

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.

Seneca
POLYTECHNIC

Submissions History Help Li

Submissions

Manage submission details and materials.

Search From To Date Apply

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

Show 10 entries Previous 1 Next CSV Excel Print

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.). **DO NOT** include full student names or initials. If required, only include the last 4 digits of the student’s Seneca ID number.

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**).

The screenshot shows the 'Submission Builder' interface. On the left is a sidebar with a progress indicator and 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 1 is highlighted with a green circle. The main content area has a '< Back' link at the top left. The 'Test Name' field contains 'RGB101 N1N Final Exam - A. Smith'. Below it is a field for 'Select the exam group/s for this test'. There are two date pickers for 'Start Date' and 'End Date', both currently empty. A red '> Time Restriction' link is visible. The 'Allotted Minutes' field contains '60'. At the bottom is a blue 'Next' button.

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Submission Builder

Build and configure submissions.

- 1 Details**
Define the submission.
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Test Name ?

RGB101 N1N Final Exam - A. Smith

Select the exam group/s for this test ?

Start Date ? End Date ?

> Time Restriction

Allotted Minutes ?

60

Next

3. **Select the Exam group for this test**

a) Select the field to find your course name that your test belongs to within the exam group list (ex. Seneca Course Test / Exam > RGB101BBB.2001.2234. Ultra).

b) **Faculty of Continuing Education Program Assistants:** your Faculty member must have already entered into the RegisterBlast system through Blackboard.

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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. On the left, there is a sidebar with four steps: 1. Details (Define the submission), 2. File Management (Add submission files), 3. Additional Information (Provide the details), and 4. Eligibility & Restrictions. The main area has a 'Start Date' field containing '09/27/2023' and an 'End Date' field. A calendar widget is open for 'September 2023', showing a grid of dates from 1 to 30. A hand cursor is pointing at the date '27' in the calendar. Below the calendar, there are 'Today' and 'Done' buttons.

The screenshot shows the 'Submission Builder' interface with additional fields. The 'Start Date' field contains '09/27/2023'. Below it is a 'Time Restriction' section with an 'Allotted Minutes' field containing '60'. A blue 'Next' button is visible. The 'End Date' field contains '09/27/2023' and has a calendar widget open for 'September 2023'. A hand cursor is pointing at the date '27' in the calendar. Below the calendar, there are 'Today' and 'Done' buttons.

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' and contains the following fields: 'Select the exam group/s for this test' (Seneca Course Test / Exam > RGB101BBB.10001.223...), 'Start Date' (09/27/2023) and 'End Date' (09/27/2023), and a red 'Time Restriction' section. Below this, it says 'Sets the daily time range that an exam can start/end for the dates above.' The 'Start Time' is set to 10:00 AM, and the 'End Time' is blank. A 'Choose Time' dropdown is open, showing 'Time 10 AM : 00' and 'Now Done' buttons. A blue 'Next' button is at the bottom.

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' and contains the following fields: 'Select the exam group/s for this test' (Seneca Course Test / Exam > RGB101BBB.10001.223...), 'Start Date' (09/27/2023) and 'End Date' (09/27/2023), and a red 'Time Restriction' section. Below this, it says 'Sets the daily time range that an exam can start/end for the dates above.' The 'Start Time' is set to 10:00 AM, and the 'End Time' is set to 2:00 PM. A 'Choose Time' dropdown is open, showing 'Time 2 PM : 00' and 'Now Done' buttons. Below the time fields is an 'Allotted Minutes' field set to 60. A blue 'Next' button is at the bottom.

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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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 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 content area is titled 'Test File(s) Submission' with the instruction 'Attach digital files to the submission.' Below this is a drag-and-drop zone 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 has a green bar with 'Upload complete' and 'tap to undo' text, and a close button (X). A blue 'Next' button is positioned below the files. At the bottom, the 'Test Information & Aids' section is visible, 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**.

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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.

- 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**.

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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 in the Submission Builder. The left navigation pane shows steps 4 and 5, with step 5 highlighted by a green circle. The main content area is titled 'Additional Test Information' with the subtitle 'Provide any additional test information'. Below the title is an 'Instructions' field, which is a large empty text box. At the bottom of the main content area 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 input fields for "Search", "From", and "To Date", 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.