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:

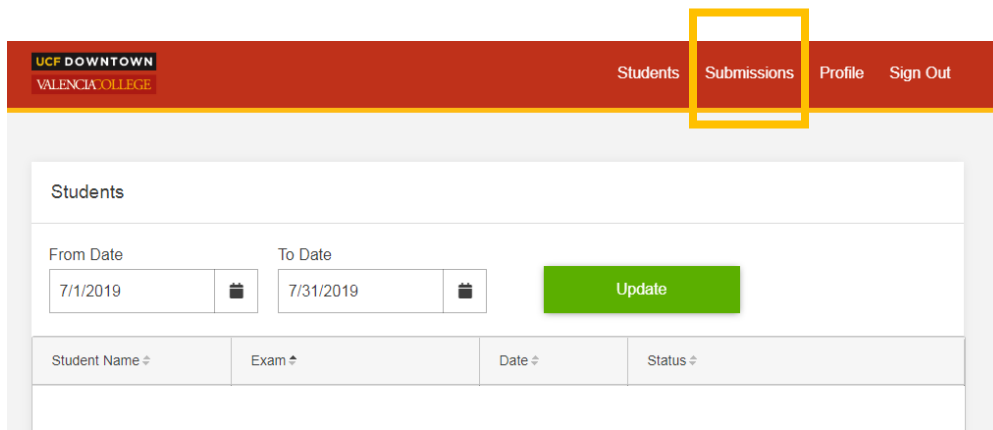Navigate to the menu on the top right and click 'Submissions' (Figure 1).

Figure 1: Screenshot of Professor landing page with gold box around the word 'Submissions.'

Step 3:

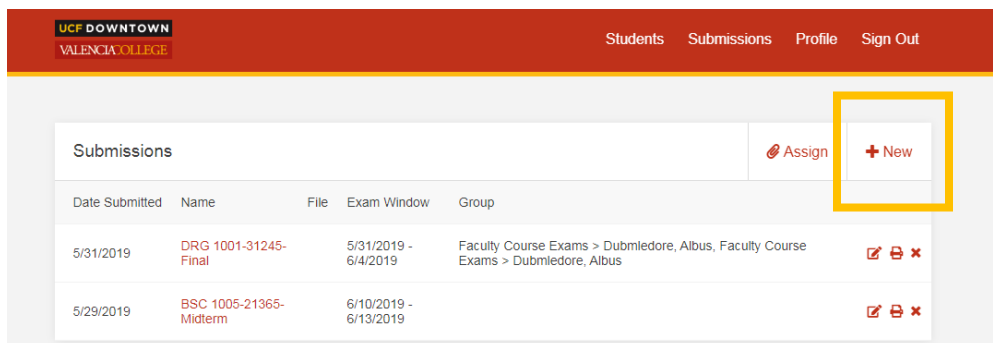Find and click the '+New' button to add a test submission (Figure 2).

Figure 2: Screenshot of Submission page with gold box around the button '+New.'

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.

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.

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).
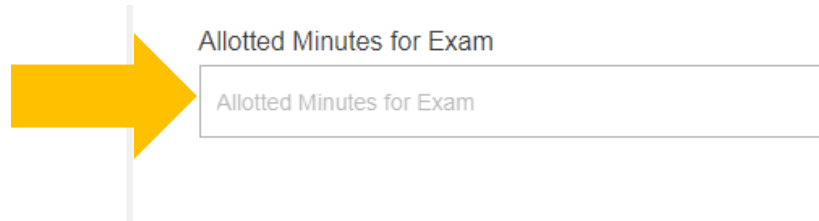

Figure 5: Screenshot of 'Allotted Minutes for Exam' entry box with gold arrow pointing to the entry field.

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).
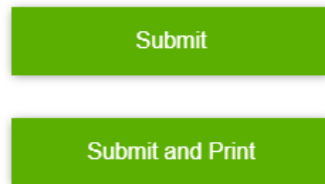

Figure 6: Screenshot of green 'Submit' and 'Submit and Print' buttons.

Questions? Contact Us!
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