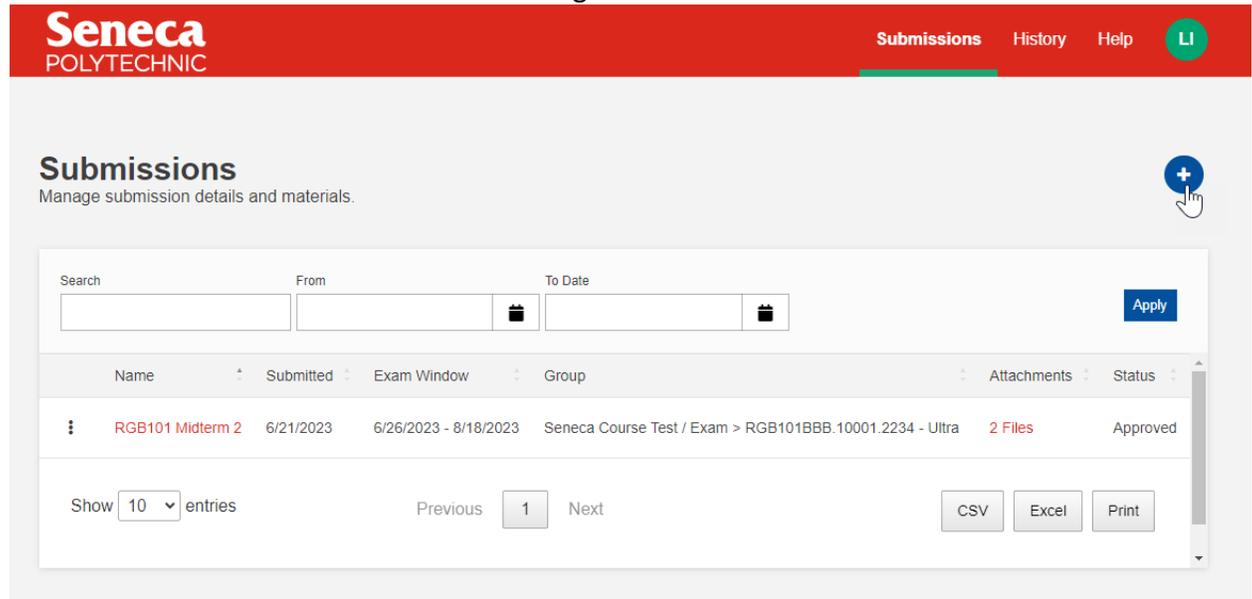


How to fill out the Submission Builder – A Detailed Guide

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. The top navigation bar is red with the Seneca logo on the left and 'Submissions', 'History', 'Help', and a user profile icon on the right. The main content area is titled 'Submissions' with the subtitle 'Manage submission details and materials.' A blue '+' icon in a circle is highlighted in the top right corner. Below the title is a search and filter section with 'Search', 'From', and 'To Date' fields, each with a calendar icon, and an 'Apply' button. A table lists submission entries with columns for Name, Submitted, Exam Window, Group, Attachments, and Status. The first entry is 'RGB101 Midterm 2' with a status of 'Approved'. At the bottom, there are controls for 'Show 10 entries', 'Previous', '1', 'Next', and buttons for 'CSV', 'Excel', and '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 in the test name field. If required, only include the last 4 digits of a student’s Seneca ID number.

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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.

Details

Create an identity and time for the submission.

Follow instructions below to submit a new test / exam to the Test Centre.

Test Name should be unique and **MUST** include **course code, section number** and **type of test** (ie. **COM101 NBB Test 1, COM101 NBB Midterm, 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**).

Note: Test start and end dates cannot be scheduled for weekends. View the [Test Centre's hours of operation](#).

Time Restrictions are applied to each day a test is available and should only be set if the test is scheduled for **ONE** day only. If required, select the red Time Restriction text option and set a **Start Time Restriction** when a test can start no earlier than __. If required, set an **End Time Restriction** when a test **must end** by __. If a **Time Restriction is used**, ensure the Time Restriction window accounts for students with a double time accommodation.

NOTE: Students will only be able to select from test start times of 30 minute increments.

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
- b) Select the appropriate Course Name (ex. Seneca Course Test / Exam > RGB101BBB.2001.2234. Ultra)

The screenshot displays 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 active. The main content area shows the 'Test Name' field with the value 'RGB101 N1N Final Exam'. Below it, a dropdown menu titled 'Select the exam group/s for this test' is open, showing a list of exam groups. The first item is 'Seneca Course Test / Exam > RGB101BBB.10001.2234...' and is selected. Other visible items include 'Seneca Course Test / Exam > RGB101 - RegisterBlast 101', 'Seneca Course Test / Exam > RGB101AAA.10001.2234 - Ultra', 'Seneca Course Test / Exam > Risk Management and Insurance Planning', and 'Seneca Course Test / Exam > Scheduling and Inventory Management'. A blue 'Next' button is located at the bottom of the main content area.

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Test Name ⓘ

RGB101 N1N Final Exam

Select the exam group/s for this test ⓘ

× Seneca Course Test / Exam > RGB101BBB.10001.2234... ×

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

Seneca Course Test / Exam > Scheduling and Inventory Management

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 (selected), 2. File Management, 3. Additional Information, and 4. Eligibility & Restrictions. The main content 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 '09/27/2023' in the calendar. The calendar has 'Today' and 'Done' buttons at the bottom.

This screenshot shows the 'Submission Builder' interface with the 'Time Restriction' section visible. The 'Start Date' field contains '09/27/2023' and the 'End Date' field also contains '09/27/2023'. A calendar widget is open for 'September 2023', with a hand cursor pointing at the date '09/27/2023'. Below the calendar, the 'Time Restriction' section is expanded, showing 'Allotted Minutes' set to '60'. A blue 'Next' button is visible at the bottom left of the main content area.

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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Select the exam group/s for this test

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

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 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 60

Choose Time

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 navigation 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). Step 1 is highlighted with a green circle. The main content area shows a breadcrumb trail 'Seneca Course Test / Exam > RGB101BBB.10001.223...', a 'Start Date' of 09/27/2023, an 'End Date' of 09/27/2023, a 'Time Restriction' section with 'Start Time' at 10:00 AM and 'End Time' at 2:00 PM, and an 'Allotted Minutes' dropdown menu set to 120. A blue 'Next' button is at the bottom.

* 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' 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 entry includes an 'Upload complete' status and a 'tap to undo' option with a close icon. A blue 'Next' button is positioned below the upload area. At the bottom of the screen, the 'Test Information & Aids' section is visible, 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.

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

- Specify the students who will be writing this testing by entering their mySeneca email address
- Selecting 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 navigation 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). Step 4 is currently selected and 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 help icon. The field contains three entries, each with a small 'x' icon for removal: '@myseneca.ca', '@myseneca.ca', and '@myseneca.ca'. At the bottom of the main content area is a blue 'Next' button.

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 'Submission Builder' interface at the 'Exam Instructions' step. The left sidebar shows 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 contains a text box labeled 'Instructions' with a help icon. 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 to register for their test. Students can now start the registration process.

The screenshot shows the Seneca Polytechnic Submissions portal. At the top, there is a red header with the Seneca Polytechnic logo and navigation links for Submissions, History, Help, and a user profile icon. Below the header, a green notification bar states "Your submission has been received!". The main content area is titled "Submissions" and includes a sub-header "Manage submission details and materials." with a plus icon. 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 displays 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 of the table, there are controls for "Show 10 entries", "Previous", "1" (current page), "Next", and buttons for "CSV", "Excel", and "Print".

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