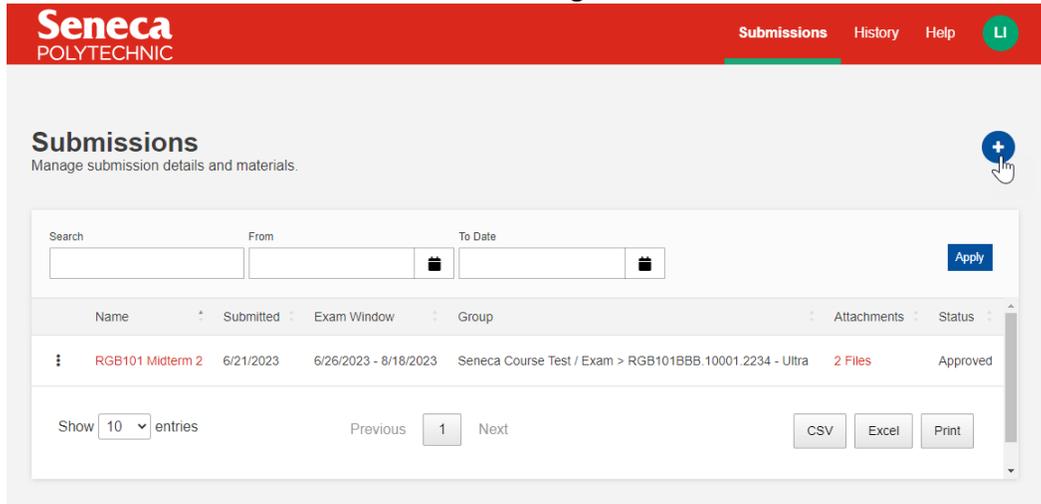


How to fill out the Submission Builder – A Detailed Guide

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.



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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Limit submission recipients.
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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.

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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

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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.

The screenshot shows the 'Submission Builder' interface. On the left is a sidebar with 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). The main area is titled 'Submission Builder' with the subtitle 'Build and configure submissions.' It includes a '< Back' link. Below the title is a section 'Select the exam group/s for this test' with a dropdown menu containing 'Seneca Course Test / Exam > RGB101BBB.10001.223...'. There are 'Start Date' and 'End Date' fields, both set to '09/27/2023'. A red 'Time Restriction' section is expanded, showing 'Start Time' set to '10:00 AM' and 'End Time' as an empty field. A 'Choose Time' dialog is open over the 'Start Time' field, showing 'Time 10 AM : 00' and 'Now Done' buttons. A 'Next' button is at the bottom.

This screenshot shows the 'Submission Builder' interface with the 'Time Restriction' section expanded. The 'Start Time' is '10:00 AM' and the 'End Time' is '2:00 PM'. A 'Choose Time' dialog is open over the 'End Time' field, showing 'Time 2 PM : 00' and 'Now Done' buttons. Below the time fields is an 'Allotted Minutes' field set to '60'. The sidebar and other interface elements are identical to the previous screenshot.

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**.

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Submission Builder

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Provide the details.
- 4 Eligibility & Restrictions**
Limit submission recipients.
- 5 Exam Instructions**
Create instructions.

* 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 120

Next

* **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 navigation menu lists 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 content area is titled 'Test File(s) Submission' with a subtitle 'Attach digital files to the submission.' and a help icon. Below this is a large grey 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 includes the text 'Upload complete' and 'tap to undo' next to a close button (X). A blue 'Next' button is positioned below the file list. At the bottom of the screen, there is a section titled 'Test Information & Aids' with the instruction '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**.

The screenshot displays the 'Submission Builder' interface. On the left is a vertical navigation menu with 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 3 is highlighted with a green circle. The main content area is titled 'Test Information & Aids' with the subtitle 'Answer all required test information'. It contains several form fields: 'Select the Program Type (required)' with radio buttons for 'Full Time Programs' (selected) and 'Faculty of Continuing Education Programs'; 'Is the Test / Exam Paper or Computer Based? (required)' with a dropdown menu set to 'Paper'; 'Contact # or email (required)' with a text input containing '@senecacollege.ca'; 'Alternate Contact' with an empty text input; 'Program Code (required)' with a text input containing 'RGB'; 'Course Code (required)' with a text input containing 'RGB101'; 'How do you want exams returned to you? (required)' with a dropdown menu set to 'Scanned through RegisterBlast Portal'; and three checkboxes for 'Examination Book(s)', 'Grademaster/Scantron', and 'Computer', with the first one checked.

8. Eligibility and Restrictions.

- a) Specify the students who will be writing this testing by entering their mySeneca email address
- b) 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.
- c) Select **Next**.

The screenshot shows the 'Submission Builder' interface. On the left is a vertical navigation menu with 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 4 is highlighted with a green circle. The main content area is titled 'Eligibility and Restrictions' with the subtitle 'Limit Eligible Takers'. It contains a text box with instructions: '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' field with a search icon. Three email addresses ending in '@myseneca.ca' are listed in a dropdown menu. A blue 'Next' button is at the bottom right.

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 'Exam Instructions - Additional Test Information' step. The left navigation menu has step 5, 'Exam Instructions (Create instructions)', highlighted with a green circle. The main content area is titled 'Additional Test Information' with the subtitle 'Provide any additional test information'. It features a large text area labeled 'Instructions' with a search icon. At the bottom, there are two buttons: a blue 'Submit' button and a blue 'Submit and Print' button.

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.

The screenshot displays the Seneca Polytechnic Submissions portal. At the top, a red header contains the Seneca logo and navigation links for Submissions, History, Help, and a user profile icon. A green banner below the header states "Your submission has been received!". The main content area is titled "Submissions" and includes a sub-header "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. A table lists submission details with columns for Name, Submitted, Exam Window, Group, Attachments, and Status. The table contains one entry: "RGB101 Final Exam" submitted on 8/22/2023, with an exam window of 8/28/2023 - 8/29/2023, for the group "Seneca Course Test / Exam > RGB101 - RegisterBlast 101", and a status of "Approved". At the bottom, there are controls for "Show 10 entries", "Previous 1 Next", and buttons for "CSV", "Excel", and "Print".

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

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