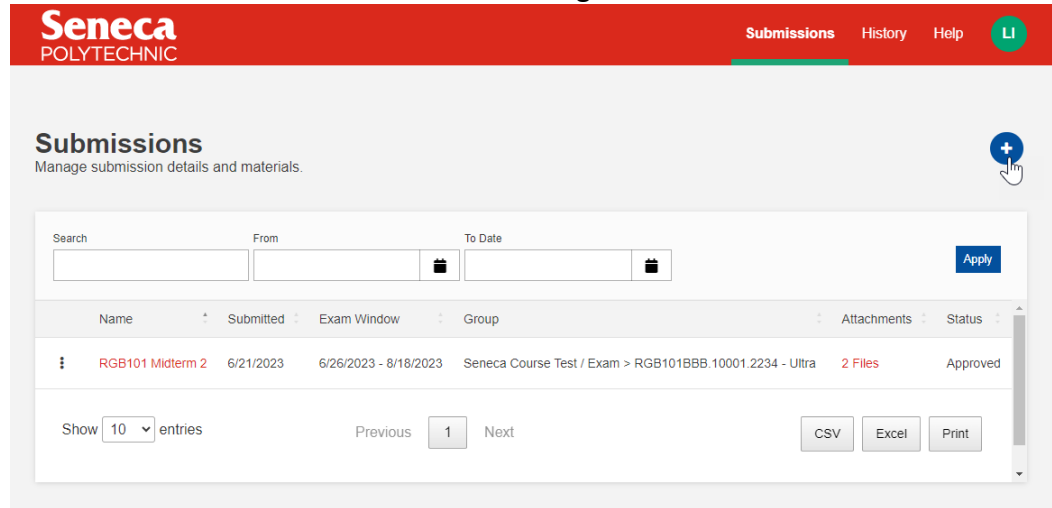


How to fill out the Submission Builder – A Detailed Guide

1. New Submissions

Within the Submission Portal, select the ‘+’ icon located in the top right corner of the screen to create a new test submission using the Submission Builder.



The screenshot shows the Seneca Polytechnic Submission Portal. The top navigation bar is red with the Seneca logo and links for Submissions, History, Help, and a user profile icon. The main heading is 'Submissions' with the subtitle 'Manage submission details and materials.' A blue circular button with a white plus sign is in the top right corner. Below the heading is a search bar with fields for 'Search', 'From', and 'To Date', each with a calendar icon, and an 'Apply' button. A table lists submission entries with columns: Name, Submitted, Exam Window, Group, Attachments, and Status. The first entry is 'RGB101 Midterm 2' with a status of 'Approved' and '2 Files'. At the bottom, there is a 'Show 10 entries' dropdown, 'Previous' and 'Next' navigation buttons, and 'CSV', 'Excel', and 'Print' buttons.

Name	Submitted	Exam Window	Group	Attachments	Status
RGB101 Midterm 2	6/21/2023	6/26/2023 - 8/18/2023	Seneca Course Test / Exam > RGB101BBB.10001.2234 - Ultra	2 Files	Approved

Follow the submission instructions and fill in all required fields and attach testing materials (if applicable). **For more detailed section information**, hover over “?” icons beside individual field sections.

2. Create Submission/Test Name

This is the test/exam name students will see when registering.

Test Name should be unique and **MUST** include **course code, section number, type of test**, and a number identifier – if applicable (ie. **COM101 NBB Test 1, COM101 NBB Midterm, or COM101 NBB Quiz 1 Deferred** etc.).

Faculty of Continuing Education Program Assistants: include your faculty member's first name initial and last name in the **Test Name** field (**PND520 Test 2 - A. Smith**).

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Submission Builder

Build and configure submissions.

- 1 Details**
Define the submission.
- 2 File Management**
Add submission files.
- 3 Additional Information**
Provide the details.
- 4 Eligibility & Restrictions**
Limit submission recipients.
- 5 Exam Instructions**
Create instructions.

Test Name [?](#)

Select the exam group/s for this test [?](#)

Start Date [?](#)  End Date [?](#) 

> Time Restriction

Allotted Minutes [?](#)

[Next](#)

3. Select the Exam group for this test

Select the field to find and select the 'Deferred / Supplemental Exam' group.

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Submission Builder

Build and configure submissions.

1

Details

Define the submission.

2

File Management

Add submission files.

3

Additional Information

Provide the details.

4

Eligibility & Restrictions

Limit submission recipients.

5

Exam Instructions

Create instructions.

Test Name ?

RGB101 N1N Deferred Final Exam - A. Smith

Select the exam group/s for this test ?

✕ Seneca Course Test / Exam > Deferred / Supplemental ... ✕

Seneca Course Test / Exam > Data Structures and Algorithms

Seneca Course Test / Exam > Decontamination Practices

Seneca Course Test / Exam > Deferred / Supplemental Exam

Seneca Course Test / Exam > Design and Administration of Compensation Plans

Seneca Course Test / Exam > Digital Electronics and Introduction to PLC

Seneca Course Test / Exam > Digital Marketing

Next

4. Select Test Start and End Date for exam

Use the calendar widget to select a test start and end date.

The screenshot shows the 'Submission Builder' interface with a sidebar on the left containing four steps: 1. Details (selected), 2. File Management, 3. Additional Information, and 4. Eligibility & Restrictions. The main area has a 'Start Date' field with a calendar icon. A calendar for September 2023 is open, showing dates from 1 to 30. A hand cursor is pointing at the date 09/27/2023. The 'End Date' field is empty.

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Submission Builder

Build and configure submissions.

- 1 Details**
Define the submission.
- 2 File Management**
Add submission files.
- 3 Additional Information**
Provide the details.
- 4 Eligibility & Restrictions**

Start Date ? 09/27/2023

End Date ?

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Today Done

The screenshot shows the 'Submission Builder' interface with the 'Start Date' field set to 09/27/2023. The 'End Date' field is also set to 09/27/2023, with a hand cursor pointing at the date. Below the date fields, there is a 'Time Restriction' section with an 'Allotted Minutes' field set to 60. A 'Next' button is visible at the bottom left.

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Submission Builder

Build and configure submissions.

- 1 Details**
Define the submission.
- 2 File Management**
Add submission files.
- 3 Additional Information**
Provide the details.
- 4 Eligibility & Restrictions**

Start Date ? 09/27/2023

End Date ? 09/27/2023

> Time Restriction

Allotted Minutes ? 60

Next

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Today Done

If your test is available across multiple dates, select the appropriate end date. **Test start and end dates cannot be scheduled for weekends.** View the [Test Centre's hours of operation](#).

NOTE: A Time Restriction option (time frame of when testing can occur) is available, however, based on the time range entered, it will impact whether students can register for this testing. DO NOT set a Time Restriction if testing is available on multiple days.

IMPORTANT

If a Time Restriction (Start Time AND End Time) is entered, ensure that the range accounts for students with an extended time accommodation (x1.5 or x2.0), since they will be writing beyond the allotted test time (standard test time). If the time range entered is less than an accommodated student's test time, students will **NOT** be able to register for this testing.

NOTE: When registering, students are given **start times in 30-minute increments** starting on the hour. For example, if a start time restriction of 1:10pm is entered, students will see 1:30pm as the earliest start time.

If required, select the red Time Restriction text option and set a **Start Time Restriction** when the test can start no earlier than _. If required, set an **End Time Restriction** when the test must end by _. See **IMPORTANT** notes above.

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Submission Builder

Build and configure submissions.

- 1 Details**
Define the submission.
- 2 File Management**
Add submission files.
- 3 Additional Information**
Provide the details.
- 4 Eligibility & Restrictions**
Limit submission recipients.
- 5 Exam Instructions**
Create instructions.

Select the exam group/s for this test

× Seneca Course Test / Exam > RGB101BBB.10001.223... ×

Start Date 09/27/2023 End Date 09/27/2023

▼ Time Restriction

Sets the daily time range that an exam can start/end for the dates above.

Start Time 10:00 AM End Time 10:00 AM

Choose Time

Time 10 AM : 00

Now Done

Next

< Back

Submission Builder

Build and configure submissions.

- 1 Details**
Define the submission.
- 2 File Management**
Add submission files.
- 3 Additional Information**
Provide the details.
- 4 Eligibility & Restrictions**
Limit submission recipients.
- 5 Exam Instructions**
Create instructions.

Select the exam group/s for this test

× Seneca Course Test / Exam > RGB101BBB.10001.223... ×

Start Date 09/27/2023 End Date 09/27/2023

▼ Time Restriction

Sets the daily time range that an exam can start/end for the dates above.

Start Time 10:00 AM End Time 2:00 PM

Allotted Minutes 60

Choose Time

Time 2 PM : 00

Now Done

5. Allotted Minutes

a) This reflects the **standard test time** excluding an extended time accommodation. The total number of minutes **MUST NOT** include an extended time accommodation. ie. For a 2- hour test, enter 120 minutes.

b) Select **Next**.

The screenshot shows the 'Submission Builder' interface. On the left is a sidebar with a progress indicator showing five steps: 1. Details (highlighted with a green circle), 2. File Management, 3. Additional Information, 4. Eligibility & Restrictions, and 5. Exam Instructions. The main content area is titled 'Submission Builder' with the subtitle 'Build and configure submissions.' It features a breadcrumb trail at the top: 'Seneca Course Test / Exam > RGB101BBB.10001.223...'. Below this are fields for 'Start Date' (09/27/2023) and 'End Date' (09/27/2023), each with a calendar icon. A section titled 'Time Restriction' with a red checkmark icon contains a description: 'Sets the daily time range that an exam can start/end for the dates above.' It includes 'Start Time' (10:00 AM) and 'End Time' (2:00 PM) fields, each with a clock icon. Below this is an 'Allotted Minutes' field with a question mark icon, containing the value '120'. At the bottom is a blue 'Next' button.

* **For Blackboard Tests**, Faculty will still need to configure their test timing on their end in Blackboard so that students with accommodated time will see an accurate test timing when they start their Blackboard testing. *

NOTE: Information provided in steps 2-5 (**Details** section) allows students to register for this testing. Information provided in steps 6-10 (**File Management, Additional Information – Test information, Eligibility & Restrictions, and Exam Instructions - Additional Test Information** sections) is accessible and seen only by Test Centre Staff.

6. **File Management - Upload file(s). (Optional).**

If applicable, attach a copy of your test in the Test File Submission area for the Test Centre to download.

a) Select the **Browse** button or drag and drop files for this submission into the upload field.

You can upload more than one file and different file types at one time. You can also attach supplemental files (formula / reference sheet, etc.) for your testing.

b) Select **Next once file(s) uploads.**

The screenshot displays the 'Submission Builder' interface. On the left, a vertical sidebar contains five steps: 1. Details (Define the submission), 2. File Management (Add submission files), 3. Additional Information (Provide the details), 4. Eligibility & Restrictions (Limit submission recipients), and 5. Exam Instructions (Create instructions). Step 2 is highlighted with a green circle. The main area is titled 'Test File(s) Submission' with the instruction 'Attach digital files to the submission.' Below this is a large box with the text 'Drag & Drop your files or Browse'. Two files are shown as uploaded: 'RGB101 Final Exam.docx' (12 KB) and 'testing file.csv' (1 KB). Each file entry has a green bar with the file name and size, and a button labeled 'Upload complete' with a 'tap to undo' link and a close icon. A blue 'Next' button is positioned below the upload area. At the bottom, there is a section titled 'Test Information & Aids' with the instruction 'Answer all required test information'.

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Submission Builder

Build and configure submissions.

- 1 **Details**
Define the submission.
- 2 **File Management**
Add submission files.
- 3 **Additional Information**
Provide the details.
- 4 **Eligibility & Restrictions**
Limit submission recipients.
- 5 **Exam Instructions**
Create instructions.

Test File(s) Submission

Attach digital files to the submission. ?

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

RGB101 Final Exam.docx
12 KB

Upload complete
tap to undo

testing file.csv
1 KB

Upload complete
tap to undo

Next

Test Information & Aids

Answer all required test information

7. **Additional Test Information – Test Information & Aids.**

The Test Information section is where you indicate testing aids that you may or may not be permitting for your testing. Answer all question fields so the Test Centre can administer and proctor your testing.

a) Select the test aid and answer any required follow up fields if the aid is permitted. The test information **IS NOT accommodation related**, indicate the standard test information & aids your students will require to complete your testing.

If your submission requires an edit, do not delete, and resend; edit your original submission. Note: edits cannot be made if it is less than 48 hours from the testing date. Contact the appropriate Test Centre location if you are unable to make necessary edits.

b) Select **Next**.

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Submission Builder

Build and configure submissions.

1 **Details**
Define the submission.

2 **File Management**
Add submission files.

3 **Additional Information**
Provide the details.

4 **Eligibility & Restrictions**
Limit submission recipients.

5 **Exam Instructions**
Create instructions.

Test Information & Aids

Answer all required test information

Select the Program Type (required)

☒ Full Time Programs

☐ Faculty of Continuing Education Programs

Is the Test / Exam Paper or Computer Based? (required)

Paper

Contact # or email (required)

@senecacollege.ca

Alternate Contact

Program Code (required)

RGB

Course Code (required)

RGB101

How do you want exams returned to you? (required)

Scanned through RegisterBlast Portal

☒ Examination Book(s) ?

☐ Grademaster/Scantron ?

☐ Computer

8. Eligibility and Restrictions.

- Specify the students who will be writing this testing by entering their mySeneca email address
- Select the correct student result. If a result does not appear within the list, enter the student email address by typing it in the restriction field. Use the tab key on your keyboard or select the typed email address for it to remain in the field. Only students listed in this restriction field will be able to register for this testing. Multiple students can be listed.
- Select **Next**.

The screenshot shows the 'Submission Builder' interface. On the left is a sidebar with five steps: 1. Details, 2. File Management, 3. Additional Information, 4. Eligibility & Restrictions (highlighted with a green circle), and 5. Exam Instructions. The main content area is titled 'Eligibility and Restrictions' with the subtitle 'Limit Eligible Takers'. It includes a '< Back' link and a 'Next' button. A text box explains: 'If this exam is intended for specific people, begin typing the student's Email. Then, select the proper search result. The maximum number of restrictions for this exam is 100. You must enter at least 1.' Below this is a 'Restrictions' section with a list of three email addresses, each preceded by an 'x' icon and followed by a close 'x' icon. The email addresses are '@myseneca.ca', '@myseneca.ca', and '@myseneca.ca'.

9. Exam Instructions - Additional Test Information

Any additional information or clarifying instructions can be included in this field. Select the **Submit** button to submit the testing to the Test Centre.

The screenshot shows the 'Submission Builder' interface at the 'Exam Instructions' step, which is highlighted with a green circle in the sidebar. The main content area is titled 'Additional Test Information' with the subtitle 'Provide any additional test information'. It includes a 'Submit' button and a 'Submit and Print' button. A text box labeled 'Instructions' is present, but it is empty.

10. The Test Centre will be notified of your submission. You can view your submissions within your professor portal. An email notification will be sent to students listed in the restriction field informing them to register for their test. Students can now start the registration process.

Seneca
POLYTECHNIC

SubmissionsHistoryHelpLI

Your submission has been received!

Submissions

Manage submission details and materials.

SearchFromTo Date

Apply

Name	Submitted	Exam Window	Group	Attachments	Status
RGB101 Final Exam	8/22/2023	8/28/2023 - 8/29/2023	Seneca Course Test / Exam > RGB101 - RegisterBlast 101		Approved

Show 10 entriesPrevious1Next

CSVExcelPrint

NOTE: If a date or time edit has been made, you must inform your student(s) of this change.