

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.

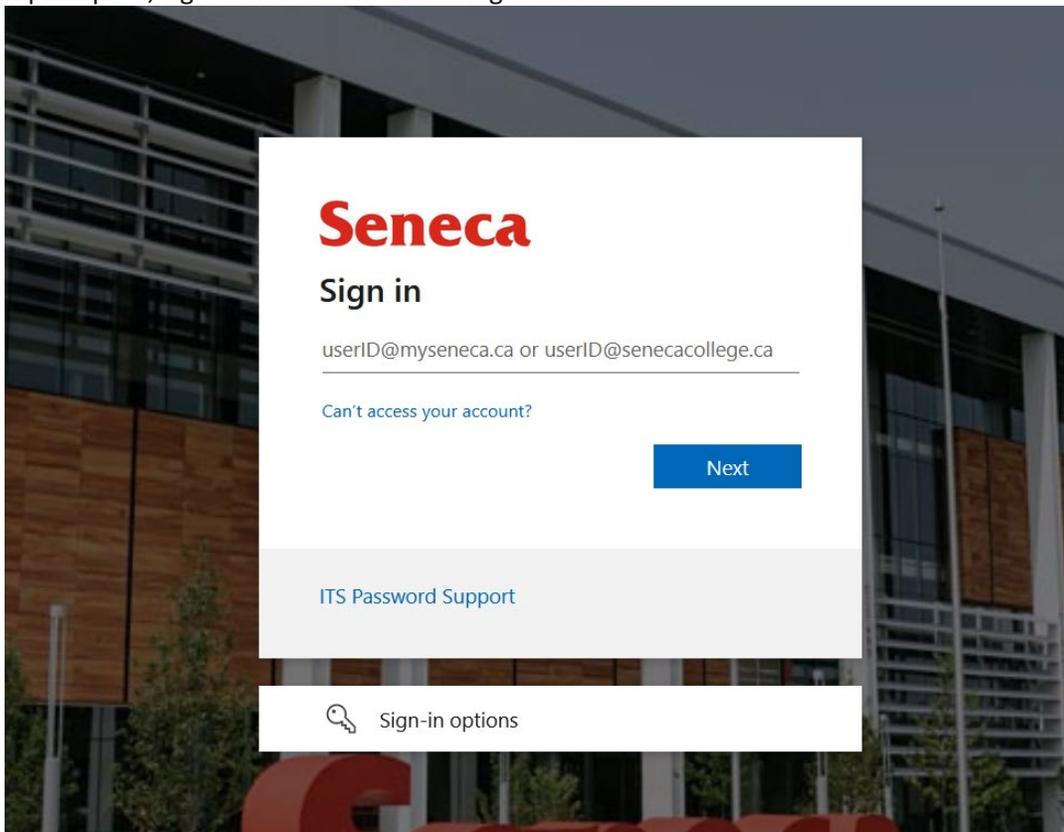
Email Address

Password

Sign In [Need password or account assistance?](#)

Sign in with School Credentials

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



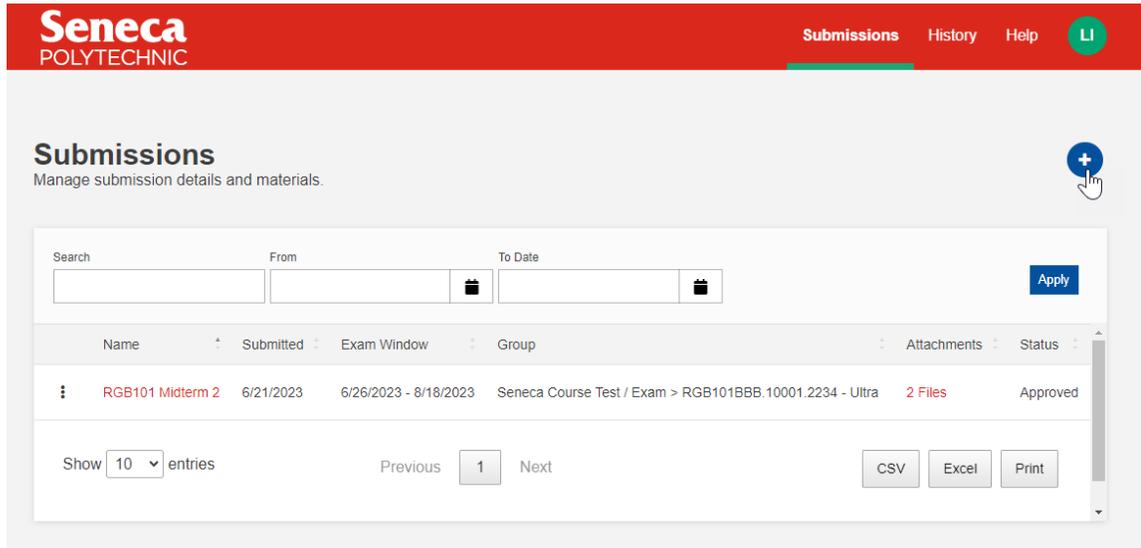
After successfully logging in, the RegisterBlast Professor Submission portal will display.

A screenshot of the RegisterBlast Professor Submission portal. The top navigation bar is red and contains the Seneca Polytechnic logo on the left, and "Submissions", "History", "Help", and a user profile icon "LI" on the right. The main content area has a header "Submissions" with a sub-header "Manage submission details and materials." and a blue plus icon. Below the header is a search and filter section with "Search", "From", and "To Date" fields, 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 the message "No data available in table". At the bottom, there is a "Show 10 entries" dropdown, "Previous" and "Next" navigation buttons, and "CSV", "Excel", and "Print" action 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, there is a red navigation bar with the Seneca logo on the left and links for Submissions, History, Help, and a user profile icon (LI) on the right. Below the navigation bar, the main content area is titled "Submissions" with the subtitle "Manage submission details and materials." In the top right corner of this area, there is a blue circular button with a white plus sign, which is highlighted by a mouse cursor. Below the title, there is a search and filter section with input fields for "Search", "From", and "To Date", and an "Apply" button. Underneath is a table with columns for Name, Submitted, Exam Window, Group, Attachments, and Status. A single row is visible in the table 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, there is a pagination section with "Show 10 entries", "Previous", "1", and "Next" buttons, and three buttons for "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.).

< 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.

Test Name ⓘ
RGB101 N1M Deferred Final Exam

Select the exam group/s for this test ⓘ
[Empty field]

Start Date ⓘ End Date ⓘ
[Empty field] [Calendar icon] [Empty field] [Calendar icon]

> Time Restriction

Allotted Minutes ⓘ
60

Next

3. Select the Exam group for this test

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

< Back

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Create instructions.

Select the exam group/s for this test ⓘ

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

Start Date ⓘ End Date ⓘ
[Empty field] [Calendar icon] [Empty field] [Calendar icon]

> Time Restriction

Allotted Minutes ⓘ
60

Next

4. 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 is a sidebar with a progress indicator showing 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 content area has a '< Back' link at the top left. Below it, there are two date selection fields: 'Start Date' and 'End Date'. The 'Start Date' field contains '09/27/2023' and has a calendar icon. A calendar widget is open below it, showing 'September 2023' with a grid of days from Sunday to Saturday. The date '27' is highlighted. The 'End Date' field is empty and also has a calendar icon.

This screenshot shows the 'Submission Builder' interface with more fields filled out. The 'Start Date' field now 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 icon. A calendar widget is open below it, showing 'September 2023' with a grid of days from Sunday to Saturday. The date '27' is highlighted. The 'End Date' field is highlighted with a red box, and a hand cursor is pointing at the calendar icon.

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.

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). The main content area is titled 'Build and configure submissions.' It includes a 'Back' link, a search box for exam groups (containing 'Seneca Course Test / Exam > RGB101BBB.10001.223...'), and date pickers for 'Start Date' and 'End Date' (both set to 09/27/2023). A red 'Time Restriction' section is expanded, showing a 'Start Time' of 10:00 AM. A 'Choose Time' modal is open, showing 'Time 10 AM : 00' and 'Now Done' buttons. A 'Next' button is at the bottom.

This screenshot is similar to the previous one but shows the 'Time Restriction' section with both 'Start Time' (10:00 AM) and 'End Time' (2:00 PM) fields populated. The 'Allotted Minutes' field is set to 60. The 'Choose Time' modal is still open, showing 'Time 2 PM : 00' and 'Now Done' buttons. The 'Next' button remains at the bottom.

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, a sidebar contains a 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). The 'Details' step is currently selected and highlighted with a green circle. The main content area shows a breadcrumb trail at the top: 'Seneca Course Test / Exam > RGB101BBB.10001.223...'. Below this, there are two date pickers for 'Start Date' and 'End Date', both set to '09/27/2023'. A red checkmark and the text 'Time Restriction' are visible, followed by a description: 'Sets the daily time range that an exam can start/end for the dates above.' Below this, there are two time pickers for 'Start Time' (set to '10:00 AM') and 'End Time' (set to '2:00 PM'). At the bottom of this section, there is an 'Allotted Minutes' field with a dropdown menu set to '120'. A blue 'Next' button is located at the bottom center of the main content area.

* 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.**

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' and includes the instruction 'Attach digital files to the submission.' 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 has a green bar with the file name and size on the left, and 'Upload complete' with a 'tap to undo' link and a close button (X) on the right. A blue 'Next' button is positioned below the file upload area. At the bottom of the screen, there is a section for 'Test Information & Aids' with the instruction '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**.

[< Back](#)

Submission Builder

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Define the submission.
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Provide the details.
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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 vertical navigation pane 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 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 the instruction: '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. The field contains three entries, each with a close button (x) on the left and a search icon (x) on the right. The entries are: '@myseneca.ca', '@myseneca.ca', and '@myseneca.ca'. A blue 'Next' button is located at the bottom right of the main content area.

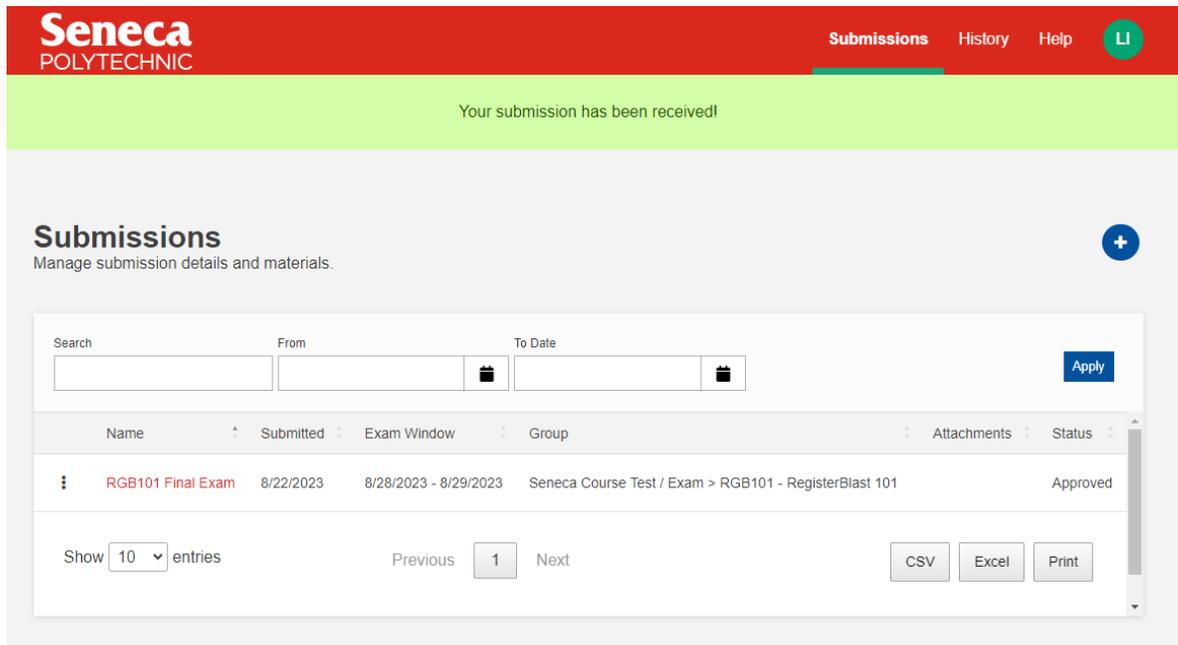
9. Exam Instructions - Additional Test Information.

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 left navigation pane shows steps 4 and 5. Step 5, 'Exam Instructions', is highlighted with a green circle. The main content area is titled 'Additional Test Information' with the subtitle 'Provide any additional test information'. It contains a text box labeled 'Instructions' with a search icon. Below the text box 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.



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" with a subtitle "Manage submission details and materials." and a blue plus icon. Below this is a search and filter section with input 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" 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 is a "Show 10 entries" dropdown, "Previous" and "Next" navigation buttons, and "CSV", "Excel", and "Print" action buttons.

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.