



# Submitting Testing Material -RegisterBlast

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UTAH VALLEY UNIVERSITY  
STUDENT ASSESSMENT SERVICES

# Overview

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This presentation shows how to upload testing material into RegisterBlast (UVU Student Assessment Services scheduling system).

For more information regarding our current faculty services, visit the Faculty Page of our website: <https://www.uvu.edu/testingservices/info/faculty.html>

# Enrollment

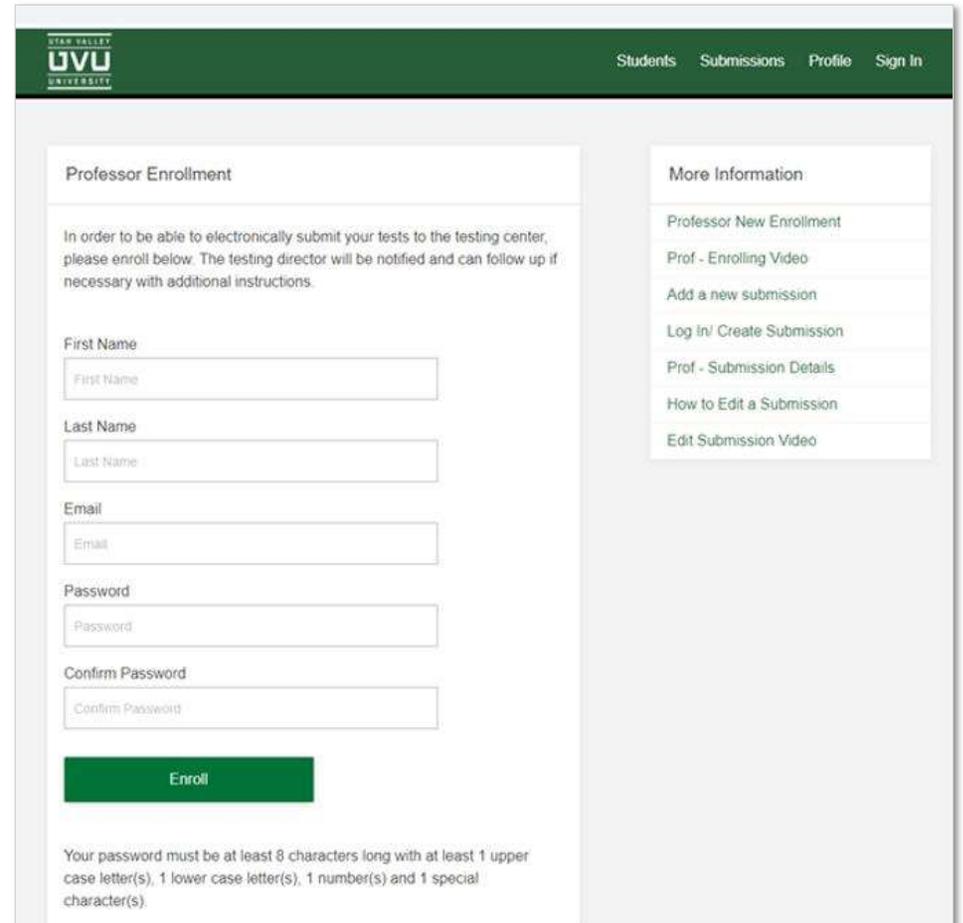
**(If you have already created a professor account in RegisterBlast, skip to the next page.)**

Enroll in RegisterBlast as a professor at:

[www.registerblast.com/uvu/professor/enroll](http://www.registerblast.com/uvu/professor/enroll)

You are not required to use your UVU email, although it is recommended.

Once you have created your account, you will be enrolled as a professor.



The screenshot shows the UVU RegisterBlast website interface. At the top, there is a green navigation bar with the UVU logo on the left and links for "Students", "Submissions", "Profile", and "Sign In" on the right. The main content area is titled "Professor Enrollment" and contains the following elements:

- A header section with the title "Professor Enrollment".
- An introductory paragraph: "In order to be able to electronically submit your tests to the testing center, please enroll below. The testing director will be notified and can follow up if necessary with additional instructions."
- Form fields for "First Name", "Last Name", "Email", "Password", and "Confirm Password". Each field has a corresponding input box with a placeholder label.
- A green "Enroll" button.
- A password requirement note at the bottom: "Your password must be at least 8 characters long with at least 1 upper case letter(s), 1 lower case letter(s), 1 number(s) and 1 special character(s)."

On the right side of the page, there is a "More Information" sidebar with a list of links:

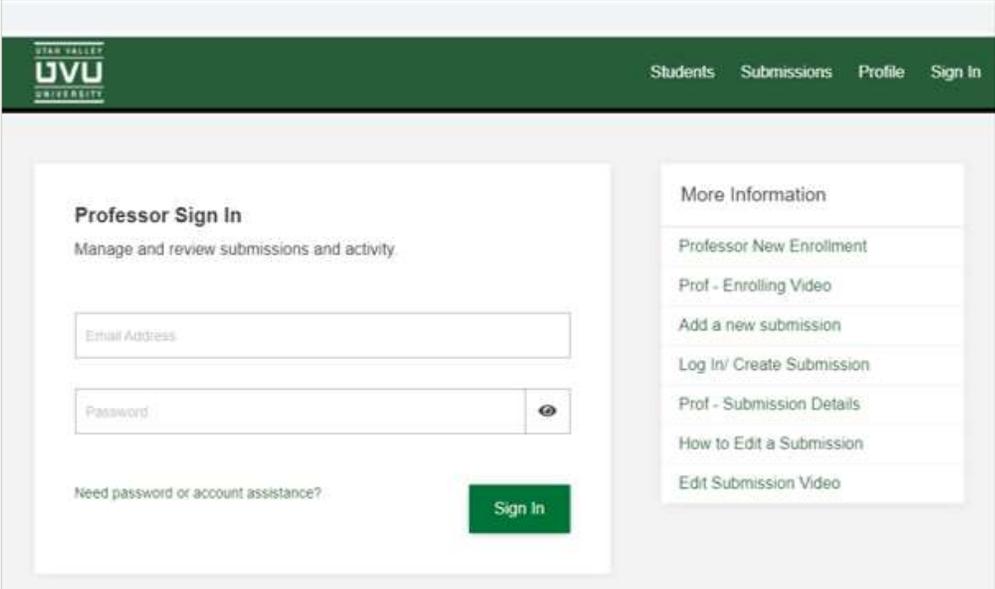
- Professor New Enrollment
- Prof - Enrolling Video
- Add a new submission
- Log In/ Create Submission
- Prof - Submission Details
- How to Edit a Submission
- Edit Submission Video

# Sign In

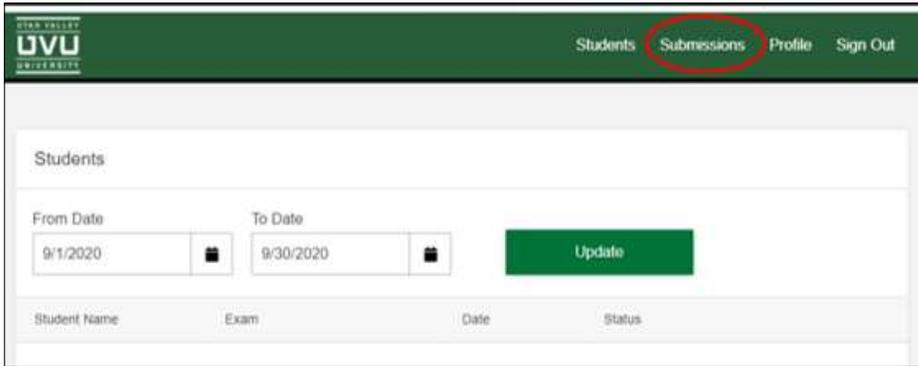
Visit:

[www.registerblast.com/uvu/professor/login](http://www.registerblast.com/uvu/professor/login).

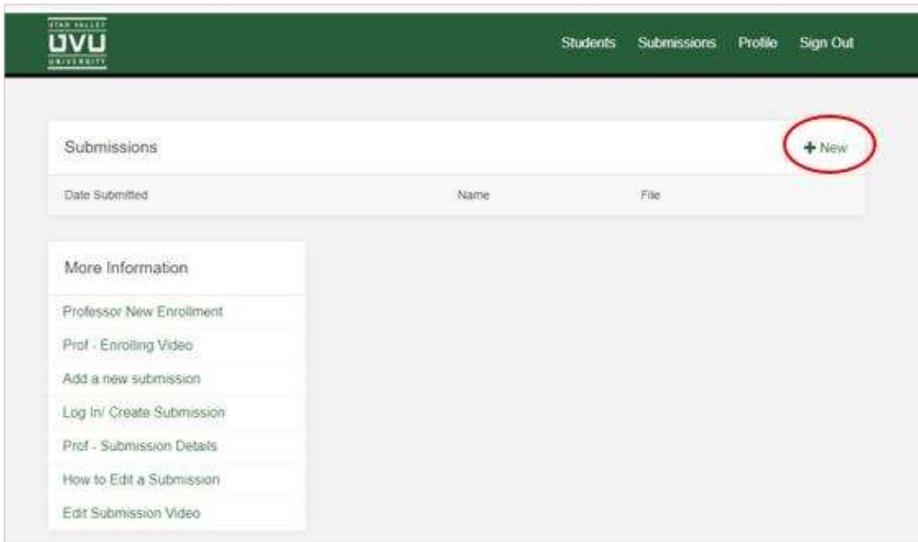
Sign in with the same username and password you entered when enrolling.



The screenshot shows the UVU Professor Sign In page. At the top, there is a green navigation bar with the UVU logo on the left and links for "Students", "Submissions", "Profile", and "Sign In" on the right. The main content area is white and features a "Professor Sign In" section. This section includes the text "Manage and review submissions and activity" and two input fields: "Email Address" and "Password". The "Password" field has a small eye icon to its right. Below the input fields, there is a link that says "Need password or account assistance?" and a green "Sign In" button. To the right of the sign-in form is a "More Information" sidebar with a list of links: "Professor New Enrollment", "Prof - Enrolling Video", "Add a new submission", "Log In/ Create Submission", "Prof - Submission Details", "How to Edit a Submission", and "Edit Submission Video".



Once logged in, select “Submissions” at the top-right of the page.



From the Submissions page, you can view your past submissions and create new submissions.

To create a new submission, click on the “+New” button.

## Name the Exam

Please include the course and exam number in the exam name.

Example: MATH 1050 Exam 2

### Details

Create an identity and time for the submission.

From this screen you can upload a new test for the testing center. Please use an accepted format, as defined by your testing center.

Before an exam can be prepared please fill out the Exam Submission Form

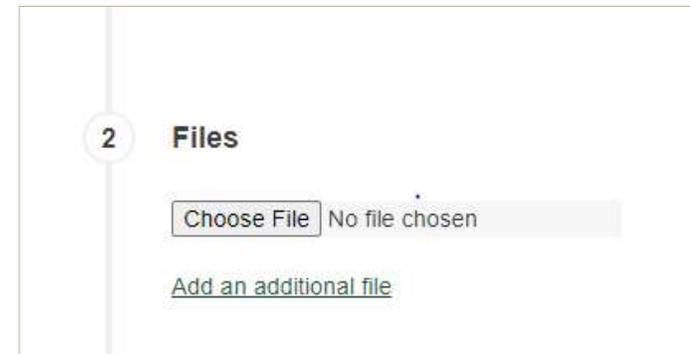
Test Information ⓘ

Next

## Upload the Exam Documents

After completing the Accommodative Exam Form, upload the file under the “Files” section in RegisterBlast.

Click “Add an additional file” to include any other documents applicable to the exam (i.e. a hard copy of the exam, testing aid packets/visuals, etc.)



2 **Files**

Choose File No file chosen

[Add an additional file](#)

## Submit the Exam

Please do not include any information in the Step 4 text box. You should instead enter all instructions for the exam on the Accommodative Exam Form that you are submitting to us.

When ready to submit exam, click the Submit button at the bottom of the page.

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### For Testing Staff Only

Please do not include any information in the text box below. Put all instructions for the exam on the Accommodative Exam Form that you are submitting to us.

Additional Instructions

Submit

Submit and Print

# Additional Information

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If you have any questions or concerns about submitting an accommodative exam, please contact us at [testingservices@uvu.edu](mailto:testingservices@uvu.edu) or 801-863-7095.

Please be aware that exams will not be prepared and made available to students until the '[Exam Submission Form](#)' is filled out.