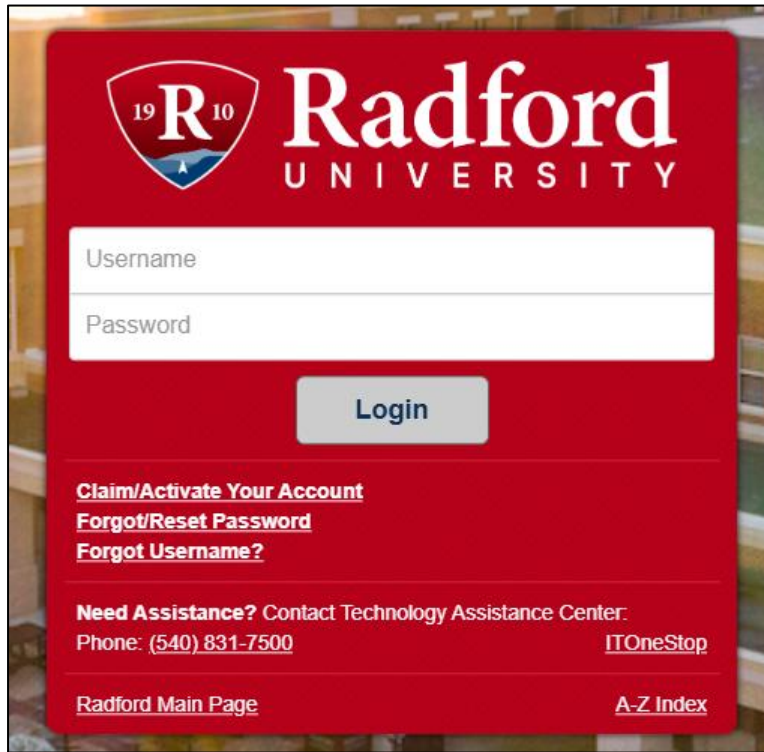


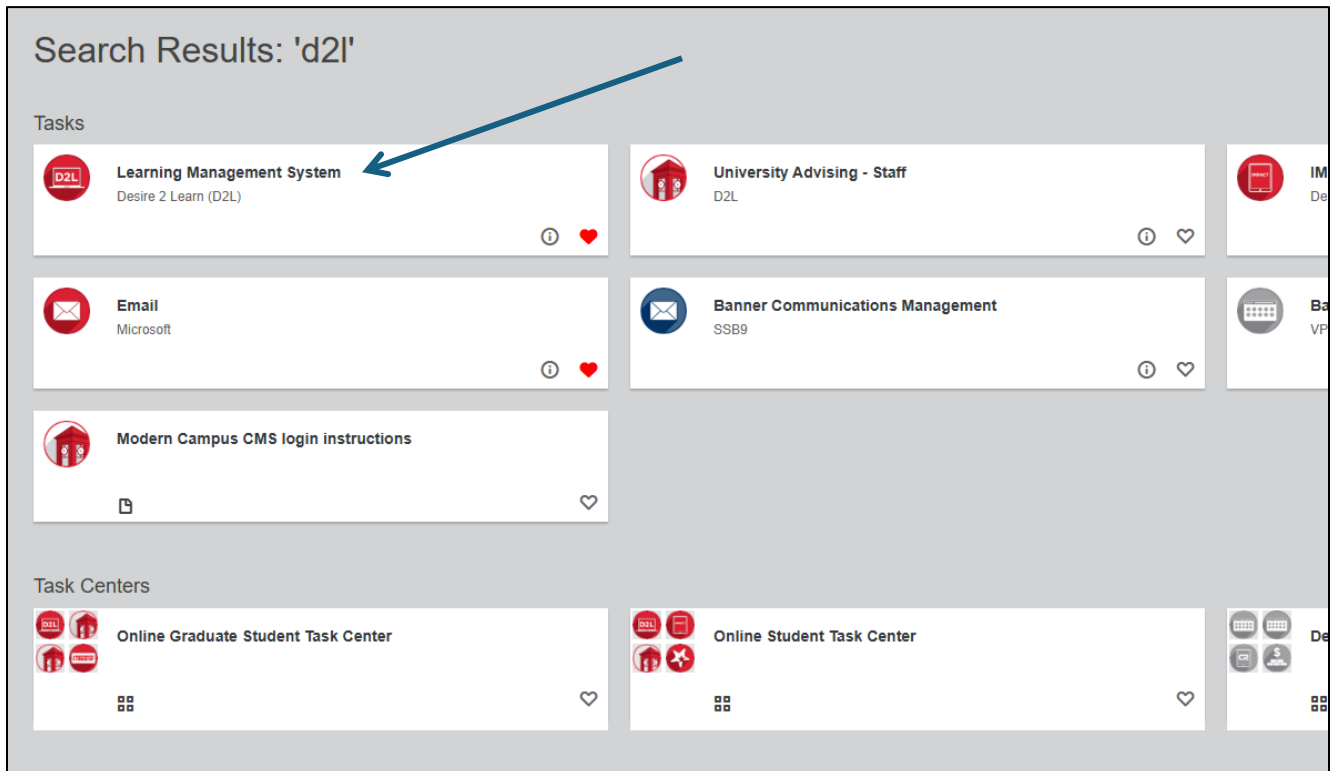
How Instructors Submit a Proctoring Request Form Through RegisterBlast

RUC Educational Testing Center (ETC)

1. Log in to your **OneCampus**



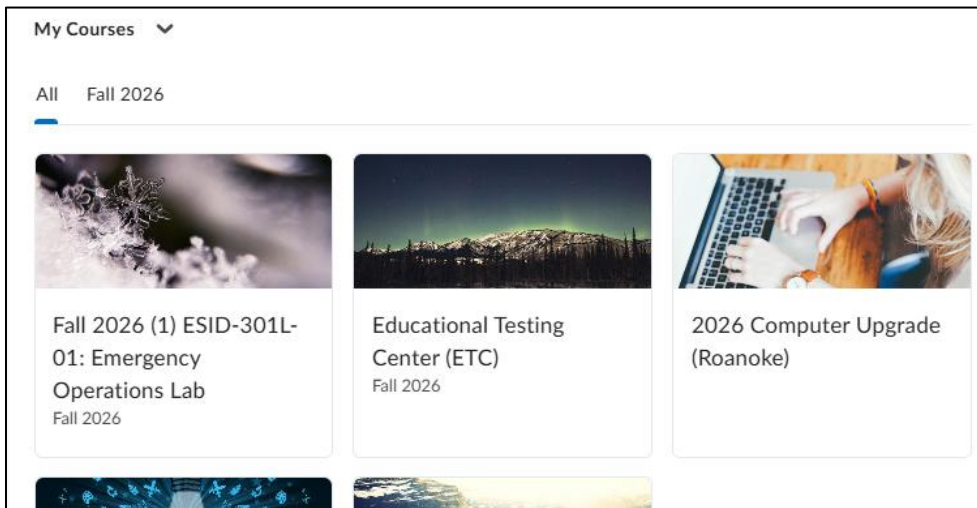
2. Click on the **Learning Management System (D2L)**



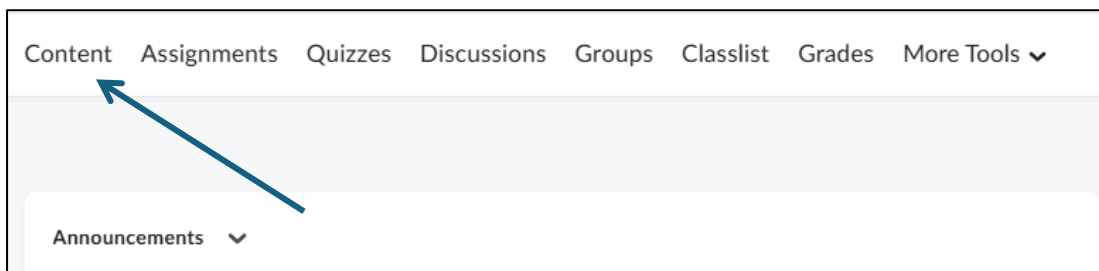
How Instructors Submit a Proctoring Request Form Through RegisterBlast

RUC Educational Testing Center (ETC)

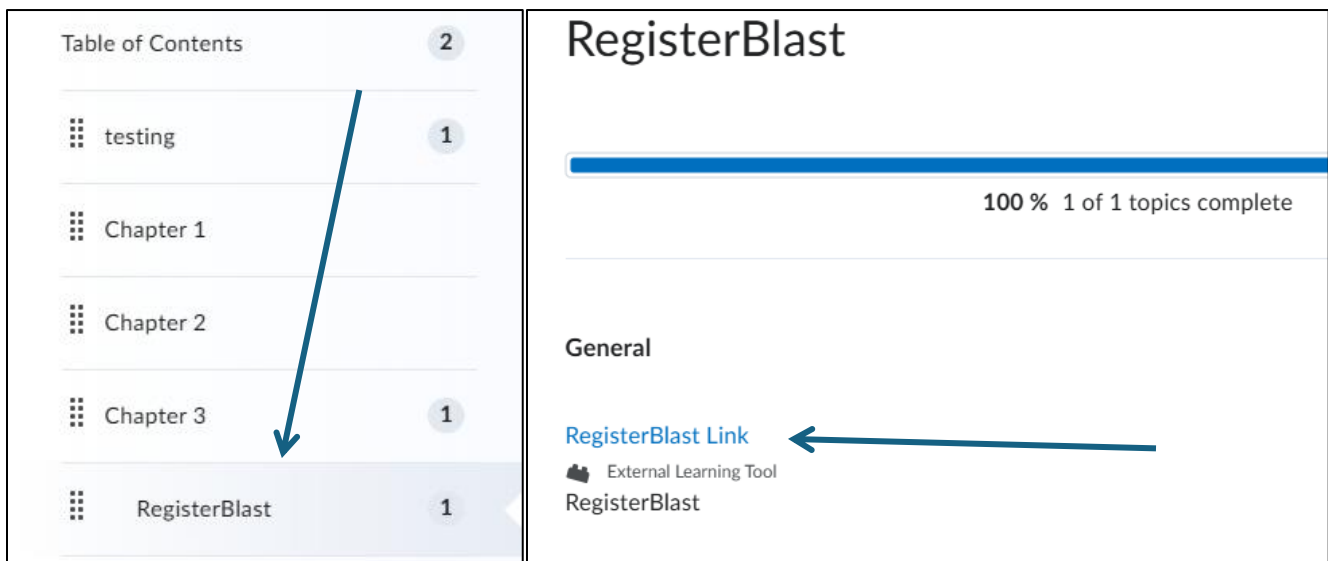
3. Under My Courses, select the course that you want to submit a proctor request.



4. Once you are in your selected course, click on **Content**



5. Under Table of Contents, select **RegisterBlast** and then select **Register Blast Link**.



Don't see RegisterBlast listed in your Table of Contents? You will need to make sure that you have the link enabled. Click this link for enabling instructions: [How to Add RegisterBlast to D2L](#)

How Instructors Submit a Proctoring Request Form Through RegisterBlast

RUC Educational Testing Center (ETC)

- Once you select **RegisterBlast Link**, you will automatically be navigated to the professor submission portal.

The screenshot shows the 'Submissions' page in the RegisterBlast system. The header includes the Radford University logo, navigation links for 'Submissions', 'History', and 'Help', and a user profile icon labeled 'SA'. The main heading is 'Submissions' with the subtitle 'Manage submission details and materials.' Below this is a search and filter section with fields for 'Search', 'From', and 'To Date', each with a calendar icon, and an 'Apply' button. The main content is a table with columns: Name, Submitted, Exam Window, Group, Attachments, and Status. The table lists four exams: 'English300 English for Career Development Exam 2026', 'English300 Exam 1', 'Math101 Exam 2', and 'Math101 Exam1'. At the bottom, there is a pagination section showing '10 entries per page', a page number '1', and buttons for 'CSV', 'Excel', and 'Print'.

Name	Submitted	Exam Window	Group	Attachments	Status
English300 English for Career Development Exam 2026	8/6/2026	8/6/2026 - 8/21/2026	Academic Testing - Fall 2026 > Educational Testing Center (ETC), Academic Testing - Fall 2026 > ENG300.1234		Edited
English300 Exam 1	8/14/2026	8/19/2026 9:30 AM	Academic Testing - Fall 2026 > ENG300.1234		Edited
Math101 Exam 2	8/5/2026	8/5/2026 - 8/31/2026	Academic Testing - Fall 2026 > MAT101.3333		Edited
Math101 Exam1	8/5/2026	8/5/2026 3:00 PM	Academic Testing - Fall 2026 > MAT101.3333		Edited

- Select the **+** icon to add a submission

This screenshot is similar to the previous one, but it highlights the '+ icon' mentioned in the instruction. A blue arrow points from the bottom right towards the '+' icon in the top right corner of the page, next to the user profile icon 'SA'. The rest of the page content, including the search filters, table, and pagination, is identical to the previous screenshot.

How Instructors Submit a Proctoring Request Form Through RegisterBlast

RUC Educational Testing Center (ETC)

8. Fill out the proctor request form.

< Back

Submission Builder

Build and configure submissions.

- 1 Details**
Define the submission.
- 2 File Upload (rosters, paper exams, supplements)**
Add submission files.
- 3 Additional Information**
Provide the details.
- 4 Eligibility & Restrictions**
Limit submission recipients.
- 5 What Else Do We Need to Know?**
Create instructions.

Exam Name

Select the exam group/s for this test

☒ All students must start at exact time

☐ All students must test between these dates

Specific Start Date and Time

--Select a Date-- --Select a Time--

Allotted Minutes

60

Next

File Upload (rosters, paper exams, supplements)
Attach digital files to the submission.

Drag & Drop your files or [Browse](#)

9. Click the **Submit** when you have completed the form.

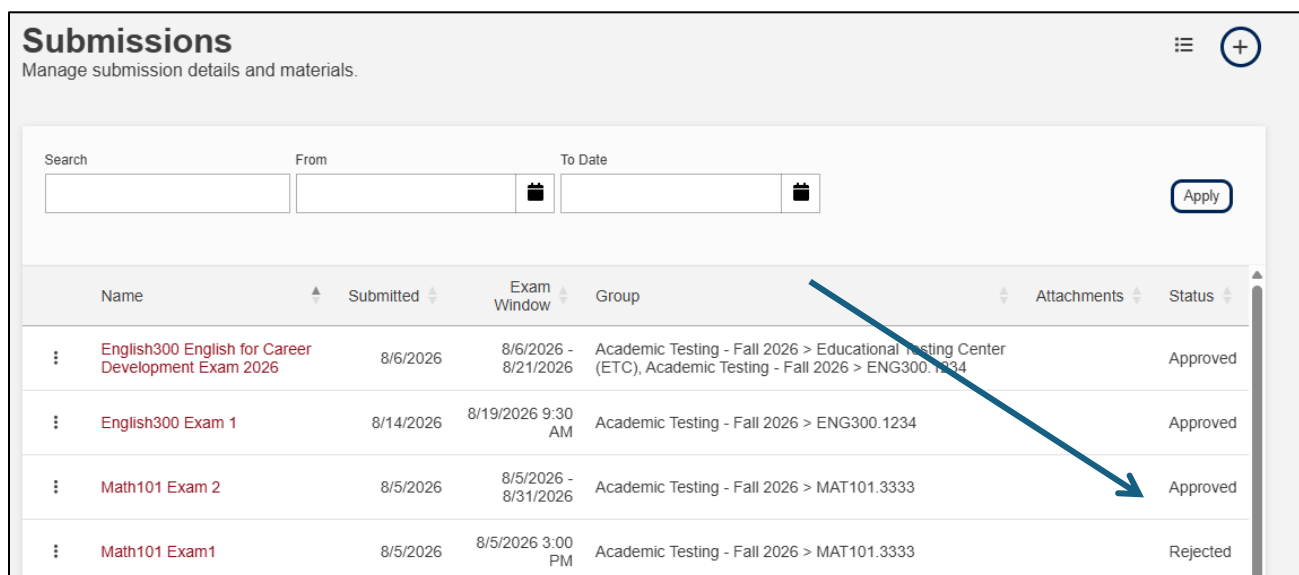
- 3 Additional Information**
Provide the details.
- 4 Eligibility & Restrictions**
Limit submission recipients.
- 5 What Else Do We Need to Know?**
Create instructions.

Submit Submit and Print

How Instructors Submit a Proctoring Request Form Through RegisterBlast

RUC Educational Testing Center (ETC)

10. The ETC will review your request after submission. View your pending requests on your professor submission portal. If your submission has been approved, your students can start scheduling their appointment right away. If a request has been rejected, you will receive email communication from the ETC.

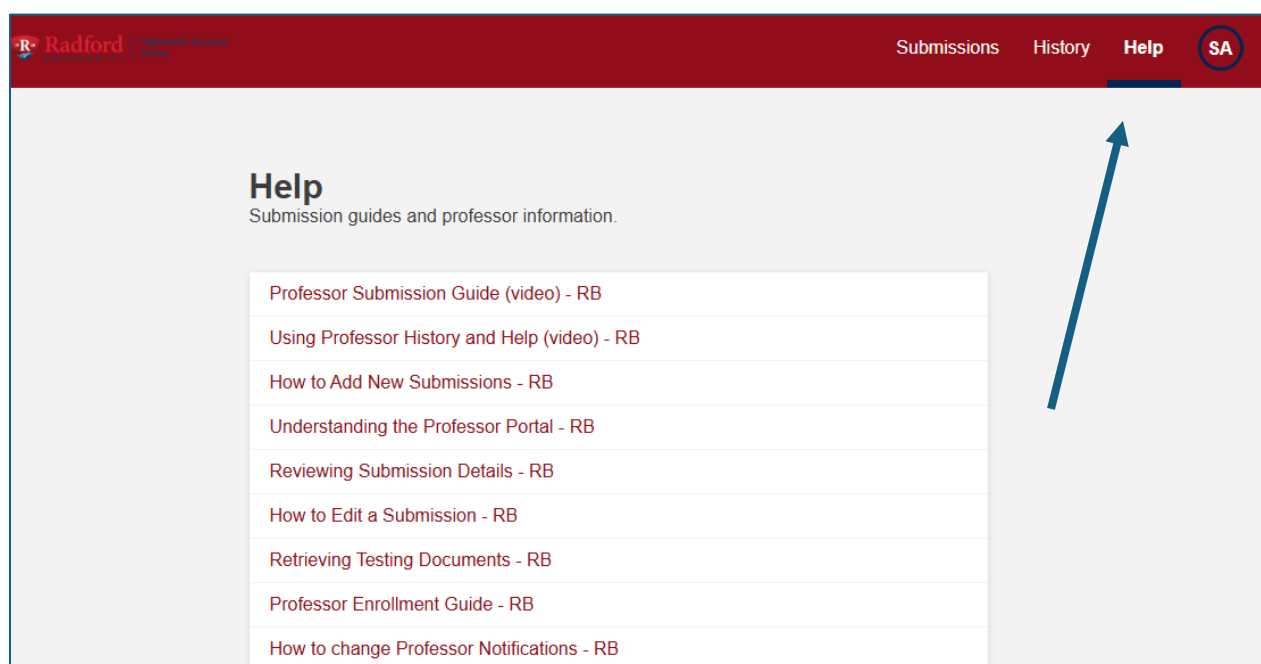


Submissions
Manage submission details and materials.

Search: From: To Date: Apply

Name	Submitted	Exam Window	Group	Attachments	Status
English300 English for Career Development Exam 2026	8/6/2026	8/6/2026 - 8/21/2026	Academic Testing - Fall 2026 > Educational Testing Center (ETC), Academic Testing - Fall 2026 > ENG300.1234		Approved
English300 Exam 1	8/14/2026	8/19/2026 9:30 AM	Academic Testing - Fall 2026 > ENG300.1234		Approved
Math101 Exam 2	8/5/2026	8/5/2026 - 8/31/2026	Academic Testing - Fall 2026 > MAT101.3333		Approved
Math101 Exam1	8/5/2026	8/5/2026 3:00 PM	Academic Testing - Fall 2026 > MAT101.3333		Rejected

11. You can find additional information and guides on your RegisterBlast professor portal by selecting the **Help** tab.



Radford Radford University

Submissions History **Help** SA

Help

Submission guides and professor information.

- Professor Submission Guide (video) - RB
- Using Professor History and Help (video) - RB
- How to Add New Submissions - RB
- Understanding the Professor Portal - RB
- Reviewing Submission Details - RB
- How to Edit a Submission - RB
- Retrieving Testing Documents - RB
- Professor Enrollment Guide - RB
- How to change Professor Notifications - RB

Need help? Contact the Educational Testing Center by email (ruc-etc@radford.edu), call (540-831-1729), or stop by (Room 508).