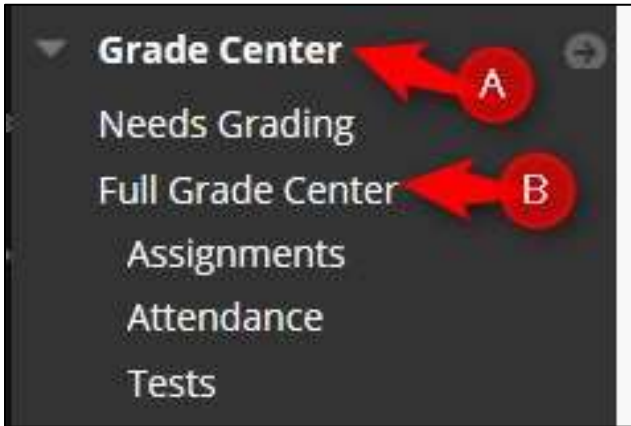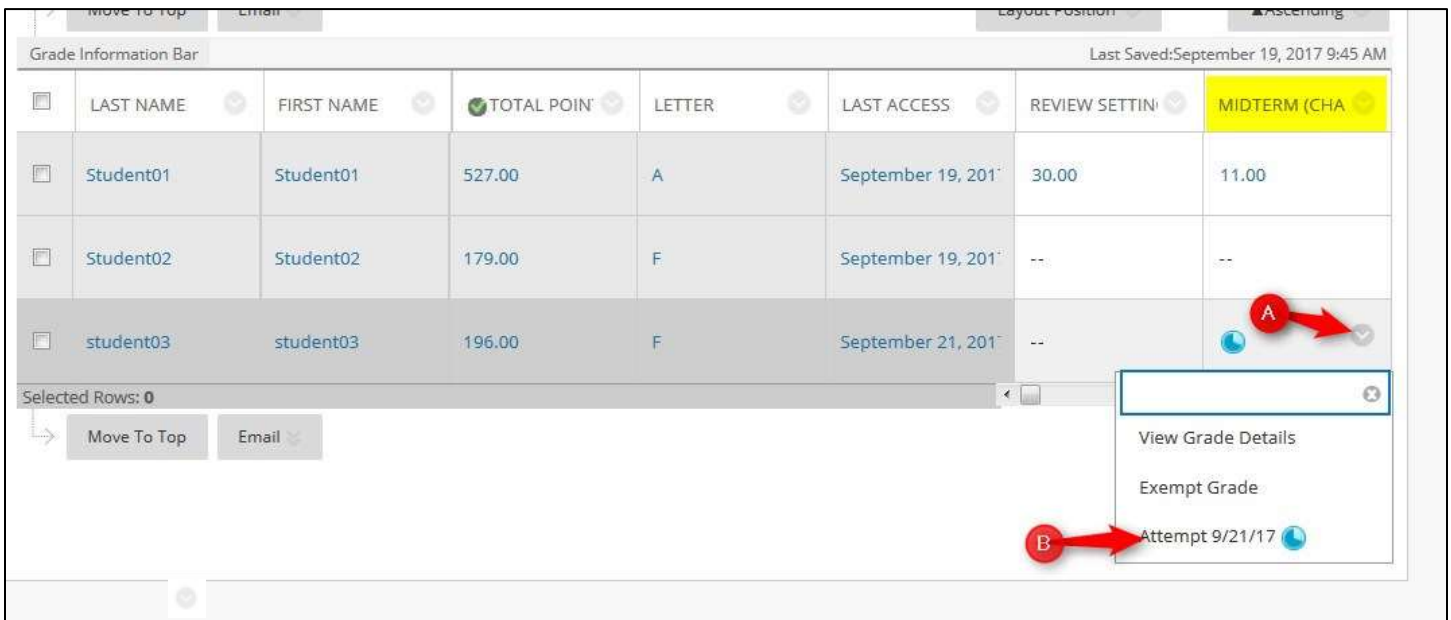# How do I submit test attempts for students?
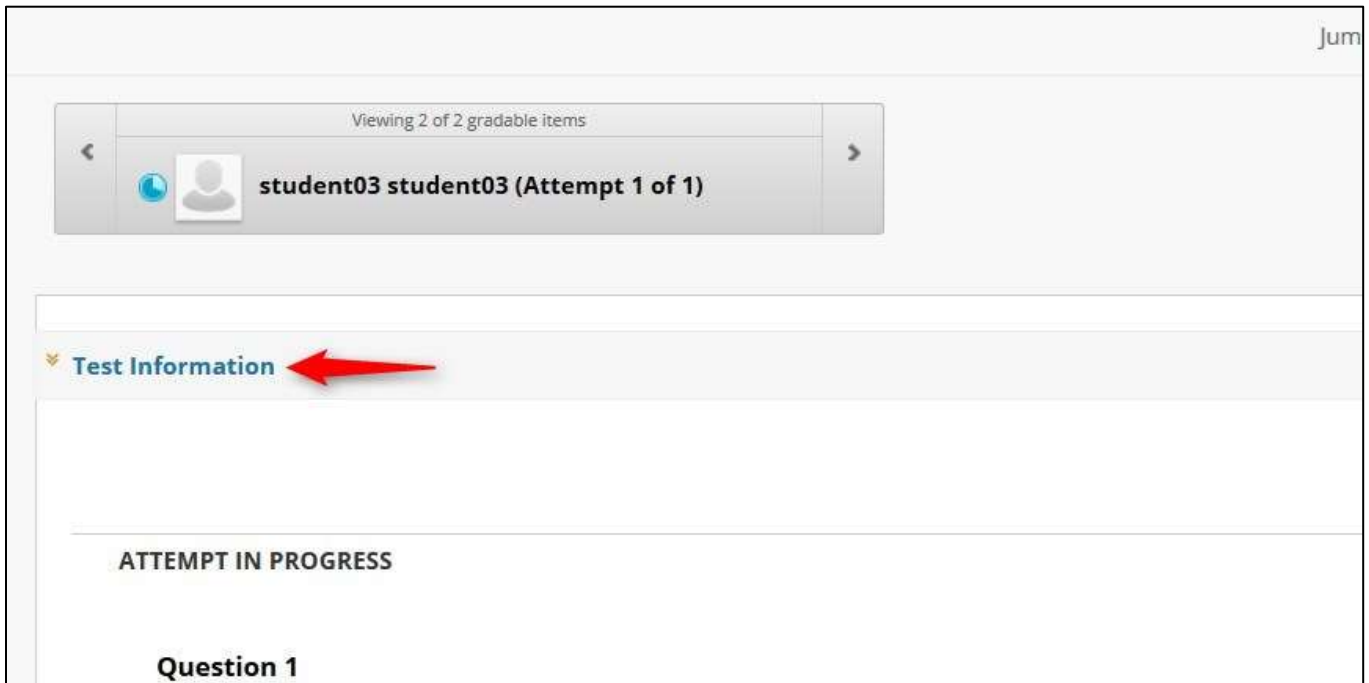
Directions:

1. Go to the Full Grade Center – Click **Grade Center** and the **Full Grade Center**

2. Go to the Test – click the **chevron** and then **Attempt (date)**
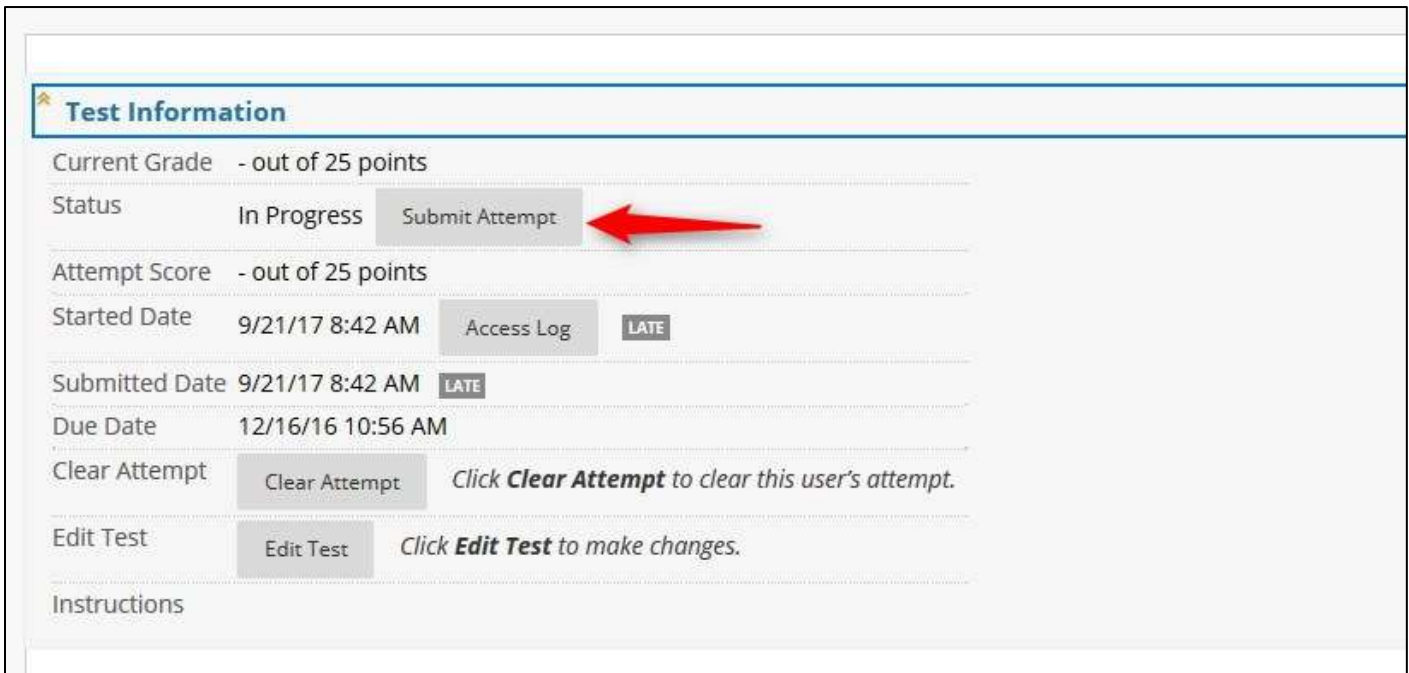
3. Click **Test Information.**

4. Click **Submit Attempt**.

5. Click **OK**

Submit this attempt on behalf of the student? This action is final and cannot be undone.

OK   Cancel
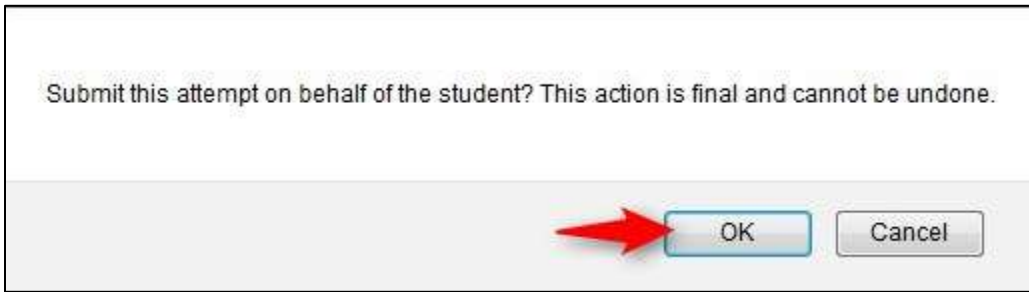
6. Click **Save and Exit** to return to the Full Grade Center

Exit   Save and Exit