

UNO Testing Center Professor Accommodated Exam Submission Instructions Quick Reference Guide

Enroll in the Professor Module through this URL

<https://www.registerblast.com/unomaha/professor/enroll>

Create your user ID (UNO email address) and Password (8 characters, at least 1 lower case letter, 1 upper case letter and 1 special character). **Wait until you receive an email noting that your enrollment is approved before submitting exam information.**

Using the Professor Module to Submit Tests

The URL for this module: <https://www.registerblast.com/unomaha/professor/login>
(Bookmark this URL for easy access.)

Login using your UNO email address, the password you created when you enrolled, and click "SIGN IN" to get started.

To begin your exam submission, look to the top right of the Submission Page and click on the **blue circle with a white plus sign**. Then, go through all the steps detailed below.

1. DETAILS

- a. **Submission Name:** Please put the exam Submission Name in the following format. Course Name, Department Abbreviation, Course Number-Section Number, Exam Name (ex. Intro. to Psychology PSYC 1010-8201 Midterm Exam)
- b. **Select the exam group for this exam:** by clicking in the text box and selecting the appropriate group from the drop-down menu that identifies the type of exam and your Department Abbreviation (ex. Accommodated Exams > PSYC)
- c. **Start Date:** Put the first date your student can take the exam. **The exam submission must be received by the Testing Center (TC) at least five (5) business days in advance of the exam date so the student has time to register for their exam. The TC is notified of the accommodation(s) needed when the student completes the registration. This allows time to schedule the accommodation(s).**
- d. **End Date:** Put the last date you will allow your students to take the exam. **All tests should be submitted with a window of test dates because we cannot guarantee seating on a specific date or time. Reminder: The Testing Center must have all exams completed by 4:30 p.m. M-F and we are not open the weekend.**
- e. **Time Restriction:** Click on [Time Restriction](#) if you want to enter specific start and end times to your exam. Leave it blank if you have no restrictions. **Reminder: The Testing Center must have all exams completed by 4:30 p.m. M-F.**

- f. **Allotted Minutes:** Enter the time in minutes (**not hours**) that the [class](#) is allowed to use for the exam. **The scheduling system will calculate the extended time if the student has this as a testing accommodation in their UNO ASC approved accommodation plan. You do not calculate the extended time!**

Click NEXT

2. FILE MANAGEMENT

- a. If needed, submit any digital files to your exam submission by uploading here.

Click NEXT

3. REQUIRED ADDITIONAL INFORMATION

- Enter your email.
- List all student(s) who are authorized to take this exam.
- Is this an Online or Paper Exam?
- Is a Scantron Sheet needed for this exam?
- Is this an Open or Closed Book Exam?
- What type of Notes can be used for this exam?
- Can Scratch Paper be used for this exam?
- Can a Calculator be used for this exam?
- Are specific Materials needed for this exam?
- How would you like the exam Returned to you?

Click NEXT

4. EXAM INSTRUCTIONS

- a. List any other exam instruction you have for your exam that you had not already provided while completing this Professor Exam Submission.

CLICK SUBMIT OR SUBMIT AND PRINT

YOUR EXAM SUBMISSION IS COMPLETED!

You may **CLONE** (copy) any Exam Submission you have previously submitted by:

- **Login** to the **Professor Module to Submit Tests** through the URL provided.
- On the **Submissions** page, hover over the three black dots.
- Select **Clone** from the choices.
- Go into the Submission that you just cloned (copied) and is open on the page.
- Edit the Submission Name by **removing the words "Clone of"** in front of the **Name**.
- Edit any other exam information by scrolling through each section and changing the information as needed.

CLICK SUBMIT OR SUBMIT AND PRINT

If you have any questions, please contact the Testing Center at 402.554.4800 or unotestingcenter@unomaha.edu