Professor: How to Add a New Exam Submission

Step 1:
Sign in to the Professor Portal using your institution email address and or password/ID
Valencia Faculty log in with the link: Valencia RegisterBlast Sign On
UCF Faculty log in with the link: UCF RegisterBlast Sign On

If you receive an error message when trying to access the link, you have not been added as a faculty member. Please click here to enroll. We will process your request within 24 hours and will communicate when your account has been created.

Step 2:
Navigate to the menu on the top right and click ‘Submissions’ (Figure 1).

Step 3:
Find and click the ‘+New’ button to add a test submission (Figure 2).
Step 4: Include the desired details based on testing center questions for each submission.

**IMPORTANT NOTE:** When submitting a new test/exam, you MUST include the Course Prefix & Number. Section numbers are helpful. Please indicate the type of exam (quiz, final, midterm, etc.) and exam number (Ex. MAC1105-Quiz 2) (Figure 3)

![Figure 3: Screenshot of New Submission page with gold arrow pointing to the Test Name entry field.](image)

**NOTE:** TO ADD additional exam documents use the ‘Additional Files’ at the bottom of Section 3 (Figure 4).

![Figure 4: Screenshot of New Submission page with gold arrow pointing to ‘Add additional file’ link.](image)
Step 5:
Enter ALL exam information in Sections 2-4. In Section 2, when entering the length of exam (in minutes), please **DO NOT** add extra time. This should be the allotted amount of time expected to finish the exam. *Keep in mind these answers **CANNOT** be edited by the professor after being submitted. Only the Testing Center can edit the Start Date, Close Date, and Allotted Minutes after Submission* (Figure 5).

![Allotted Minutes for Exam](image)

*Figure 5: Screenshot of ‘Allotted Minutes for Exam’ entry box with gold arrow pointing to the entry field.*

Step 6:
At the bottom of the Submission page is a link to ‘Submit’ or ‘Submit and Print’ your submission. Click either of the links to submit. *The Testing Center will activate the exam within 24 hours to make it available for students to register online* (Figure 6).

![Submit and Submit and Print](image)

*Figure 6: Screenshot of green ‘Submit’ and ‘Submit and Print’ buttons.*

**Questions? Contact Us!**
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Email: DTCtestingCenter@valenciacollege.edu