. This is how the exam will be listed in the student's drop-down menus when selecting your test.

   b. **Select the exam group/s for this test**

      i. Clicking into this field will automatically list all courses that you've populated into RegisterBlast. (For more information, please see the above guide, How to Create Your Account in RegisterBlast.)

      ii. Select **both** "Academic Exams > Disability Resources" and "Academic Exams > Rice Library Testing Center" to ensure your test is loaded to both DR and the RLTC.

         1. If you do not select "Academic Exams > Disability Resources" then your students will not be able to test in the Disability Resources offices, where they can comprehensively accommodate your students.

         2. The names of your courses are tied to what they're named in Blackboard **when you connected your RegisterBlast and Blackboard account**.
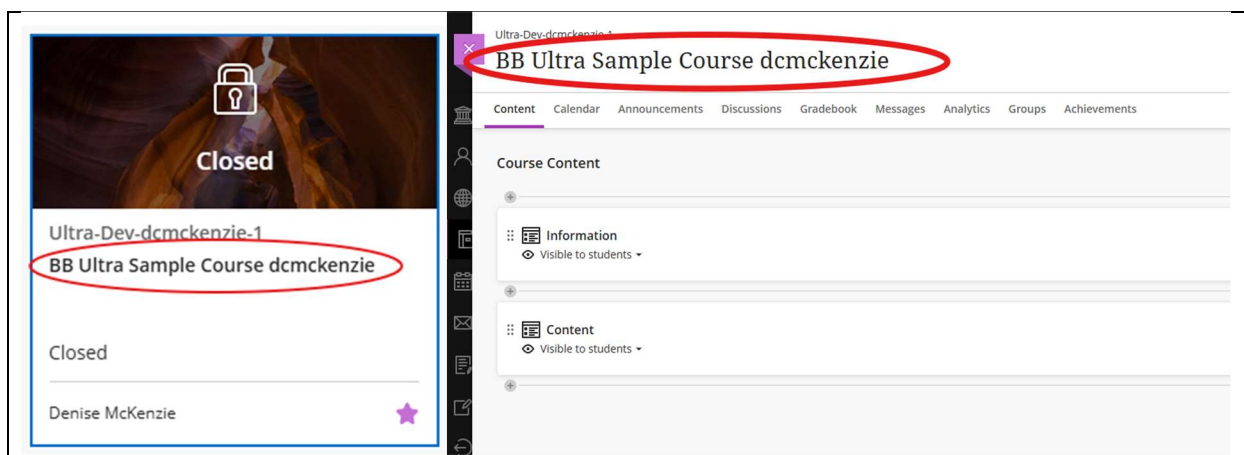
c. **Start Date** and **End Date**

   i. These dates are when students are allowed to take their test at the testing center.

   ii. Students will only be able to sign up when the RLTC is open. To see our current operating hours, visit our website [Rice Library Testing Center (https://www.usi.edu/library/rice-library-testing-center)](https://www.usi.edu/library/rice-library-testing-center).

      1. Please note that students are required to sign up at least 48 hours in advance when scheduling to take a test.

d. **Time Restriction** dropdown (rarely used)

   i. Most professors can ignore these additional restrictions.

   ii. This restricts the time students can take the test within the above-selected time frame. The only time this should be used is if your student needs to take an exam at a very specific time.

      1. Please keep in mind, students will only be able to take tests during regular RLTC hours. To see our current operating hours, visit our website [Rice Library Testing Center (https://www.usi.edu/library/rice-library-testing-center)](https://www.usi.edu/library/rice-library-testing-center).

e. **Allotted Minutes**

   i. Enter the base amount of time students are allowed for their test.

      1. Any accommodations affecting testing times will be adjusted by the system. You do not need to adjust the time yourself.

5. Submit your **Test Documents**.

   a. Upload the test and any other documents the students need (e.g. a formula sheet). You can upload multiple documents as needed.

      i. If you're printing out your submission, only the document titles will be present. It will not print out the individual documents that you upload.

   b. If your test is online through Blackboard, you will not need to add any documents.

6. Answer the **Additional Information** questions.

   a. Specify if your test will be on paper or on Blackboard.

      i. If you have a **paper** exam:

         1. Select any/all other materials your student will need (e.g. scantron, calculator, notes, etc.) Any items marked as "RLTC Provided" means the RLTC will ensure the student has the requested materials.

            a. **Student's notes** and **Other items** will require specification (e.g. can only use an index card or only the provided formula sheet).

         2. Select how you'd like the test materials returned.

            a. Digital copies will be uploaded into RegisterBlast. To access them, see the How to Review Completed Exams section below (section 3.c.i.).

            b. Physical copies will be kept at the RLTC for pickup. USI ID will be required for proof of identity.

            c. If you have a pickup designee, please enter their name and email in the appropriate text fields.

      ii. If you have an **online** exam:

         1. If the test requires a password to access, please provide it in the text box. If your test does not have a password, write "N/A" instead.

         2. Type your initials to acknowledge that RLTC cannot open the exam on Blackboard for your students. If a student does not

have access to their test through Blackboard within 15 minutes of their testing time, the student will need to reschedule.

   a. We recommend setting up the Release Conditions within Blackboard, which can be student specific. That way you don't have to remember the day of to open their test, especially if the student is testing on the weekend.

7. Fill out the **Eligibility and Restrictions** section.

   a. Choose which students are allowed to register for your exam by entering their name and selecting their email address within the dropdown menu.

      i. Some students have similar emails, so be careful about which one you select. However, if a mistake is made the RLTC can fix this. The system will not be contacting the students, so any mistakes will not send correspondence to them.

      ii. If your student's email <u>does not</u> appear in the dropdown list, simply copy and paste their email into the text field.

         1. This just means the student hasn't connected their USI account to RegisterBlast yet. They will still be able to sign up for the test with no impediments.

Eligibility and Restrictions
Limit Eligible Takers

If this exam is intended for specific people, begin typing the student's Email. Then, select the proper search result.

Restrictions ❓

Stephen Barn|

Stephen Barnett (sbarnett@usi.edu)
Stephen Barnett (sbarnett1@usi.edu)

Next

8. Add any **Additional Exam Instructions**.

    a. If you have any other requirements for your exam that haven't been covered by the above sections, please write them in this text box.

9. Click either **Submit** or **Submit and Print**.

    a. Submit will send the exam to the RLTC for approval.

    b. Submit and Print will send the exam to the RLTC for approval and provide a PDF that includes all the answers from your submission. Please note, it will not include any of the files you attached; it will only list the titles of the attachments.

10. After creating your exam, the RLTC will need to approve the exam before students can sign up. This process is to make sure that all the details that we need to administer the exam are provided.

    a. We recommend submitting the test at least 7 business days in advance of when you would like students to begin testing in order to give us time to approve the exam and time for the students to sign up.

    b. Please note that students are required to sign up at least 48 hours in advance when scheduling to take a test.

How Students Sign Up for Exams

We provide this instruction sheet for reference purposes. Feel free to share with your students or advise them to contact the RLTC via 812-464-1905 or testing.center@usi.edu for scheduling.

1. Go to the Exam Registration link: USI Rice Library Testing Center Exam Selection | RegisterBlast (https://www.registerblast.com/usi-rice/Exam/List).

    a. This can also be accessed by opening your course in Blackboard then select the "View course & instruction tools" on the right side.
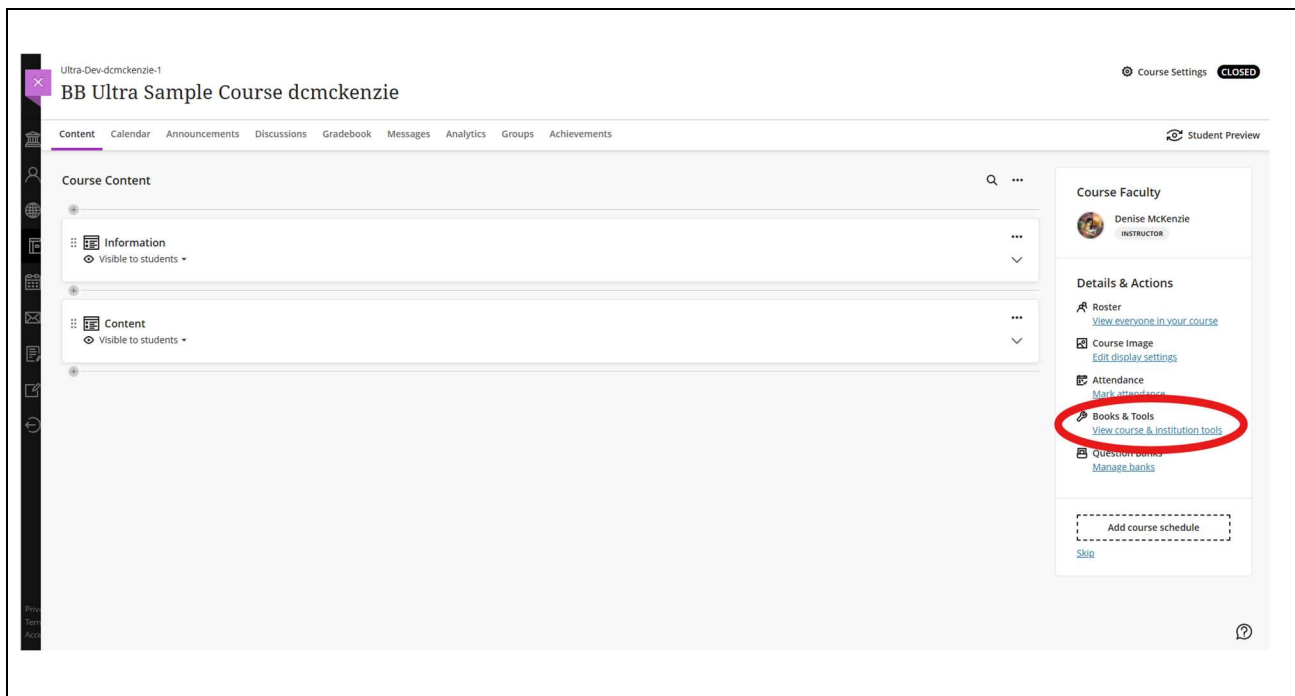
    b. In the pop-up menu, scroll down to RegisterBlast and click on the name. (The list is in alphabetical order.)
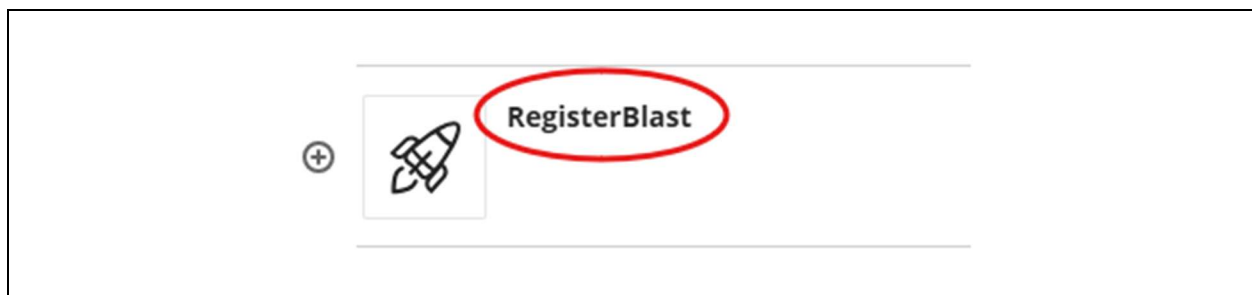
2. At the bottom of the screen, click **Sign in with School Credentials** and use your USI Username and password.
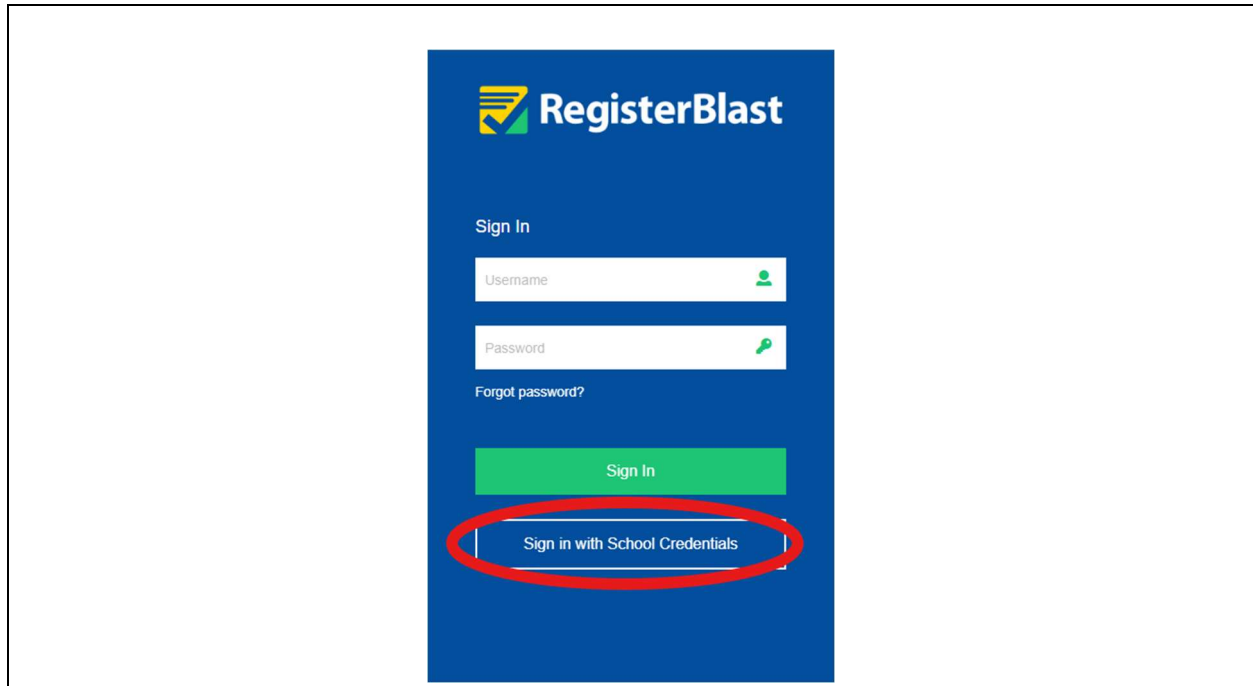
a. You will then see a screen asking you to register for an exam.
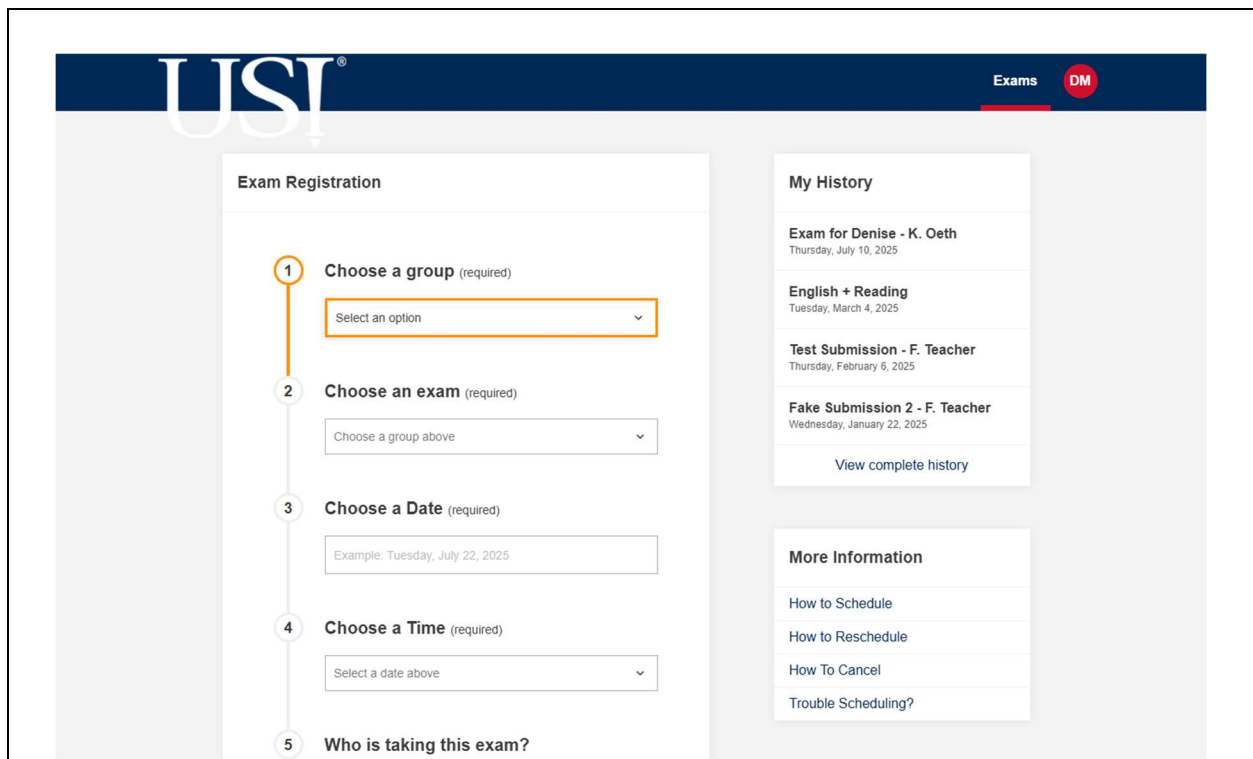
3. Under **Which type of test would you like to schedule?** select **Academic Exams**.

4. Under **Choose a testing location**, select where you would like to take the exam from the following options:

    a. **Rice Library Testing Center** – If you would like to test at the Rice Library Testing Center, select this option.

    b. **Disability Resources** – If you have registered with Disability Resources and wish to take your exam in their offices, select this option.

5. Under **Choose a class**, select the course you are taking the test for.

    a. The course name should correspond to the one listed in Blackboard.
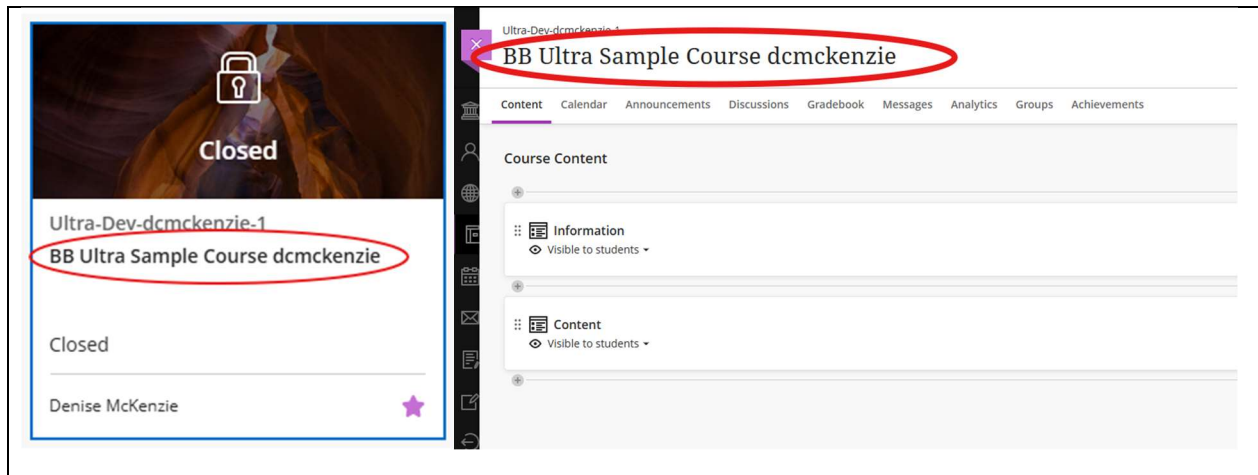
6. Under **Choose an exam**, select the specific exam you need to take for your class.

    a. The exam should be labeled by the department abbreviation, course number, course section, and which exam of the course it is. (E.g. MNGT 305.002 - Exam 3)

7. Click the **Choose a Date** field to choose an available testing date from the calendar.

    a. Please note that students are **required to sign up at least 48 hours in advance** when scheduling to take a test.

8. Click the **Choose a Time** field to select an available testing time.

    a. To see our current operating hours, visit our website Rice Library Testing Center (https://www.usi.edu/library/rice-library-testing-center).

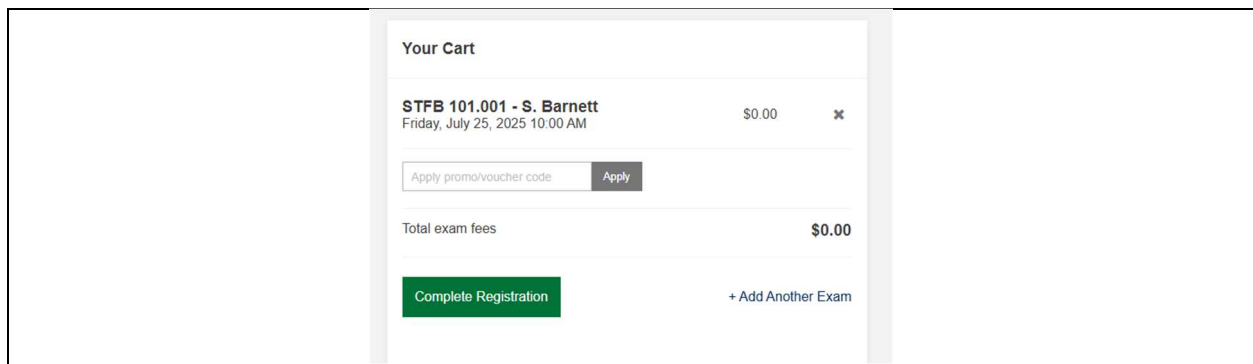9. Complete the personal information under **Who is taking this exam?**

    a. Your first name, last name, and email should automatically be entered.

    b. Your student ID number must start with "000".

    c. Enter your **Phone Number** into the first field.

        i. This is in case the testing center needs to contact your via phone call you about your exam.

    d. If you would like text notifications, enter your phone number again and check the box certifying that you agree mobile messaging.

10. Read the **Exam Guideline Acknowledgement** in the scroll box.

    a. This contains the policies of the Rice Library Testing Center. It includes information on what you can and cannot bring to the testing center and guidelines for what to do day-of testing.

        i. These will also be emailed to your USI email address after completing your registration. It will be easier to read all the instructions there if you're having issues within the registration form.

    b. Check the box under the scroll box, to acknowledge the guidelines.

11. Click **Add to Cart**.

    a. This will bring you to the checkout screen.

    b. Payment is never required.

12. Click **Complete Registration**.

    a. A confirmation email will appear on the screen; you may print a copy for your records.

How to Review Completed Exams

1. Log into RegisterBlast either through your Blackboard course or by accessing this link: RegisterBlast Professor Login (https://www.registerblast.com/usi-rice/Professor)

2. Click the **History** tab at the top of the page.

3. A list of completed exams by each student will appear.
   a. Use the **Search** field to find your students by their name.

   b. The status tab indicates the last step the student has completed:

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i. Registered – Student has scheduled a time to take the exam
ii. Checked In – Student is actively at the testing center
iii. Checked Out – Student has fully completed the exam
iv. No Show – Student failed to appear at the testing center

c. The final column on the right will have completed exam documents and/or notifications (if applicable).

i. Completed exam documents will be located in the ![icon] icon.
   1. Clicking this will open up a window for you to download the PDF.
   2. Completed exam documents will be uploaded by the next day.
      a. If your student has completed the exam, but no documents are uploaded it's due to either:
         i. Not requesting a digital copy when creating the exam.
         ii. Testing staff are still busy proctoring other tests.
      b. If it's the next day and documents still haven't been uploaded, please contact the RLTC.
ii. For any incidents that may have happened in the testing center will be under the ![icon] icon.
   1. Incidents are anything that were abnormal about the student's testing experience. This could range from disruptive behavior to suspected cheating.

2. Opening the popup will give you a list of the incidents recorded. The **Report Notes** will explain the details of the incident. The other names in the report relate to who entered the incident into the system.
3. The system is automatically set up to email professors of any incident reports that happen the day after the test has been completed.

Report Information
Exam DCM101.002 - D. McKenzie

|	
Date of Report	7/16/2025 8:09:17 AM
Affected other Registrations	No
Reported By	Barnett, Stephen
Report Notes	This is a test incident report.
First Name	Stephen
Last Name	Barnett
Email	sbarnett1@usi.edu

How to Change Email Notifications

Email notification settings are automatically set up by the system when you connect your USI account to RegisterBlast. However, you can change the settings of some emails you receive from the testing center.

Please note that there are some emails that you cannot discontinue receiving, such as incident reports. If you have questions about them, please contact the RLTC.

1. Log into RegisterBlast either through your Blackboard course or by accessing this link: [RegisterBlast Professor Login (https://www.registerblast.com/usi-rice/Professor)](https://www.registerblast.com/usi-rice/Professor)

2. Click on the red circle with your initials at the top of the page.

   a. Select **Profile** in the dropdown menu.

3. Select your new email notification preferences.

   a. **Student List Notification Type**

      i. This is automatically set to "Never" to lessen email congestion. This would email you a list of tests that have been completed.

   b. **Notify when a submission changes**

      i. This is automatically set to "Yes" to help keep you up to date with your exam submissions. Whenever the RLTC approves or needs to make an adjustment to your exam submission(s), this will send you an email.

   c. **Notify when testing is complete**

      i. This is automatically set to "Yes" to continue our notification policy from the previous system. You will receive an email once a student has completed their test.

         1. This does *not* indicate when completed test documents have been uploaded into RegisterBlast.

How to Add the RegisterBlast Link into Blackboard

1. Open your course in Blackboard then select the "View course & instruction tools" on the right side.
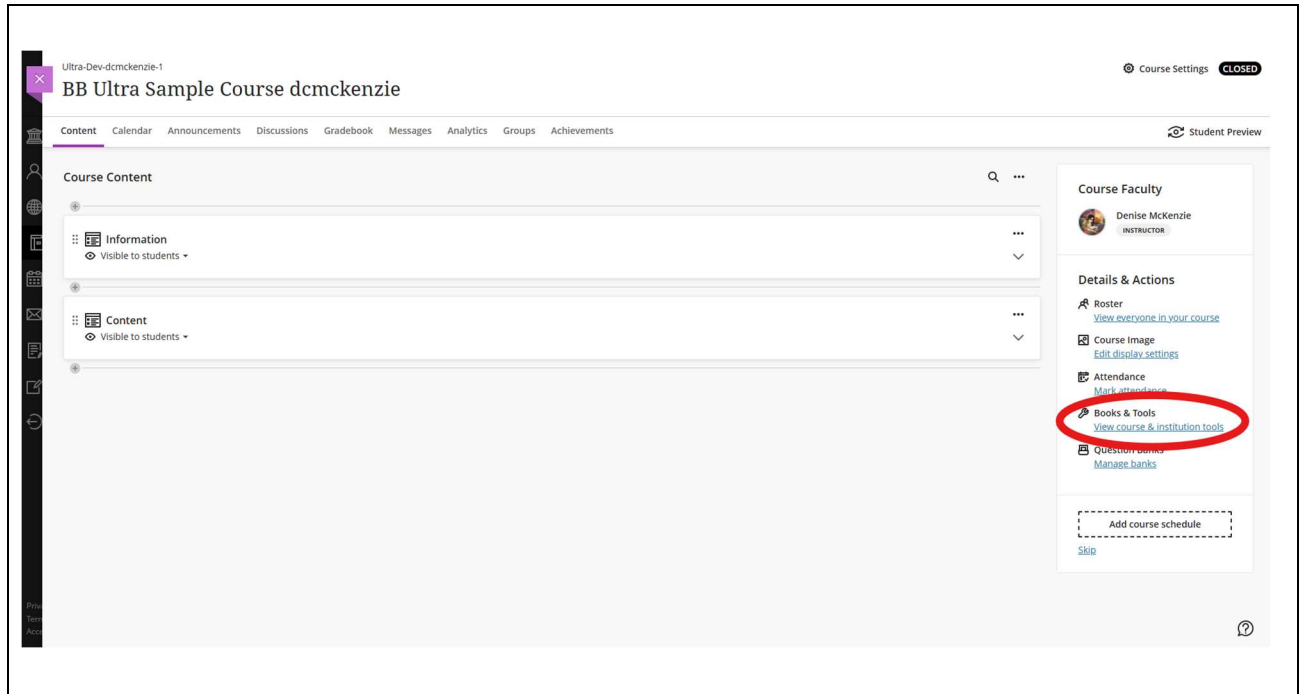
2. In the pop-up menu, scroll down to RegisterBlast and click on the plus sign. (The list is in alphabetical order.)
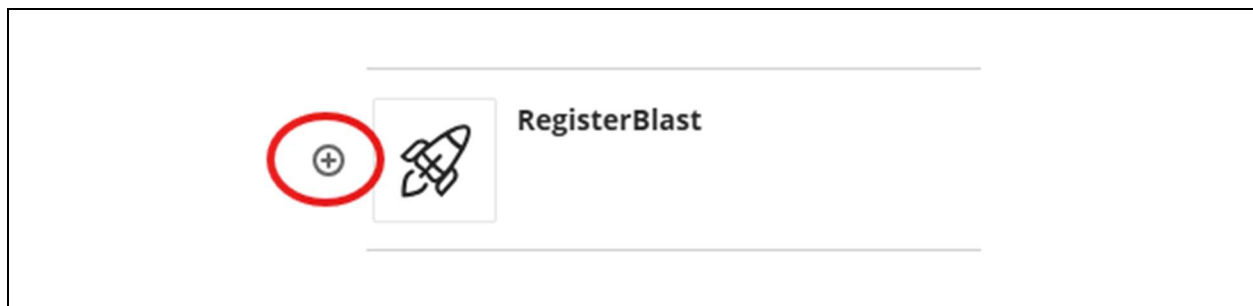
3. This will add an easy-to-access link to Blackboard for your students. You can rename the link and move it to another folder within your course.
   a. The link will automatically be hidden from students, so you will need to change the visibility in the settings.
   b. For more help with Blackboard settings, please contact USI Blackboard Support at IT@usi.edu or call 812- 465-1080.

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