

REGISTERBLAST EXAM STEPS FOR INSTRUCTORS

This is an outline of the Disability Resource Center's exam scheduling system (RegisterBlast) to provide proctored testing through the UNLV Testing Center to students with testing accommodations.

1 REVIEW DRC ACCOMMODATIONS

Instructors receive a Faculty Notification Letter when students in their courses request accommodations. *Instructors implement the accommodations outlined (direct any questions to the listed Disability Specialist)*

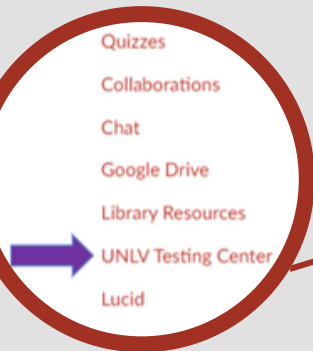
UNLV | DISABILITY RESOURCE CENTER

Date: Monday, January 13, 2025
From: UNLV Disability Resource Center
To: Sample Instructor - Fall 2026 - EXMP 301.1002 - AN EXAMPLE COURSE (CRN: 99999)
Subject: Sample Student (NSHE#5009999999 Email: SAMPLESTU@UNLV.EDU - Faculty N

Specific disability diagnoses are private and are not shared with faculty under most circumstances.

ACTIONS TO TAKE BY INSTRUCTOR:

- Read through and implement the DRC-approved accommodations for this student.
- Share this FNL, if applicable, with GAS, TAs, lab coordinators, and course coordinators.



2 ENABLE "UNLV TESTING CENTER" IN WEBCAMPUS

Instructors **must** add the "UNLV Testing Center" navigation link on WebCampus course menus. In your WebCampus course see Settings > Navigation. *This is how instructors & students access RegisterBlast.*

! Students will not be able to access RegisterBlast if this step is not completed. See page 2 for step-by-step instructions.

3 SET EXAM DATES IN REGISTERBLAST

Instructors must submit exam tentative dates and times for live-proctored exams in RegisterBlast. Instructors may provide the exam at this time or later. *This step populates the student list of available exams to schedule.*

! Students will not be able to schedule the proctored exam with the UTC if this step is not completed.

All students must test

Specific Start Date and

--Select a Date--

Allotted Minutes ?

60



4 STUDENT SCHEDULES EXAM

Using RegisterBlast, the student registers for a proctored exam with the UNLV Testing Center at least 7 calendar days prior (~30 days for finals). Instructors should review the automated RegisterBlast notifications.

5 INSTRUCTOR PROVIDES EXAM AND EXAM INFORMATION

Instructor uploads exam to RegisterBlast or delivers to UTC at least 2 business days in advance. Instructor must also provide information about the exam such as allowed materials and additional instructions (if not provided already)

Number (required)

How are you administering the exam?

Choose an option

List the format(s) to be used for your exam. Sel

☐ Scantron

☐ Exam Booklet

☐ WebCampus without Lockdown

☐ WebCampus with Lockdown

☐ Foreign Language (two



6 STUDENT TAKES EXAM AT THE UNLV TESTING CENTER

Instructor downloads finished exam to grade via RegisterBlast's "History" Tab (upper menu). Or, finished exam is delivered via methods outlined in the instructor's exam details in RegisterBlast.



STEP-BY-STEP INSTRUCTIONS FOR ENABLING “UNLV TESTING CENTER” IN WEBCAMPUS

After logging in to WebCampus

1. Click on Courses
 - a. Select the course where “UNLV Testing Center” will be added
2. Use course menu to click Settings
3. On the tab menu in Settings, click Navigation
 - a. Scroll through the list to find “UNLV Testing Center”
4. Click, drag, and drop the “UNLV Testing Center” box to your active menu list above
 - a. Where you place it in the list, is how it will appear in the course menu
5. Click Save at the bottom (you may need to scroll)

The screenshot illustrates the process of enabling the UNLV Testing Center in WebCampus. It shows the 'Courses' sidebar menu, the 'Settings' page, and the 'Navigation' tab. The 'UNLV Testing Center' is shown being dragged into the active menu list. The 'Save' button is highlighted at the bottom.



REGISTERBLAST HELP AND VIDEO TUTORIALS

RegisterBlast provides help and tutorial videos for instructors, including exam submission, editing/revising exam information, retrieving completed exams, and other topical tutorials.

To access these videos, when logged into RegisterBlast, click “Help” located in the top right of your screen, next to your profile icon.

