

# 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. At the top is a red header with the Seneca logo and navigation links: Submissions (highlighted), History, Help, and a user profile icon. Below the header, the main content area is titled 'Submissions' with the subtitle 'Manage submission details and materials.' In the top right of this area is a blue circular button with a white plus sign and a hand cursor. Below this 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. One entry is visible: 'RGB101 Midterm 2' submitted on '6/21/2023' with an exam window of '6/26/2023 - 8/18/2023', belonging to the group 'Seneca Course Test / Exam > RGB101BBB.10001.2234 - Ultra', with '2 Files' attached and a status of 'Approved'. At the bottom, there is a 'Show 10 entries' dropdown, 'Previous' and 'Next' navigation buttons, and buttons for 'CSV', 'Excel', and 'Print'.

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.). **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**).


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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 

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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## 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 Final Exam - A. Smith

Select the exam group/s for this test ⓘ

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

Relationships

Seneca Course Test / Exam > RGB101 - RegisterBlast 101

Seneca Course Test / Exam > RGB101AAA.10001.2234 - Ultra

**Seneca Course Test / Exam > RGB101BBB.10001.2234 - Ultra**

Seneca Course Test / Exam > Risk Management and Insurance Planning

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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.

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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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- 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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Create instructions.

Select the exam group/s for this test ⓘ

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

Start Date ⓘ End Date ⓘ

09/27/2023 09/27/2023

▼ Time Restriction

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

Start Time ⓘ End Time ⓘ

10:00 AM Choose Time

Time 10 AM : 00

Now Done

Next

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Select the exam group/s for this test ⓘ

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

Start Date ⓘ End Date ⓘ

09/27/2023 09/27/2023

▼ Time Restriction

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

Start Time ⓘ End Time ⓘ

10:00 AM 2:00 PM

Choose Time

Allotted Minutes ⓘ

60 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.' Below this, there's a breadcrumb trail: 'Seneca Course Test / Exam > RGB101BBB.10001.223...'. The 'Details' section includes fields for 'Start Date' (09/27/2023) and 'End Date' (09/27/2023), both with calendar icons. Below these is a 'Time Restriction' section with a red checkmark icon, stating '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. At the bottom of the details section is an 'Allotted Minutes' field with a value of 120 and a help icon. A blue 'Next' button is located at the bottom right of the form.

\* **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, a box prompts '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 status 'Upload complete' with a 'tap to undo' link and a close button (X). A blue 'Next' button is positioned below the file list. At the bottom, the 'Test Information & Aids' section is visible, with the instruction 'Answer all required test information'.

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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	X
testing file.csv 1 KB	Upload complete tap to undo	X

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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Limit submission recipients.

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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 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' section with a search icon. It shows three email addresses entered: '@myseneca.ca', '@myseneca.ca)', and '@myseneca)'. 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 sidebar on the left has steps 4. Eligibility & Restrictions and 5. Exam Instructions (highlighted with a green circle). The main content area is titled 'Additional Test Information' with the subtitle 'Provide any additional test information'. It contains an 'Instructions' section with a large text area for input. At the bottom, there are two buttons: 'Submit' and 'Submit and Print'.

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 shows the Seneca Polytechnic Submissions portal. At the top, a red header contains the Seneca Polytechnic logo and navigation links for Submissions, History, Help, and a user profile icon. Below the header, a green banner displays the message "Your submission has been received!". The main content area is titled "Submissions" with a subtitle "Manage submission details and materials." and a blue plus icon. A search and filter section includes input fields for "Search", "From", and "To Date", each with a calendar icon, and an "Apply" button. Below this is a table with columns: Name, Submitted, Exam Window, Group, Attachments, and Status. The table contains one entry: "RGB101 Final Exam" submitted on "8/22/2023" during the "Exam Window" of "8/28/2023 - 8/29/2023" for the "Group" "Seneca Course Test / Exam > RGB101 - RegisterBlast 101", with a status of "Approved". At the bottom, there are controls to "Show 10 entries", "Previous", "1" (current page), "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.