



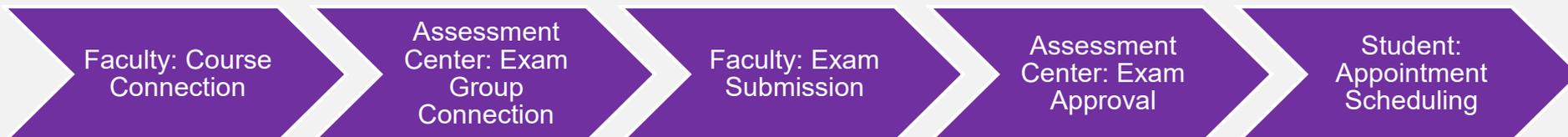
MC MONTGOMERY
COLLEGE

RegisterBlast Training

Montgomery College Assessment Centers
Faculty Webinar
Spring 2022

RegisterBlast Overview

- RegisterBlast is a web-based application that the Assessment Centers will use for:
 - Faculty Test Submissions
 - Student Appointment scheduling
 - Check- In management system
- The RegisterBlast tool is integrated into your course in Blackboard



Recommended Web Browsers

- Google Chrome - version 33 or greater
- Microsoft Internet Explorer on Windows 7 - version 8 or later
- Mozilla Firefox - version 27 or later
- Opera - version 17 or later
- Apple Safari - version 7 or later

Add RegisterBlast to your Course

- From your Blackboard course home page click the “+” sign to add the link
- Click Tool Link in the drop-down menu
- In the Name field, enter “RegisterBlast”
- In the Type field, select RegisterBlast-(your campus)
- Check the Available to Users box and submit



Exam Submission Process

- Log into the course through Blackboard
- Click the RegisterBlast link to open the dashboard
- On the dashboard, click “Submissions”
- Click “+” to set up a new exam
- Proceed with Entering Exam Details
- Click “Submit” to send the exam request to the Assessment Center for review and approval
- Once approved, students can schedule exam appointments

Edit Exam Submissions

- From the RegisterBlast dashboard, click “Submissions” in the top tool bar
- Once all changes are made, click submit
- The exam will be resent to the Assessment Center queue for review and approval.
- **IMPORTANT:** Edits can only be made prior to approval
 - If your exam has been approved, email specific changes to academictesting@montgomerycollege.edu

DSS Student Accommodations

- Include DSS accommodation information in the designated field when submitting exams
 - Include the students name, M# and accommodation information (i.e. double time)
- Assessment Center Staff enters accommodation to individual student records when they review exam
 - If you forget to include the accommodation, or if accommodation changes are made after exam approval, email the information to academictesting@montgomerycollege.edu
- **IMPORTANT:** Students with accommodations should NOT schedule their exam session until the accommodations are set up in RegisterBlast.

For Students

- To schedule appointment:
 - Students will click the “Register Blast” link on the left tool bar
 - The “Exam Registration” window will open and they will have the ability to create a testing appointment
- REMINDER:
 - Students must select the “Academic Testing” group
 - Students with accommodations should NOT schedule their exam session until the accommodations are set up in RegisterBlast.

Contact Information

Website: montgomerycollege.edu/academic-testing

Email: academictesting@montgomerycollege.edu

Zoom Office Hours: [Join the Office Hours](#)

www.zoom.us/join
Meeting ID 962 5471 5542
Passcode: Testing