

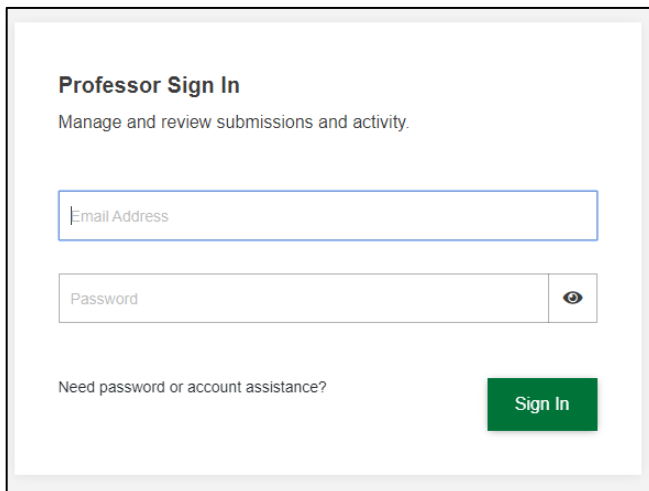
How to Submit a Test or Exam Via Online Submission Tool

All instructors **must** register for the online submission tool before being able to submit a test or exam for a student. **Please allow 24hrs for account activation** before submitting exams.

Register online here: <https://canada.registerblast.com/humbnorth/professor/enroll>

STEP 1

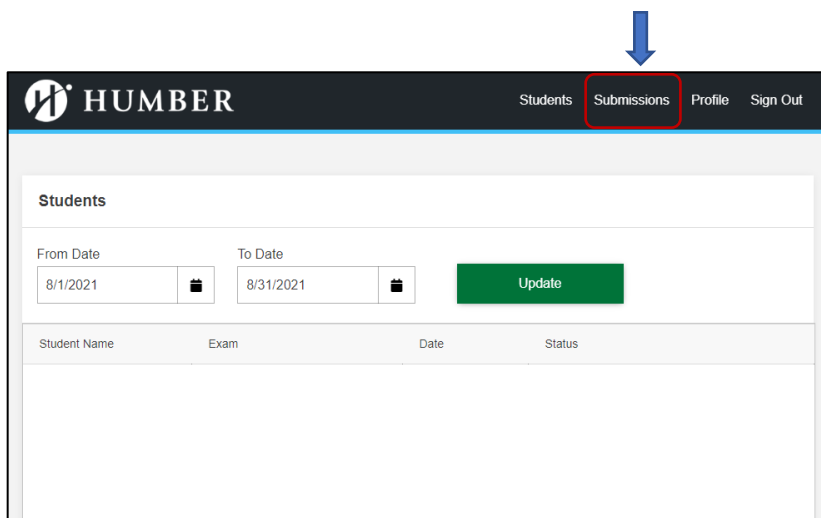
Sign into the [Professor Portal](#) with the email address and password used during registration



The screenshot shows the 'Professor Sign In' page. At the top, it says 'Professor Sign In' and 'Manage and review submissions and activity.' Below this are two input fields: 'Email Address' and 'Password'. The password field has a small eye icon to its right. At the bottom left, there is a link that says 'Need password or account assistance?'. At the bottom right, there is a green button labeled 'Sign In'.

STEP 2

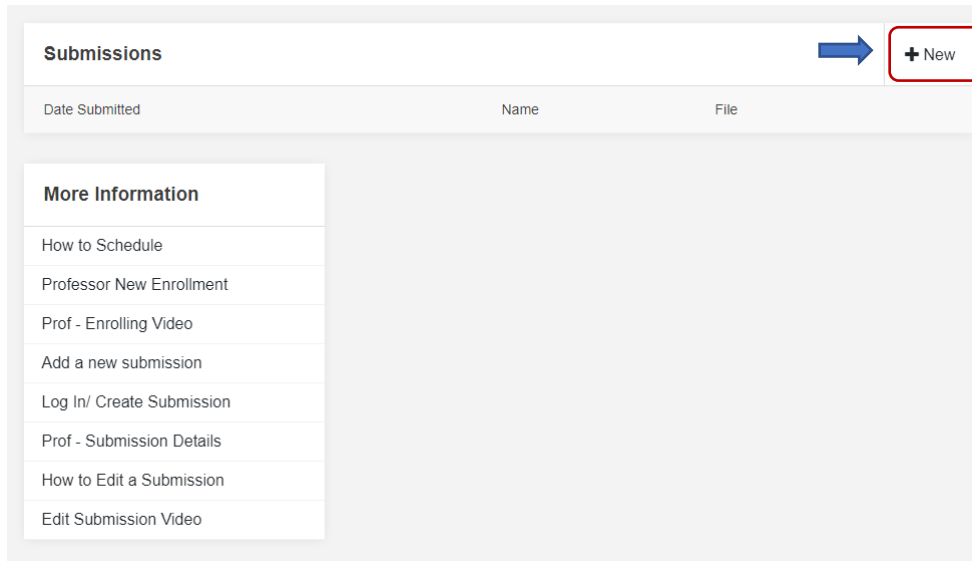
On the **Students** page, click the “Submissions” link at the top of the page



The screenshot shows the 'Students' page in the Professor Portal. At the top, there is a navigation bar with the Humber logo and the text 'HUMBER'. To the right of the logo are four links: 'Students', 'Submissions', 'Profile', and 'Sign Out'. The 'Submissions' link is highlighted with a red box, and a blue arrow points down to it from the text above. Below the navigation bar, the main content area is titled 'Students'. It contains two date input fields: 'From Date' with the value '8/1/2021' and 'To Date' with the value '8/31/2021'. There are small calendar icons next to each date field. To the right of these fields is a green button labeled 'Update'. Below the date fields is a table with the following columns: 'Student Name', 'Exam', 'Date', and 'Status'. The table is currently empty.

STEP 3

On the **Submissions** page, click the **+New** button to add a submission



STEP 4

On the **New Submission** page, enter in the required details in the fields provided. Ensure you read **ALL** instructions on the submission page before completing any of the required fields. Please note, you must click on the Clear Form button prior to starting a new submission.

In the "Test Name" field (directly below) please enter the student's complete name.

1 **Test Name**

2 **Test File**

No file chosen

[Add an additional file](#)

← In the "Test Name" field, enter the student's complete name (i.e. Jane Smith)

← Under the "Test File" field, click Choose File to attach a Word version (docx or rtf) of the test or exam

3 **Needed Information**

Student Name and Number (required)

Student Name and Number

Course Code (required)

Course Code

Test Type (required)

Test Type

What is the regular amount of time permitted for this test? (required)

What is the regular amount of time permitted for this test?

What is the date range in which the student is permitted to write? (required) ?

What is the date range in which the student is permitted to v

Under the “Needed Information” field, enter in the student’s name, student number, the course code, test type (i.e. Quiz, Midterm, Final), the test/exam length, and the date range



Permitted Test Materials - Please select all resources and/or materials which should be available to the student writing this test. FACULTY - If no additional materials are required, please selected the first box (required) ?

- Not Applicable - no additional materials are permitted
- Dictionary/Thesaurus
- Basic Calculator
- Scientific Calculator
- Graphing Calculator
- Digital Scantron
- Internet Access (if specific please indicate below)
- Scrap Paper
- Textbook (if specific please indicate below)
- Notes
- Formula Sheet (please upload w/ test)
- Other (please specify in "Additional Instructions")

In the *Permitted Test Materials*, section, select the materials that you are allowing the student to use during the test/exam. **If you do not allow any additional materials, select the first box, “Not applicable”**



If you have any additional instructions for the student, be sure to select “Other” and include any details in the Additional Instructions field in step 4

Accommodations - Testing Services provides all accommodations that are noted on the student's Accommodation Letter when requested by the student. If you take exception to a permitted accommodation, on the basis of the test format or content, you must contact the Consultant assigned to that student. (required) ?

- Not Applicable - this student does not have accommodations
- Time and One Half
- Double Time
- Calculator
- Computer
- Use of grammar/spell checker
- Memory Aid (must be approved by faculty - please upload w/ test)
- Private Room
- Reader/Scribe
- Distraction Minimized Testing Environment
- Supervised Breaks
- Other (please specify in "Additional Instructions")

Permitted Assistive Software/Devices



In the *Accommodations*, section, select the accommodations identified by the student that they wish to use for their test/exam. Be sure to verify that the accommodations identified by the student match those listed on the Accommodation Letter that you should have received directly from the student or from the University.

Faculty Contact Number (required) ?



Be sure to include a contact number where you can be reached in case the Test Centre has any questions regarding the test or exam.

4 **Additional Instructions**

Additional Instructions



Add any additional instructions for the student here and click Submit or Submit and Print

Submit

Submit and Print