

How to Access the RegisterBlast Submission Portal- (No Access to Blackboard / Course has Ended)

1. To access the RegisterBlast submission portal, select the RegisterBlast Campus link your student(s) will be writing at

[King Campus RegisterBlast Submission Portal](#)

[Markham Campus RegisterBlast Submission Portal](#)

[Newnham Campus RegisterBlast Submission Portal](#)

[Seneca@York Campus RegisterBlast Submission Portal](#)

2. On the Professor Sign In page, select the '**Sign in with School Credentials**' button.

Seneca
POLYTECHNIC

Submissions History Help

Select the 'Sign in with School Credentials' button at the bottom of the screen to sign in with your Seneca login credentials.

Professor Sign In

Manage and review submissions and activity.

Email Address

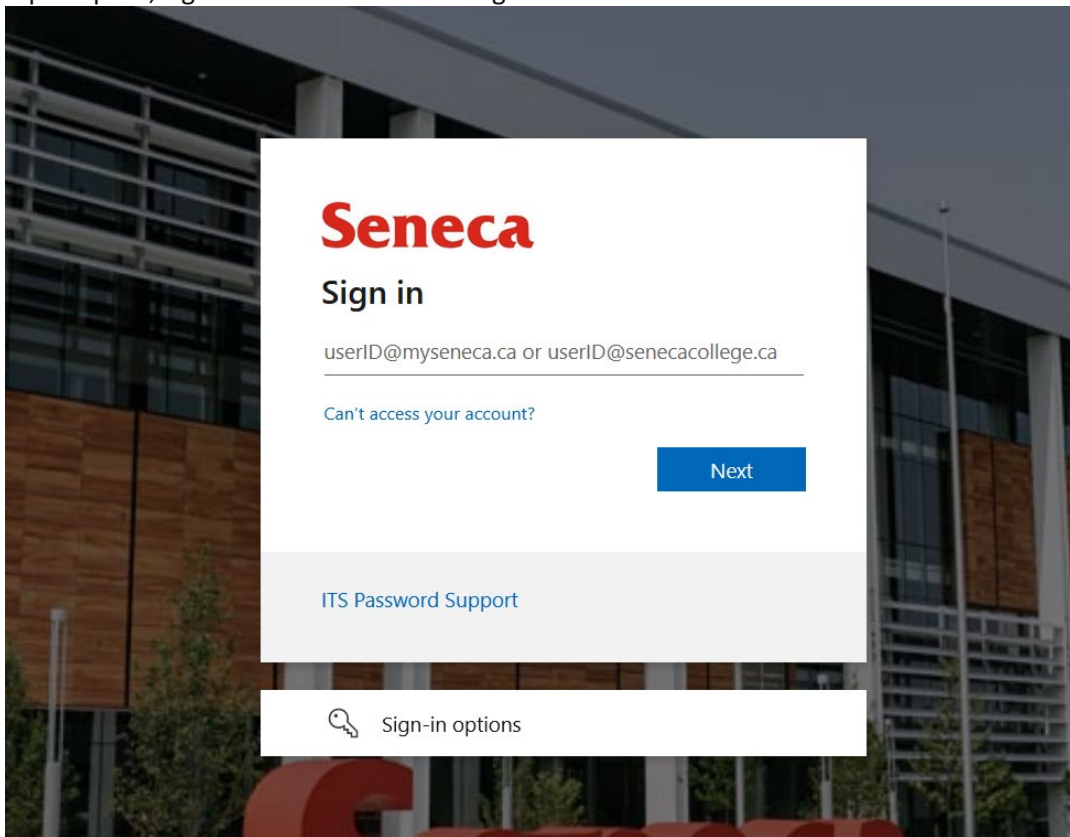
Password

Sign In

Need password or account assistance?

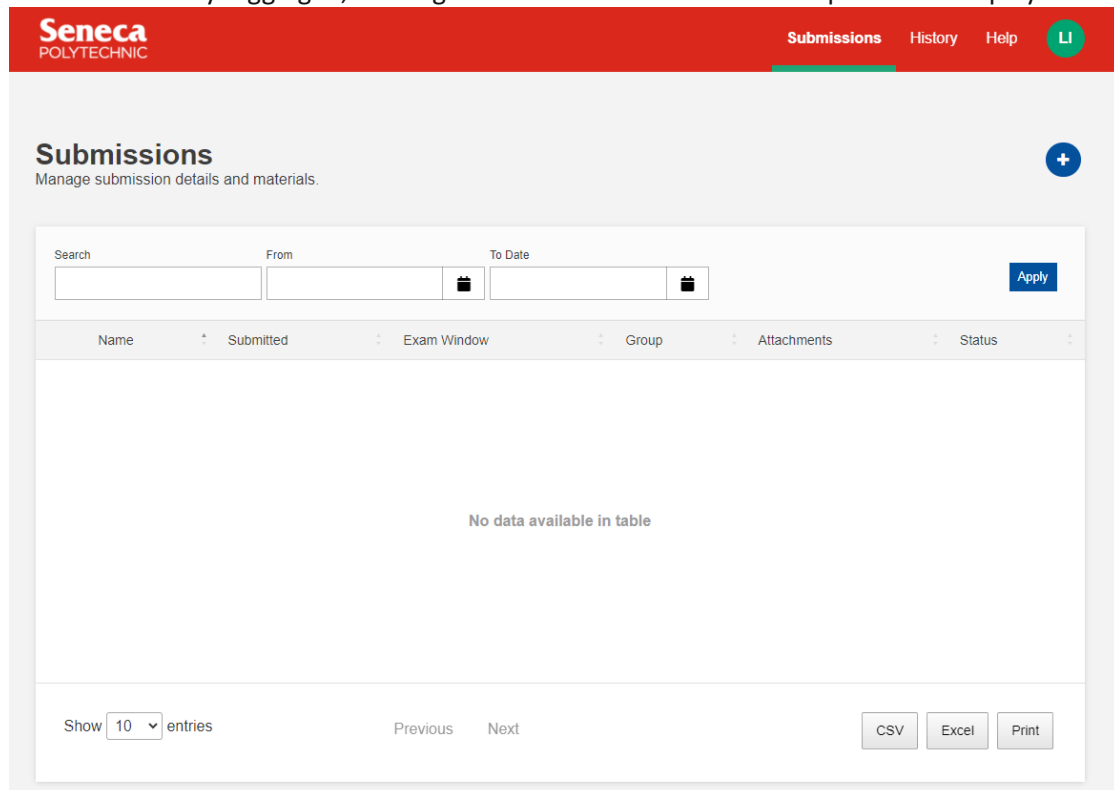
Sign in with School Credentials

3. If prompted, sign in with usual Seneca login credentials.



The image shows a 'Sign in' modal window for Seneca Polytechnic. The window is white with a red 'Seneca' logo at the top. Below the logo is the text 'Sign in' and a text input field containing 'userID@myseneca.ca or userID@senecacollege.ca'. There is a link 'Can't access your account?' below the input field. A blue 'Next' button is positioned to the right of the input field. At the bottom of the modal, there is a link 'ITS Password Support' and a section titled 'Sign-in options' with a key icon.

After successfully logging in, the RegisterBlast Professor Submission portal will display.



The image shows the 'Submissions' portal for Seneca Polytechnic. The top navigation bar is red with the 'Seneca POLYTECHNIC' logo on the left and 'Submissions', 'History', 'Help', and a user profile icon on the right. The main content area has a header 'Submissions' with the subtitle 'Manage submission details and materials.' and a blue '+' button. Below the header is a search and filter section with 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 is currently empty, displaying 'No data available in table'. At the bottom, there is a 'Show 10 entries' dropdown, 'Previous' and 'Next' navigation links, and 'CSV', 'Excel', and 'Print' buttons.

How to Submit Deferred / Supplemental Testing

1. New Submission

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 Polytechnic logo on the left and navigation links for Submissions, History, Help, and a user profile icon (LI) on the right. Below the header, the main content area is titled 'Submissions' with the subtitle 'Manage submission details and materials.' In the top right corner of this area is a blue circular button with a white plus sign, which is being pointed to by a mouse cursor. Below this is a search and filter section with three input fields labeled 'Search', 'From', and 'To Date', each with a calendar icon. To the right of these fields is a blue 'Apply' button. Below the search section is a table with columns: Name, Submitted, Exam Window, Group, Attachments, and Status. The table contains one row with the following data: Name: RGB101 Midterm 2, Submitted: 6/21/2023, Exam Window: 6/26/2023 - 8/18/2023, Group: Seneca Course Test / Exam > RGB101BBB.10001.2234 - Ultra, Attachments: 2 Files, Status: Approved. At the bottom of the table is a pagination section with 'Show 10 entries', 'Previous', '1', and 'Next' buttons. To the right of the pagination are three buttons: CSV, Excel, and Print.

Follow the submission instructions to 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.).

The screenshot shows the 'Submission Builder' interface. On the left is a sidebar with a progress indicator showing five steps: 1. Details (selected), 2. File Management, 3. Additional Information, 4. Eligibility & Restrictions, and 5. Exam Instructions. The main content area is titled 'Test Name' with a help icon. Below it is a text input field containing 'RGB101 N1M Deferred Final Exam'. Underneath is a section 'Select the exam group/s for this test' with a help icon and an empty selection box. Further down are 'Start Date' and 'End Date' fields, each with a calendar icon. A red arrow points to a 'Time Restriction' section, which includes an 'Allotted Minutes' field with the value '60'. At the bottom is a blue 'Next' button.

3. Select the Exam group for this test

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

This screenshot shows the same 'Submission Builder' interface as the previous one, but with the 'Select the exam group/s for this test' section populated. The selection box now contains a single item: 'Seneca Course Test / Exam > Deferred / Supplemental ...'. The rest of the form, including the 'Test Name' field, 'Start Date' and 'End Date' fields, 'Time Restriction' section, and 'Next' button, remains the same.

4. 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 [?](#) End Date [?](#)

09/27/2023

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.

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

09/27/2023

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 for 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.

- Details**
Define the submission.
- File Management**
Add submission files.
- Additional Information**
Provide the details.
- Eligibility & Restrictions**
Limit submission recipients.
- Exam Instructions**
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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Submission Builder

Build and configure submissions.

- Details**
Define the submission.
- File Management**
Add submission files.
- Additional Information**
Provide the details.
- Eligibility & Restrictions**
Limit submission recipients.
- Exam Instructions**
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 ⓘ

2:00 PM ⓘ

Allotted Minutes ⓘ

60

Choose Time

Time 2 PM ▾ : 00 ▾

Now Done

5. Allotted Minutes

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

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

*** For Blackboard Tests,** you will still need to configure your test timing on your 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.**

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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 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. 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. 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

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, a sidebar contains a progress indicator 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 text box explaining that if the exam is for specific people, the student's email must be entered, and the maximum number of restrictions is 100. Below this is a 'Restrictions' field with a search icon. Three email addresses are listed in the field, each preceded by an 'x' icon. A blue 'Next' button is located at the bottom right of the main content area.

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 sidebar on the left shows the progress indicator with steps 4 and 5. Step 4 is 'Eligibility & Restrictions' and step 5 is '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 includes a text box 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 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.

Search

From

To 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.